



UNIVERSITY OF
MARY WASHINGTON

where great minds get to work

Procurement Services

Contract #UCPUMW 18-661
UNIVERSITY OF MARY WASHINGTON
Commonwealth of Virginia
Standard Contract/Master Agreement

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This contract entered into this 05th day of July 2017 by Party Perfect, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", or UMW.

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

SCOPE OF SERVICES: The Contractor shall provide the services described herein.

PERIOD OF CONTRACT: 1 August 2017 through 31 July 2018 with five (5) one-year renewal options that if exercised will extend the term of the contract through 31 July 2023.

COMPENSATION AND METHOD OF PAYMENT: Will be in accordance with the contract documents.

CONTRACT DOCUMENTS: The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described in Attachment I, all of which are incorporated herein by reference and constitute the "contract documents."

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: [Signature]

Title: GM

Date: 6/29/17

FEI/FIN# _____

PURCHASING AGENCY:

By: [Signature]

Title: INTERIM DIRECTOR
PROCUREMENT SERVICES

Date: 7/6/2017

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

ATTACHMENT I

- Party Perfect, 3210 W. Marshall Street, Richmond, VA 23230

Contact:

(1) Single Point of Contact: Ashley Honeycutt, Phone Normal Work Hours: (804) 359-2400, Phone After Normal Work Hours: (804) 592-1264, Fax (804) 355-0476, Email: ashleyh@partyperfect.com

(2) Administrative and Invoicing/Payment Point of Contact: Renata, Phone Normal Work Hours: 804-359-2400, Phone After Normal Work Hours: (804) 592, 1264, Fax (804) 355-0476, Email: renatak@partyperfect.com.

Category	Daily Rental Rate
Tents and Canopies (to include poles and concrete anchors, courtyard tents (all require concrete anchors) Provide, Install and Remove	
Tents, 10' x 10', Standard Tent	\$137.50
Tents, 10' x 10', High Peaked	\$137.50
Tents, 15' x 15'	\$214.50
Tents 15' x 30'	\$401.50
Tents, 20' x 20'	\$375.00
Tents, 30' x 30'	\$574.20
Tents, 30' x 40'	\$765.60
Tents, 30' x 45'	\$861.30
Tents, 30' x 50'	\$957.00
Tents, 30' x 60'	\$1,148.40
Tents, 30' x 75'	\$1,435.40
Tents, 40' x 80'	\$2,288.00
Tents, 60' x 100'	\$4,290.00
Tents, 80' x 100'	\$5,720.00
Concrete Anchors	\$20.00
Concrete Covers	\$5.50
Tent Pole Covers	\$18.00
Tent Liner for Each Size Tent	\$1.80/Square Foot
Tent Lights, Twinkle	\$0.75/foot
Tent Lights, Bistro	\$1.10/foot
Tent Lights, Lanterns, Japanese 12", 16", 20" and 24"	\$20.00
Tent Fan	\$38.50
Tent Gutter	\$20.00
Tables	
Table Set-Up and Knock-Down	\$2.00
Banquet Table Rectangular 4' x 30"	\$6.90
Banquet Table Rectangular 6' X 30"	\$8.00

Banquet Table Rectangular 8' x 30"		\$8.40	
Banquet Table Rectangular 6' x 18"		\$8.00	
Banquet Table Rectangular 8' x 18"		\$9.50	
Banquet Table Rectangular 8' x 30" (Children's Table)		\$9.10	
Banquet Round 3'		\$7.50	
Banquet Round 4'		\$8.00	
Banquet Round 5'		\$10.00	
Banquet Round 6'		\$14.25	
Banquet Round ¼ Round		\$6.00	
Banquet Round ½ Round		\$8.50	
Cocktail Rounds Tall and Standard Heights 2'		\$9.75	
Cocktail Rounds Tall and Standard Heights 3' *(30")		\$10.00	
Cocktail Rounds Tall and Standard Heights 2' Lighted		\$50.00	
Table Square 2'		\$10.25	
Table Square 4'		\$9.00	
Table Square 5'		\$12.00	
Table Serpentine 8'		\$12.10	
Chairs			
Chair Set-up, Knock-down		\$1.00/folding chair; \$2.00/chiavari	
Padded Garden, White, Black and Natural		\$3.60	
Folding Black, White and Tan		\$1.60	
Chivari Barstool, Black and Natural		\$12.00	
Chivari Black, Gold, Silver, Mahogany, and ICE		\$7.50	
Stage Sections			
Stage, 12" High		\$66.00	
Stage, 32" High		\$66.00	
Staging (Risers 4 x 4)		\$33.00	
Staging Steps		\$35.00 up to 36" \$66 up to 48"	
Black Astroturf Covering for Stage		\$.65/sq ft	
4' Guard Rails for Staging		\$9.90	
ADA Access Ramps		\$30.00	
Stairs			
Stairs, 12" High		\$35.00	
Stairs, 32" High		\$35.00	
Pipes and Drapes (Rental Only)			
8' Black		\$45.00/10' Section	
12' White		\$54.00/10' Section	
Stanchions (Rental Only)			
36" High, without Rope		\$11.00	

Stanchions Chrome Porta Post		
6' Section Red Velour Rope		\$5.00
8' Section Red Velour Rope		\$7.00
Arches (Provide, Install and Remove)		
Brass		\$38.50
Wood		\$82.50
Column (Provide, Install and Remove)		
32"		\$9.00
40"		\$12.00
54"		\$12.00
Screen (Provide, Install and Remove)		
6 Panel Bi-Fold Screen, White		\$20.00
Chuppah (Provide, Install and Remove)		
5' x 7' White Lattice		\$99.00
Lounge Furniture (Provide, Install and Remove)		
Sectional Full Sofa		\$167.50
Sectional Love Seat		\$120.00
Sectional Arm Chair		\$72.50
Sectional Ottoman		\$15.00
Flooring (Provide, Install and Remove)		
Deck Flooring		\$1.10/square foot
Dance Floor		\$156.00 - \$2,156.00
25' Red Carpet		\$49.50
50' Red Carpet		\$60.50
Miscellaneous (Provide, Install and Remove)		
6' Bar Tops for Rectangular Tables		\$9.90
Portable Bar		\$88.00
Table Wheels		\$5.50
Table Extenders		\$4.70
Portable Acrylic Bar		\$275.00
Delivery		
Delivery and Pickup Charge, Flat Rate, for Chairs, Tables, Pipe and Drapes, Stanchions and other Items as Required.		\$250.00 Per Order
Discount from Contractor's Published Price List at time of the Rental for all items not listed above		5% off in-stock rental items
Rebates		A rebate of 5% off the total amount of rental dollars spent in one contract year from UMW when that dollar amount exceeds \$50,000. This rebate may be issued as a reimbursement for the final year of the contract if requested by UMW.

ADD-ON CHARGES ARE DEFINED AS ADDITIONAL CHARGES THAT CAN BE ADDED TO PROCESS AN ORDER AND ARE LIMITED TO THE FOLLOWING FOR THIS CONTRACT

Add-On Description	Charge
Credit Card Fee	No Additional Charge
After Hours Fees (When Delivery or Pick-up is outside of regular business hours).	\$300.00
Time Specific Fees (Incurred if a Delivery or Pick-up need to happen within business hours at a specific time (i.e., 2:00PM arrival, 3:30PM pick-up).	\$200.00
Time Window Fee. Party Perfect offers a four-hour window within business hours free of charge with any delivery, but anything more specific than that incurs this fee.	\$50.00 – 3 hour window \$75.00 – 2 hour window \$100.00 – 1 hour window
Additional Delivery Fees (Incurred if items are added to the order and need to be delivered after Party Perfect have already left for the first delivery or if Items cannot fit on one truck due to space or weight restrictions.	\$250.00 Per Additional Delivery
Freight Charge. Covers shipping from Party Perfect Linen Supplier – Required for any special order linens. This is a one-time charge per contract.	\$45.00
Damage Waiver – Covers any damage to the equipment while in your possession. Tis charge can be removed by sending a copy of the liability insurance. Does not cover missing items or negligent damage.	12% of Rental Cost
Negligent Damage or Missing Item Replacement Cost – If damage is not covered under damage waiver or damage waiver is removed on an order and items are damaged or missing, Party Perfect will charge the replacement fee on those items.	Full replacement costs
Sub-Contractor Add-on – If Party Perfect has to reach out to a subcontractor for UMW for rentals that Party Perfect cannot provide.	20% Mark-up on Subcontracting
Cancellation for Non-Tenting Related Items – <u>Within 30 days of the event 50% of the items cancelled are non-refundable.</u> Note: You can modify your order up until three business days out at no penalty. Tenting "Rain Plan" Cancellation Policy applies towards all tenting and tenting accessories (i.e., sidewall, lights, fans, heaters, etc.). If cancelled <u>more than 72 hours out from delivery 33% of the total rain plan items are Non-Refundable.</u> If cancelled <u>after 72 hours out but before 5PM the business day before delivery 50%</u>	

<p><u>of the total rain plan items are Non-Refundable.</u></p> <p>If cancelled after 5PM the business day before delivery, <u>100% of the total rain plan items are Non-Refundable.</u> Party Perfect does allow for postponement of any events with a 48-hour notice at no fee, as long as all items are available for the new date.</p>	
<p>Forklift Fee. If a forklift is required for an event, the cost of the forklift will be passed along to the University. If UMW obtains the forklift or is able to provide another form of transporting items for graduation delivery from the drop-off site to the set-up site, this fee will be waived.</p>	<p>Estimated \$2,500.00</p>

OTHER AGREEMENTS:

1. Party Perfect agrees to provide a drug-free place of employment and understands that all representatives of their company that are assigned to UMW must have a criminal background check obtained and reviewed by Party Perfect. Party Perfect will only assign to work at UMW those personnel that are qualified and are acceptable to meet UMW's standard.
2. Party Perfect is committed to identify the age of all equipment with each quote. It is the goal of Party Perfect to update and replace equipment when necessary. It is the standard of Party Perfect to supply the best rental equipment to its customers for a seamless event.

Contractor Initials/Date:

TWP 6/29/17

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL.

Name of Offering Firm: Party Perfect
Address of Offering Firm: 3210 W Marshall Street Richmond, VA 23230
Check All That Apply: ☐ Micro Business ☒ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business
RFP Notification received via: ☒ eVA ☐ Newspaper ☐ Other: _____
DSBSD Certification No.: 654264 Expiration Date: 11/9/18
Virginia Contractor License No.: 2705124019 Class: Class A - CIC REC
Specialty Codes: w099 SCC No.: 3457344-0
eVA Vendor ID or DUNS No.: c19455 FEIN: 54-1781476
Submitted By (Print Name & Title): Ashley Honeycutt - Sales
Email: ashleyh@partyp perfect.com Telephone: 804-359-2400
Website: www.partyp perfect.com Fax: 804-355-0476
Signature (In Ink):  Date: 5/31/17

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on **May 17, 2017 at 10:00AM** in the Hurley Convergence Center, Room 111, 1301 College Avenue, Fredericksburg, VA 22401.

- a. Bring a copy of the RFP with you to the conference
- b. Parking is available in the Parking Deck on Alvey Drive which can be accessed from Route 1, Jefferson Davis Highway. Limited on-street parking is also available along College Avenue. The Campus is located on College Avenue between William Street and Jefferson Davis Highway. The Hurley Convergence Center is closest to the Jefferson Davis Highway entrance.

PROPOSALS: Sealed Proposals to furnish the services described herein must reach the contract officer by the deadline in order to be considered. It is the responsibility of the Offeror to ensure that the proposal is received on time.

- a. Proposals must be submitted in a package that clearly identifies the contents as a response to this RFP.
- b. Submit a clearly marked redacted proposal if any portion of the proposal contains proprietary information.
- c. If proposal are mailed, send directly to issuing agency, and buyer shown above. If proposals are hand delivered, deliver directly to a Procurement Services staff member.
- d. The resulting contract will be made available through UMW's Public Contracts Portal
<https://umw.cobblestonesystems.com/public/>.

ADDENDA: Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website: <http://www.eva.virginia.gov>. It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.

INCLEMENT WEATHER/SUSPENDED SCHEDULE: Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check UMW's website or call for closing information: www.umw.edu or (540) 654-2424.

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 PROPOSALS (RFP)

ISSUE DATE: 30 April 2017 **COMMODITY CODE(S):** 97741, 96234, 98172, 98143, 98136, 97732, 96260

RFP NUMBER & TITLE: RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

ISSUING AGENCY & ADDRESS: University of Mary Washington
Procurement Services, Eagle Village Executive Offices, Suite 480
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

WORK LOCATION: ALL UMW CAMPUSES AND PROPERTIES, FREDERICKSBURG, DAHLGREN, STAFFORD

PROPOSAL DUE DATE & TIME: 05 JUNE 2017 2PM

OPTIONAL PRE-PROPOSAL CONFERENCE:
WEDNESDAY, 17 MAY 2017 10AM
HURLEY CONVERGENCE CENTER,
ROOM 111
1301 COLLEGE AVENUE
FREDERICKSBURG, VA 22401

CONTRACT OFFICER: Patricia Canciglia **EMAIL:** pcancigl@umw.edu

PERIOD OF CONTRACT: 1 August 2017 through 31 July 2018 with five one year renewable options that if exercised will extend the term of the contract through 31 July 2023.

QUESTIONS/INQUIRIES: All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **22 May 2017**.

PROPOSALS: Sealed Proposals must reach the above address and department by the deadline stated in order to be considered. It is the responsibility of the offeror to ensure that the proposal is submitted in a package that clearly identifies the contents as a proposal submission in response to this RFP. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information; Reference Section VI.3 stipulations. All resulting contracts will be made available through UMW's Public Contracts Gateway <https://umw.cobblestonesystems.com/public/>.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/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 schedule or attachment of this document is true, correct and complete.

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- I. **PURPOSE:** The objective of this solicitation is to establish contract(s) with pricing agreements with multiple qualified contractors to provide for furniture, shelters, platforms and various other items required for Special Events. Resulting contracts will be issued to provide for UMW requirements for furniture, equipment (such as heaters, generators, fans, etc.), portable shelters (tents, arches, etc.), temporary platforms (staging), sundry associated rentals (linens, props, etc.) and other items that may be required for a variety of events. Current annual key events include Commencement, Family Weekend, Chappell Great Lives Series, Alumni Reunions, Multi-cultural Fair, Orientation, to name a few. In addition, resulting contracts will provide for Presidential Events; Public and Private Events such as weddings; and for any other events that require similar types of equipment, structures, furniture, sundry rentals and services. Events covered by this contract will include both inside and outside events. The resulting contract will be awarded to those qualified contractors who present the best overall value to UMW in terms of types and availability of required equipment, structures, supplies, and services; available capacity to meet UMW scheduling requirements for annual key events; those offerors who have a demonstrated past performance in this industry and who can present the best overall pricing options considering rental prices, discounts, rebates, sponsorships and any associated delivery and add-on pricing. **The University makes no guaranteed minimum amount of purchase or future business with Award of Contract.**
- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 5,000 undergraduate and graduate students. The institution currently consists of three academic campuses and three colleges – Arts and Sciences, Business and Education, as well as a Center for Economic Development, which connects faculty and students with regional initiatives and businesses seeking their assistance. Additional information is available at <http://www.umw.edu/about/>
- III. **BACKGROUND:** The UMW Office of Events and Conferencing promotes the brand of UMW and extends its overall mission of service, by treating various constituencies and individuals – both public and university-related – as clients, who are entitled to the office's resources and professionalism in connection with planning and pursuing presentations that require one-stop management, facilitation, and completion. The Office of Events plans and coordinates logistics for Presidential (inaugurations and presidential addresses) and Major Institutional Events (Family Weekend, the Chappell Great Lives Series, and Commencement). In addition, the Office of Events provides consultation services for other UMW and Community Events (Multi-Cultural Fairs, Alumni Weekend, to name a few), including internal and external groups planning to host an event at the University.
- UMW properties include the Fredericksburg Campus (William Anderson Center, Dodd Auditorium, University Campus Center, Tennis Center, Academic Buildings, and Athletic Fields); the Jepson Alumni Executive Center and Kalnen Inn; the Stafford Campus; the Dahlgren Campus; University Galleries (Ridderhof Martin Gallery, Gari Melchers Home and Studio at Belmont, and James Monroe Museum).
- IV. **SCOPE OF SERVICES (STATEMENT OF WORK):** UMW desires to secure the services of professional special event rental firms with direct experience and expertise in convention, event, or hospitality industry. The Contractor shall furnish all furniture, equipment, staging, temporary structures, services, labor, insurance, supervision and incidentals necessary to provide special event rental services to the University. The contractors shall develop clear, concise, and professional quality written proposal quotes for each event for review and acceptance by UMW.

The contractor will implement and adhere to proper safety and health precautions to protect, at a minimum, all of its work, employees, the public and University personnel, students, and guests.

The contractor will be certified by the manufacturer or have established experience on all equipment, systems and supplies on which the firm will provide. The Contractor will provide documentation on manufacturer certification and/or references (for previous customers with similar equipment) upon request by the end-user department with their original proposal (reference attachment xx) and as requested during the life of the contract.

The contractor will provide an event site diagram which includes rental equipment layouts, if needed.

The contractor will provide verbal and written instructions for the use of equipment.

The contractor will provide an answering service available for emergencies 24-hours a day, seven days a week.

The contractor will deliver in-stock equipment in accordance with delivery expectations of the end user. Delivery time on any non-stock equipment will be detailed to the end-user prior to order placement.

Failure of the Contractor to deliver in the timeframe indicated may result in the University cancelling any order (or part of any order) without payment to the Contractor, and the University will not be held responsible for any restocking fee or penalty.

Quoted prices are to include any and all additional costs/fees associated with product procurement (such as, but not limited to, freight/shipping cost, crating fee, eVA transaction fee, processing fee, etc.).

Site visit will be provided prior to delivery of rental equipment at no additional charge.

All equipment shall conform to any and all established manufacturer or industry standards and/or legally required laws, ordinances, and/or codes and shall be uniform, clean, superior quality, operable with no broken parts, and the same color within each ceremony/location. UMW will at its sole discretion determine if equipment is acceptable for use.

All rentals will include set-up, break-down, and return of the site to its original condition unless the University requests otherwise.

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

Contractor employees are required to wear uniforms to designate their affiliation at all times while on University property. Uniforms will contain the Contractor's name and the person's name designated on the upper portion of the shirt. Uniforms must remain consistent for proper identification purposes. The Selected Firm's personnel must have a photo ID with their name, company name, and be worn above the waist at all times. The University requires such identification for security precautions and access will be prohibited if University personnel do not recognize the identification.

UMW reserves the right to obtain other costs estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. UMW reserves the right to request a quotation from one or more contractors with which the University has a contract. Upon approval of the quotation received by the University, an Agency Purchase Order will be issued as authority to proceed with work. **NO WORK WILL BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED.** Contractor shall not perform work or include additional equipment which would result in exceeding the dollar limitation of the purchase order without first having obtained written approval from the University.

As required by the University, the Contractor shall provide the goods/services to provide equipment rental such as outdoor tents, chairs, staging, tables, linens, generators, heaters, props and other related supplies/services/furniture/equipment on an as needed basis for UMW.

Contractors will be required to meet any/all license requirements stated within the contract at such time as the University has a project that needs to be fulfilled. Although resulting contracts may be assigned under the Contract Administration to the Special Assistant to the President/University Events or her designee, other University departments shall have the authority to utilize any resulting contracts.

Contractor must have personnel that are knowledgeable of "temporary structure permits" through the Commonwealth of Virginia and shall be trained and qualified to handle work of this type.

All persons working under the contract shall abide by the Commonwealth of Virginia Standard of Conduct and Performance.

V. SPECIFIC REQUIREMENTS

- The Contractor shall designate a single company representative as the contact person for all rental requests. The designated representative shall advise UMW of equipment availability and shall confirm each rental.
- The Contractor shall identify and provide a contact person and a day and evening telephone number for emergency communications resulting from severe weather, faulty equipment, and all problems associated with the rental. If a change in the company representative occurs, the Contractor shall immediately notify the UMW representative ordering the equipment and/or UMW's Contract Administrator.
- Request for rentals may be made by telephone, fax, or letter against a valid UMW Purchase Order Agreement.
- Failure to provide equipment that has been scheduled and confirmed in advance shall be considered a failure to perform and may result in cancellation of the contract. All requests are understood by the Contractor to be dependent on availability. If the Contractor is unable to provide the scheduled equipment more than three (3) times during each contract year, the contract may be cancelled.
- The Contractor shall have in current stock, or available for rental at the required time, all equipment in sizes bid. Tents larger than 30' x 30' may be either framed or center pole.
- The quantities shown in the Pricing Schedule are for the purposes of evaluation only; the one day event rental prices (unit price) will set the baseline for pricing for future purchase orders.
- The Contractor is responsible for damages resulting from equipment failure that may cause personal injury to an Individual or to University facilities or equipment. The Contractor agrees to purchase such insurance over and above the University's stated minimum commercial general liability coverage that they consider necessary to protect their equipment from damage or destruction during the term of this contract. The Contractor also agrees that the University shall have no obligation for payment of damages of any nature to equipment provided. Contractor further understands and agrees that no employee of UMW, other than the Chief Procurement Officer, is authorized to sign any rental or other agreement that contains terms and conditions other than those contained in this solicitation or in a purchase order issued against this solicitation, and that any signature of a University employee shall be interpreted as the University's acknowledgement of delivery only.
- In addition to the above, the Contractor shall provide to the Purchasing Agent (Procurement Services) a Certificate of Insurance indicating that the Contractor has in force the coverage specified in the Terms and Conditions of this Solicitation/Contract.
- Repeated failure to furnish materials on time, poor quality or unacceptable performance on the part of the contractor shall be deemed sufficient cause for cancellation of the agreement by the University.
- The Contractor's Service Center must be located within a 50-mile radius of the UMW's Main Campus, 1301 College Avenue, Fredericksburg, VA 22401.
- The University shall be responsible for obtaining permits for temporary structure through the Bureau of Capital Outlay Management (BCOM). However, the Contractor may be required to assist the requesting Department with the following supporting documents for tents and other amusement devices:
 - Site Plan, showing tent location and adjacent structures
 - Floor Plans, with Exits shown
 - Floor Plans, with Furnishing Layouts/Setups shown (e.g., tables, chairs, stages, food service, dance floor, etc.)
 - Certificate of Conformance with NFPA 701 for Flame Resistance, if applicable

Additional requirements regarding Site Plans include, but are not limited to:

- Temporary Structure Site Plans shall indicate distances from other occupied Buildings and Structures and the Use Group of these structures, if within 40 feet of the permit requested Temporary Structure.
- Indicate on Site Plan(s) other site occurring/affecting items, such as: general site slope(s) and ground cover, sidewalks, paths, stairs, ramps, wheelchair egress/access, roadways, drives, trees, bushes, landscaping, bodies of water, other temporary structures and site improvements.

- For further information and for information on other temporary structures, the Contractor may be required to contact the BCOM Lead Reviewer assigned to UMW to discuss the specific data and supporting documents which will be required.
- The Contractors shall adhere to all manufacturer, University and Commonwealth of Virginia requirements related to an anchoring systems, side panels, lighting, exits, locations of heaters, generators, etc. Additionally, contractor vehicles must avoid driving on grass, flower beds, walkways, fountains and University seal.
- The Contractor shall be responsible for monitoring weather conditions and may be required to cancel the erection/use of the structure should wind speed exceed manufacturer and Commonwealth requirements.
- Upon receipt of a written request from UMW, the contractor shall furnish a written description of the scope of services to be provided, ensuring mutual understanding and agreement of the services/work to be performed. The written description shall also include an estimate of the costs to complete the service, a set-up and pick-up date, expressed as either a definite date or the number of days after receipt of UMW's eVA purchase order.
- Upon approval of the quote by the Events Office, an eVA purchase order will be issued as authority to proceed with the work. The eVA purchase order shall incorporate the contractor's quote as a "not to exceed" cost and the agreed upon delivery and pick-up time.
- The Contractor shall perform no work which would result in exceeding the dollar limitation of the eVA purchase order without first having obtained written approval from the Agency.
- The University will make every effort to provide the Contractor notice of such events no later than one (1) month prior to the event date.

VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION:

1. All information requested must be submitted. Failure to submit all information requested may result in the purchasing vendor requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchasing office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
2. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University. However, the University has the right to accept the best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.
3. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, 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. *However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.*
 - a. *Please note that UMW's Public Contract Gateway will publish contract documents, in their redacted digital version as provided by the contractor. No contractor-indicated proprietary data, in compliance with the stipulations detailed above, will be made publically available by UMW.*
4. In order to be considered for selection, Offerors must submit a complete response to the RFP. If proposal is submitted in person, one (1) original and six (6) copies plus one electronic media version (DVD, CD, Flash Drive) of each proposal must be submitted to the university. If your proposal includes proprietary information and you are invoking protection from disclosure under § 2.2-4342F of the Code of Virginia, *you must submit one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover. No other distribution of the proposals shall be made by the offeror.*

5. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:
 - a. The RFP Cover sheet, and any addenda, must be completed and signed by an authorized representative (able to be contractually obligated) of the offering vendor and returned with the RFP package.
 - b. A brief background statement describing the company should be enclosed.
 - c. Specific Format: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) are not used to bind documents. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
 6. Include any other information which the vendor feels the university should consider in evaluating its proposal.
 7. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the university and may not be conducted. Therefore, proposals should be complete.
- B. SPECIFIC SUBMISSION REQUIREMENTS FOR THE RFP PACKAGE: The Offeror should provide the following information tabbed as follows:

1. **Mandatory Requirements:**

- a. Identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.
- b. Identify the location of your business indicating it is within 50-mile radius of UMW.
- c. Provide documentation to substantiate proposed insurance is adequate to meet requirements of "Insurance" Special Term and Condition contained herein and to protect contractor's equipment from damage/destruction.
- d. Provide evidence of your authorization to conduct business in the Commonwealth of Virginia (reference Attachment 1).
- e. Provide understanding of "Requirement for Criminal Background Check of Personnel Assigned by Contractor to perform work on UMW Property" and "Drug Free Workplace" Special Term and Condition contained herein.

2. **Offeror's Qualifications, Experience and Past Performance:**

- a. Describe your understanding and any experience with temporary structure permits through the Commonwealth of Virginia, Bureau of Capital Outlay Management.
- b. Identify your proposed single point of contact, emergency point of contact and business (invoicing) point of contact (reference attachment 2) for all UMW special event rental services.
- c. Provide three references for contracts with similar size, scope, capabilities. Include the contract number, the agency name, the point of contact (Contracts and/or actual Customer), phone

number, and email address, along with date of service and value of the order (reference Attachment 3, Contractor Data Sheet).

- d. Identify your direct experience and expertise in convention, event, or hospitality industry.
- e. Describe ability to provide special event rental services for small or large, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
- f. Describe in detail warranty given on all equipment and service.
- g. Identify any certifications and licenses that you the contractor and/or employee(s) may currently hold.
- h. Describe the training, expertise, and supervision of personnel employed by the contractor that will be assigned to service this contract.
- i. Provide resumes of key personnel that will be assigned to this tasking.

3. Offeror's Ability to Provide Types of Products/Services identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, on-line capability, etc.

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

; & j see attachment "equipment agry"
4. Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc.

- a. Describe timeframe for set-up and take-down of equipment.
- b. Describe consultation and guidance that may be provided to UMW in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed.

- c. Describe in detail cancellation requirements.
- d. Describe invoicing procedure and timelines. Provide sample invoice with proposal.
- e. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at UMW and how tight deadlines are met.
- f. Provide any documented standard operating procedures that would mitigate risk to UMW.
- g. Describe your staffing plan for delivery, set-up, operation, take-down and removal of equipment (numbers of employees, types of employees, responsibilities of employees).
- h. Understanding Commonwealth of Virginia Higher Education requirements for Commencement Support for the same or similar timeframes, describe your capacity to meet that demand signal.
- i. Describe any proposed subcontracting arrangements and expectations.
- j. Describe your inclement weather procedures.

5. Pricing (prices, rebates, discounts, internships, sponsorships, etc.

- a. Complete pricing schedule attached (attachment 4) filling in pricing for all items that your company can provide.
- b. Identify any offered discounts, rebates, opportunities for internships, sponsorships.
- c. Identify any add-on charges proposed in complete detail (shipping by order, by load; by delivery; split order add-on charges; cancellation fees; credit card fees). Any add-on charges that are not identified in your original proposal will not be permitted under a resulting contract. It is imperative that you identify all potential add-on charges for consideration.
- d.

- 6. Small Business Subcontracting Plan.** If you are a SWAM vendor registered with the Department of Small Business and Supplier Diversity, provide your SWAM Registration Number and expiration. If you are not current a SWAM Vendor, but you meet the following conditions (250 or fewer employees or less than \$10 Million in annual sales) please contact Pat Canciglia, Buyer Specialist, at (540-654-1237) who can provide documentation to get your company appropriately identified as SWAM. In addition, complete attachment 5 to identify proposed subcontracting and percentage proposed to SWAM (reference Small Business Subcontracting and Evidence of Compliance Special Term and Condition).

VII. TIME LINES AND KEY DATES:

- A. Questions from Offerors accepted only through 22 May 2017
- B. Proposals are Due: 5 June 2017 @ 2PM
- C. Initial Evaluations complete & Score Sheets due: 19 June 2017
- D. Proposal Clarification questions to Procurement Services: 19 June 2017
- E. Tentative Proposal Clarifications complete and/or presentations (save the date): 30 June 2017
- F. Tentative Negotiations to be complete: 10 July 2017
- G. Award consensus recommendation: 17 July 2017
- H. Tentative Award: 1 August 2017
- I. Tentative Commencement of Contract (signed): 1 August 2017
- J. Tentative Post-Award Conference: 7 August 2017

VIII. EVALUATION AND AWARD CRITERIA: The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the objectives.

- A. Evaluation Criteria: Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Offeror's Qualifications and Experience in Providing Goods/Services (including experience with BCOM, commitment of key personnel with qualifications and experience, past performance).	20
Offeror's Ability to Provide Types of Products/Services identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, on-line capability, etc.).	20
Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc.).	20
Pricing (prices, rebates, discounts, internships, sponsorships, etc.)	20
Small Business Subcontracting Plan	20
Total	100

- B. Award of Contract: 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 vendor shall select the Offeror(s) which, in its opinion, has presented the best proposal(s), and shall award the contract(s) to those Offeror(s). **The University reserves the right to make multiple awards as a result of this solicitation.** The University 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 reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) 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.

IX. CONTRACT ADMINISTRATION:

- A. The Special Assistant to President/University Events shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Purchasing Department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University Purchasing Department through a written two-party modification to the contract.

- X. **GENERAL TERMS AND CONDITIONS:** Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <http://adminfinance.umw.edu/procurement/files/2014/11/UMW-General-Terms-and-Conditions-Nov14.pdf>

XI. SPECIAL TERMS AND CONDITIONS:

ACCESS TO WORK: The University, the University's inspectors and other test personnel, and inspectors from Department of Labor and Industry, BCOM, or other agencies as appropriate, shall have access to the work at all times. The Contractor shall provide proper facilities for access and inspection.

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.

ADVERTISING TO THE GENERAL PUBLIC: In the event a contract is awarded for services resulting from this proposal, no indication of such services to the University of Mary Washington will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

AUDIT: The contractor shall retain all books, records, 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 agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

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.

AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

CANCELLATION OF CONTRACT: The 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. 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.

COMPLIANCE: Failure to comply with any of the specifications contained in the scope of work provided herein may result in cancellation of contract.

CONTRACTOR RESPONSIBILITIES:

1. The contractor shall provide a sufficient number of qualified supervisors and employees to physically inspect, monitor or supervise the Contractor's employees, ensuring adherence to the work schedule and quality of work.
 - a. One supervisor shall be appointed as main contact for the University's Contract Administrator.
 - b. The supervisor shall be able to speak and read English fluently.
 - c. It is expected that this person will report to the Contract Administrator or his/her designee daily when work is being performed under this contract.
 - d. Contractor shall assign a coordinator to review all billings to assure complete and accurate information and to act as contact person for the University.
2. Employee Conduct: The supervisor shall be responsible for the conduct and performance of the Contractor's employees, in addition to compliance with the following rules:

1301 College Avenue
Fredericksburg, VA 22401-5300
adminfinance.umw.edu/procurement

Tel: (540) 654-1127
Fax: (540) 654-1168
procure@umw.edu

- a. Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on University premises.
 - b. No loud, boisterous or rude conduct shall be permitted.
 - c. Contractor's employees shall not use or tamper with office machines nor use University telephones at any time.
 - d. No smoking or vaping on UMW premises.
 - e. No radios, no portable music sources, nor the use of residence hall televisions shall be permitted.
 - f. No unauthorized personnel: The Contractor's employees are not to be accompanied in their work areas or on the premises by acquaintances, family members, or any other person unless said person is an authorized Contractor employee performing work under the contract.
 - g. Uniforms: Contractor's employees shall be uniformed in readily identifiable clothing at all times when performing work under this contract. Uniforms shall be provided by the Contractor at no cost to the University.
3. Damages to listed equipment caused by the Contractor's negligence or nonfeasance shall be repaired at no cost to the University.

CONTRACTOR DATA SHEET: The bidder shall complete the Contractor Data Sheet being sure to include three (3) recent references for whom the bidder has done a similar job of comparable size. Reference Attachment 3.

CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars (\$120,000) or more, or if the total value of all such contracts undertaken by bidder/offor within any 12-month period is seven hundred and fifty thousand (\$750,00) or more, the bidder/offor is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR." If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than one hundred and twenty thousand dollars (\$120,000), or if the total value of all such contracts undertaken by bidder/offor within any 12-month period is between one hundred and fifty thousand dollars (\$150,000) and seven hundred and fifty thousand dollars (\$750,000) or more, the bidder is required to be licensed as a "CLASS B CONTRACTOR". If such a contract is for one-thousand dollars (\$1,000) or more, but less than seventy-five hundred dollars (\$7,500), or if the contractor does less than \$150,000 in business in a 12-month period, the bidder is required to be licensed as a "CLASS C CONTRACTOR". The board shall require a master tradesman license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The bidder/offor shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2705142019 Specialty CIC REC
Licensed Class B Virginia Contractor No. _____ Specialty _____

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

If a bidder/offor shall fail to obtain the required license prior to submission of his bid/proposal, the bid/proposal shall not be considered.

COOPERATIVE PROCUREMENT/ADDITIONAL USERS - 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 affiliated agency and/or corporation 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 Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Bidder/Offeror's bid or proposal package. 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 Agreement does not preclude any participating entity from using other agreements or competitive processes.

CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON UMW

PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on UMW property. The results of the background checks will be directed solely to the Contractor. The Contractor bears the responsibility for confirming to the University Contract Administrator that the background checks have been completed prior to the work being performed by their employees or subcontractors. The Contractor shall only assign to work on University properties 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, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Disapproval by UMW will solely apply to UMW property and should have no bearing on the Contractor's employment of an individual outside of UMW.

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 for advertisements for employees place by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clause in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

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 who 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.

E-VERIFY PROGRAM: Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., 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 any agency of the Commonwealth 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 such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. *If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.*

ENVIRONMENTAL LIABILITY: Any costs or expenses associated with environmentally related violations of the law, the creation or maintenance of a nuisance, or releases of hazardous substances, including, but not limited to, the costs of any cleanup activities, removals, remediations, responses, damages, fines, administrative or civil penalties or charges imposed on the Contractor, whether because of actions or suits by any government or regulatory agency or by any private party, as a result of the storage, accumulation, or release of any hazardous substances, or any noncompliance with or failure to meet any federal, state or local standards, requirements, laws, statutes, regulations or the law of nuisance by Contractor (or by its agents, officers, employees, subcontractors consultants, sub-consultants, or any other persons, corporations or legal entities employed, utilized or retained by Contractor) in the performance of this Contract or related activities, shall be paid by Contractor. This paragraph shall survive the termination, cancellation or expiration of this Contract.

EXCLUSIVITY: The University reserves the right to procure goods or services covered under this contract from a third party when, in the University's sole discretion, it is deemed to be in the University's best interest.

EXTRA CHARGES NOT ALLOWED: The bid price shall be for the product and delivery, and shall include all applicable freight and transportation charges; extra charges will not be allowed.

FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and code. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

FISCAL YEAR PROCESSING: The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services.

FORMAL SOLICITATION COMMUNICATIONS/DISQUALIFICATION OF OFFERORS:

Informal Communications - From the date of receipt of this RFP by each Offeror until a binding contractual agreement exists with the selected contractor and all other Offerors have been notified, or when the University rejects all proposals, informal communication regarding this procurement shall cease. Informal communication shall include, but not be limited to:

- a. Requests from Offerors to any departments of the University, with the exception of Purchasing, for information, comments, etc.
- b. Requests from any department at the University of any employee of the Offeror, with the exception of Procurement Services, for information, comments, etc.
- c. Contact with any individuals participating on the selection committee.

Formal Communications - From the date of receipt of this RFP by each Offeror, until a binding contractual agreement exists with the selected Offeror, and all other Offerors have been notified, or when the University rejects all proposals, all communications between the University and the Offerors will be formal as provided for in this RFP or as requested by Procurement Services. Formal communication shall include, but not be limited to:

- a. Pre-proposal conference
- b. Oral presentation, if requested
- c. Site visits, etc.

ANY FAILURE TO ADHERE TO PROVISIONS SET FORTH ABOVE MAY RESULT IN THE REJECTION OF ANY OFFERORS PROPOSAL AND CANCELLATION OF THIS REQUEST FOR PROPOSAL.

FUTURE SERVICES: The University reserves the right to request __"awarded contractor"__ to provide additional Services under similar and market-based pricing, terms, and conditions to make modifications or enhancements. Such additional Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Such newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.

IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows (on the outside of the package):

FROM: _____

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

The envelope should be addressed as directed on Page 1 of the solicitation.

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 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, good or equipment delivered.

INSPECTION: All work and materials in each project shall be subject to final inspection by an authorized representative of the University. Any omission or failure on the part of such representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of any such work or material. If any defective work or materials are found during inspection, the contractor shall remove or repair, at his own expense, such defective work or rejected material and shall correct and/or replace same without extra charge.

INSPECTION OF JOB SITE: Contractor certifies that they have inspected the job site and are aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the University.

INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.

INSURANCE: By signing this contract, the Contractor certifies it will have the following insurance coverage at the time the contract is awarded and through the term of each contract renewal period. For construction contracts, if any subcontractors are involved, the subcontractor will have worker's compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et. Seq. of the Code of Virginia. The Contractor further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage's 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. **Worker's 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 worker's compensation requirements 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. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The University must be named as an additional insurer and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence (Only used if motor vehicle is to be used in the contract.)

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

LATE PROPOSALS: To be considered for selection, proposals must be received in the issuing office by the designated date and hour. The official time used in the receipt of bids is that time on the automatic time stamp machine in the issuing office. Bids received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service or private couriers, or the intradepartmental University mail system, to name a few. It is the sole responsibility of the Offeror to insure that its bid reaches the issuing office by the designated date and hour.

LIQUIDATED DAMAGES, FURNISH AND INSTALL: Work shall begin at the designated date and time requested by the contract administrator and all work shall be completed by the date and time stated on the purchase order. It is hereby understood and agreed by the offeror that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified, the contractor will be responsible for re-procurement costs including, but not limited to, contracting with a new vendor to complete the necessary services; except that if the delivery be delayed by act, negligence or default on the part of the Commonwealth, public enemy, war, embargo, fire, or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the contractor, the purchasing office may extend the time for performance of the contract or delivery of goods herein specified at the purchasing office's sole discretion for good cause shown.

MISS UTILITIES: As required, it shall be the Contractor's responsibility to contact Miss Utilities a minimum of forty eight (48) hours prior to installation to have all existing underground utilities located, and shall be responsible for any damage to the underground utilities during the performance of this contract.

OPERATING VEHICLES ON UMW CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. The safety of our students, faculty and staff is of paramount important to us. Accordingly, violators may be charged.

ORDERING PROCEDURES: The awardee of a contract under this solicitation shall be issued one (1) master contract (UCP UMW 18-661) which will be valid for the term of the contract. Individual purchase orders will be issued on a per occurrence basis when goods are required. Each purchase order will reference the particular goods to be provide and the master contract number.

PERMITS:

- a. The Contractor shall be responsible to obtain all necessary permits for work directed under this contract. Payment for such will be made on the basis of invoiced/billed cost to the Contractor.
- b. The Contractor shall comply with all applicable federal, state, and local laws, codes, and regulations in connection with the accomplishment of work under this contract. The Contractor shall be responsible for all damages to persons and/or property that occur as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public and the property.

PRICE ESCALATION/DE-ESCALATION:

- a. Price adjustments may be permitted for changes in the contractor's cost of materials and are only authorized at time of renewal (exercise of option periods) and only if formally documented in a corresponding contract modification. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the University.
- b. Contractor shall give not less than ninety (90) days advance notice of any price increase to the Procurement office. Any approved price changes will be effective only at the beginning of the term of the next option period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will:
 - i. Verify that the requested price increase is general in scope and not applicable just to the University
 - ii. Verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.
- c. The Procurement office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Procurement office.

PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directly the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees. Reference Attachment 6.

PROPOSAL ACCEPTANCE PERIOD: Any offer in response to this solicitation shall be valid for ninety (90) days. At the end of the 90 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

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

RECYCLING POLICY: It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff.

RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for five (5) successive periods, or as negotiated, under the terms and conditions of the original contract except 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 University 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 more than the percentage increase/decrease of all the services category of the CPI-U 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 all 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.

SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: 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 bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a Virginia Department of Small Business and Supplier Diversity (DSBSD)-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 DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the DSBSD by the due date for receipt of bids or 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 DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- A. 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 on a monthly or quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. 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:
1. Name of firm with the DSBSD certification number
 2. Phone number
 3. Total dollar amount subcontracted
 4. Category type (small, women-owned, or minority-owned)
 5. 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.

- B. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly or quarterly basis, information on use of subcontractors that are not DSBSD-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, total dollar amount subcontracted, and type of product or service provided.

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

UMW, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace*, or on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party* who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence*. Prohibited conduct includes, but is not limited to: Injuring another person physically; Engaging in behavior that creates a reasonable fear of injury to another person; Engaging in behavior that subjects another individual to extreme emotional distress; Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business; Intentionally damaging property; Threatening to injure an individual or to damage property; Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and Retaliating against any employee who, in good faith, reports a violation of this policy.

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

Definitions:

Workplace: Any location, either permanent or temporary, where an employee or third party performs any work related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternative work locations, and travel to and from work assignments.

Third parties: Individuals who are not state employees, but who have business interactions with state employees.

Such individuals include, but are not limited to:

- Customers, including applicants for state employment or services
- Vendors
- Contractors
- Volunteers
- Relatives
- Unknown parties

Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

Pursuant to authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 Section B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the Identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Title 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and is not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance. Reference Attachment 1.

SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

SUBMISSION OF INVOICES: All invoices shall be submitted within thirty (30) days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the thirty (30) day period will not be processed for payment.

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 fourteen (14) days prior to the time set for receipt of proposals. A copy of all queries and the respective response will be provided in the form of an addendum. Your signature on your Offer certifies that you fully understand all facets of this solicitation.

USE OF PREMISES AND REMOVAL OF DEBRIS: The contractor shall

- a. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
- b. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
- c. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- d. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end at all times the site of the work shall present a neat, orderly and workmanlike appearance.
- e. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the Contract Administrator for parking in other areas.

WARRANTY OF MATERIALS AND WORKMANSHIP: The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract be new, in first class condition, and in accordance with the contract documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Work not conforming to these warranties shall be considered defective. This warranty of materials and workmanship is separate and independent from and in addition to any of the Contractor's other guarantees or obligations in this contract.

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

WORK SITE USE: The Contractor expressly undertakes, either directly or through its Subcontractor(s):

- a. To comply with the regulations governing the operation of premises and to perform its contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work.
- b. To store all apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of the work or the University's use of the facilities.
- c. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- d. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operation, to the end that all times the site of the work shall present a neat, orderly and workmanlike appearance.

XII. METHOD OF PAYMENT: The contractor shall be paid using one of the following three methods:

1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.*
2. "ePayables" through Bank of America: All payments under ePayables will have a *net 16* payment term. For more information about this payment option, please view <http://www.bankofamerica.com/epayablesvendors> or contact UMW's Accounts Payables department at payables@umw.edu.
3. Payment (by check or ACH) will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984
4. *To be considered eligible for payment, all invoices must be received at the following address and should reference the eVA purchase order and UMW contract numbers:*

*University of Mary Washington
Attn.: Accounts Payable
1301 College Avenue
Fredericksburg, VA 22401.*

1301 College Avenue
Fredericksburg, VA 22401-5300
adminfinance.umw.edu/procurement

Tel: (540) 654-1127
Fax: (540) 654-1168
procure@umw.edu

XIII. ATTACHMENTS:

- 1. State Corporation Commission Form**
- 2. Single, Emergency and Administrative Point of Contact Identification Sheet**
- 3. Contractor Data Sheet**
- 4. Pricing Schedule**
- 5. SWAM Subcontracting Plan**
- 6. Proposed Subcontractors**
- 7. Sample Master Agreement**
- 8. UMW Letter—SWAM Initiative**

ATTACHMENT 1 -- STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) Registration Information. The bidder:

☒ is a corporation or other business entity with the following SCC identification number 0457344-0 -
OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped in Virginia from bidder's out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Title 13.1 or 50 of the Code of Virginia.

***NOTE*>>** Initial in the following space if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): _____

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

26	Banquet Rectangular 8' x 30"	\$ 8.40	394	Each	\$ 8.40
27	Banquet Rectangular 6' x 18"	\$ 8.00	26	Each	\$ 8.00
28	Banquet Rectangular 8' x 18"	\$ 9.50	41	Each	\$ 9.50
29	Banquet Rectangular 8' x 30" Children's Table	\$ 9.10	10	Each	\$ 9.10
30	Banquet Round 3'	\$ 7.50	115	Each	\$ 7.50
31	Banquet Round 4'	\$ 8.00	155	Each	\$ 8.00
32	Banquet Round 5'	\$ 10.00	251	Each	\$ 10.00
33	Banquet Round 6'	\$ 14.25	56	Each	\$ 14.25
34	Banquet Round ¼ Round	\$ 6.00	2	Each	\$ 6.00
35	Banquet Round ½ Round	\$ 8.50	1	Each	\$ 8.50
36	Cocktail Rounds Tall and Standard Heights 2'	\$ 9.75	41	Each	\$ 9.75
37	Cocktail Rounds Tall and Standard Heights 3' *(30")	\$ 10.00	46	Each	\$ 10.00
38	Cocktail Rounds Tall and Standard Heights 2' Lighted	\$ 50.00	10	Each	\$ 50.00
39	Square 2'	\$ 10.25	10	Each	\$ 10.25
40	Square 4'	\$ 9.00	28	Each	\$ 9.00
41	Square 5'	\$ 12.00	13	Each	\$ 12.00
42	Serpentine 8'	\$ 12.10	36	Each	\$ 12.10
CHAIRS (Rental, Set-up, Breakdown)	***Chair set up and knock down \$1.00 per folding chair \$2.00 per chiavari				
43	Padded Garden, White, Black and Natural	\$ 3.60	See Attachment for VI. A. 3. B for chart	Each	\$ 3.60
44	Folding Black, White, and Tan	\$ 1.60	See Attachment for VI. A. 3. B for chart	Each	\$ 1.60
45	Chivari Barstool, Black and Natural	\$ 12.00	See Attachment for VI. A. 3. B for chart	Each	\$ 12.00
46	Chivari Black, Gold, Silver, Mahogany, and ICE	\$ 7.50	See Attachment for VI. A. 3. B for chart	Each	\$ 7.50
STAGE SECTIONS, 4' X 8' (PROVIDE, INSTALL, AND REMOVE)					
47	Stage, 12" High	\$ 66.00		Each	\$ 66.00
48	Stage, 32" High	\$ 66.00		Each	\$ 66.00
STAGE EQUIPMENT (PROVIDE, INSTALL AND REMOVE)					
49	Staging (Risers 4 x 4)	\$ 33.00	335	Each	\$ 33.00
50	Staging Steps	\$ 35 up to 36" \$66 up to 48"	10	Each	\$ 35 up to 36" \$66 up to 48"
51	Black Astroturf Covering for Stage	\$ 0.65/sq ft	8000	Each	\$ 0.65/sq ft

52	4' Guard Rails for Staging	\$ 9.90	93	Each	\$ 9.90
53	ADA Access Ramps by the Foot	\$ 30.00		Each	\$ 30.00
STAIRS (PROVIDE, INSTALL AND REMOVE)					
54	Stairs, 12" High	\$ 35.00	10	Each	\$ 35.00
55	Stairs, 32" High	\$ 35.00	10	Each	\$ 35.00
PIPES AND DRAGES (RENTAL ONLY)					
56	10' High Black, Navy Blue and Royal Blue	\$ 8' Black - \$45/10' Sect		Each	\$ 45.00
57	12' High Black, Navy Blue and Royal Blue	\$ 12' White - \$54/10' Sect		Each	\$ 54.00
58	20' High Black, Navy Blue and Royal Blue	\$ Not Available		Each	\$
STANCHIONS (RENTAL ONLY)					
59	36" High, without Rope	\$ 11.00	28	Each	\$ 11.00
STANCHIONS CHROME PORTA POST					
60	6' Section Red Velour Rope	\$ 5.00	11	Each	\$ 5.00
	8' Section Red Velour Rope	\$ 7.00	11	Each	\$ 7.00
ARCHES (PROVIDE, INSTALL AND REMOVE)					
61	Brass	\$ 38.50	1	Each	\$ 38.50
62	Wood	\$ 82.50	2	Each	\$ 82.50
COLUMN (PROVIDE, INSTALL AND REMOVE)					
63	33" *32"	\$ 9.00	4	Each	\$ 9.00
64	46" *40"	\$ 12.00	6	Each	\$ 12.00
65	56" *54"	\$12.00	2	Each	\$ 12.00
66	76"	\$ Not available		Each	\$
SCREEN (PROVIDE, INSTALL AND REMOVE)					
67	6 Panel Bi-Fold Screen, White	\$20.00	5	Each	\$ 20.00
CHUPPAH (PROVIDE, INSTALL AND REMOVE)					
68	5' X 7' White Lattice	\$ 99.00	2	Each	\$99.00
UMBRELLA (PROVIDE, INSTALL AND REMOVE)					
69	7' White Umbrellas for Outdoor Tables	\$ Not available		Each	\$
70	Market Umbrella, Hunter Green	\$ Not available		Each	\$
LOUNGE FURNITURE (PROVIDE, INSTALL AND REMOVE)					
71	Sectional Full Sofa	\$ 167.50	3	Each	\$ 167.50

72	Sectional Love Seat	\$ 120.00	4	Each	\$ 120.00
73	Sectional Arm Chair	\$ 72.50	6	Each	\$ 72.50
74	Sectional Ottoman	\$ 15.00	30	Each	\$ 15.00
FLOORING (PROVIDE, INSTALL AND REMOVE)					
75	Deck Flooring	\$ 1.10/sqft	4000	Each	\$ 1.10/sqft
76	Dance Floor	\$ See attached chart		Each	\$ 156.00-2156.00
77	White Marble Dance Floor	\$ Not available		Each	\$
78	Black Marble Dance Floor	\$ Not available		Each	\$
79	25' Red Carpet	\$ 49.50	3	Each	\$ 49.50
80	50' Red Carpet	\$ 60.50	2	Each	\$ 60.50
MISCELLANEOUS (PROVIDE, INSTALL AND REMOVE)					
81	6' Bar Tops for Rectangular Tables	\$ 9.90	8	Each	\$ 9.90
82	Portable Bar	\$ 88.00	1	Each	\$ 88.00
83	Table Wheels	\$ 5.50	1	Each	\$ 5.50
84	Table Extenders	\$ 4.70	56	Each	\$ 4.70
BAR					
	Portable Acrylic Bar	\$ 275.00	1	Each	\$ 275.00
COMMENCEMENT STAGING	See requirements for staging along with diagrams	\$		Each	\$
DELIVERY		(Per Order)	(Flat Rate)		
85	Delivery and Pickup Charge, Flat Rate, for Chairs, Tables, Pipe and Drapes, Stanchions, and other items as Required.	\$ 250.00	\$ 250.00	Events	\$ 250.00
TOTAL NET PRICING:					\$ 21654.25
	Informational Pricing: The Contractor offers to the University the following discount from the contractor's standard published list price in effect at the time of the rental for all items not listed above _____% - Listed Price				

See attached for VI.B.5.B. for rebate information

ATTACHMENT 5 -- SMALL BUSINESS SUBCONTRACTING PLAN
MUST BE COMPLETED AND RETURNED WITH PROPOSAL

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DSBSD online at <https://www.sbsd.virginia.gov/>.

DEFINITIONS:

"Small business" means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means a business that is at least 51% 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% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
(Code of Virginia, § 2.2-4310)

"Minority-owned business" means a business that is at least 51% owned by one or more minority individuals 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% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.
(Code of Virginia, § 2.2-4310)

Bidder Name: Party Perfect

Preparer Name: Ashley Honeycutt Date: 5/30/17

INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

Section A

If your vendor is certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check Only One: ☒ Small Business ☐ Small and Woman-Owned Business ☐ Small and Minority-Owned Business

DSBSD Certification No.: 654264 Expiration Date: 11/9/18

ADMINISTRATIVE POINT OF CONTACT

CONTACT PERSON'S NAME	Renata
CELL PHONE NUMBER	804-512-7602
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	804-592-1264
FAX NUMBER	804-355-0476
EMAIL ADDRESS	renatak@partyperfect.com

INVOICING/PAYMENT POINT OF CONTACT

CONTACT PERSON'S NAME	Renata
CELL PHONE NUMBER	804-512-7602
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	804-592-1264
FAX NUMBER	804-355-0476
EMAIL ADDRESS	renatak@partyperfect.com

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 2 POINT OF CONTACT INFORMATION

SINGLE POINT OF CONTACT

CONTACT PERSON'S NAME	Ashley Honeycutt
CELL PHONE NUMBER	804-350-3150
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	804-592-1264
FAX NUMBER	804-355-0476
EMAIL ADDRESS	ashleyh@partyperfect.com

EMERGENCY POINT OF CONTACT

CONTACT PERSON'S NAME	Ashley Honeycutt
CELL PHONE NUMBER	804-350-3150
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	804-592-1264
FAX NUMBER	804-355-0476
EMAIL ADDRESS	ashleyh@partyperfect.com

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 3

CONTRACTOR DATA SHEET

QUALIFICATION OF CONTRACTOR: The Contractor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

- **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service.

21 Years 3 Months.

- **REFERENCES:** Indicate below a list of at least four (4) recent references, either commercial or governmental, for which this type of service has been provided. Include the date the service was furnished, and the name and address of the person the University has permission to contact, date of service, value or order, and contract number:

NAME AND ADDRESS	CONTACT PERSON	EMAIL ADDRESS	TELEPHONE NUMBER	DESCRIPTION OF WORK COMPLETED AND DATE OF COMPLETION
1) Magic Ice USA 1350 Sheeler Road Apopka, FL 32703	Tim	Tim@MagicIce USA.com	4078143841	Yearly large-scale staging - last event complete Feb. 2017 92x52 stage
2) Longwood University 201 High Street Farmville, VA 23909	Shelley Farley	farleyss@long wood.edu	4343952306	Yearly delivery and installation of 7500 chairs for graduation Last completed May 2017
3) Tidewater Community College 121 College Place Norfolk, VA 23510	Diane Henderson	DHENDERSON @TCC.EDU	7578221898	Staging for Graduation Last Completed May 2016
4) Greater Richmond Chamber Of Commerce 600 E Main Ste 700 Richmond, VA 23219	Stephanie Phillips	stephanie.phillips @grcc.com	8045395495	Large networking event with many tents Last completed May 2014

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 4-- PRICING SCHEDULE

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

The Contractor agrees to provide the services in compliance with the scope of work for each specific line item/services at a firm fixed price for the period of this agreement as follows.

In any instance where the contractor cannot provide the required services within an acceptable timeframe, the University reserves the right to purchase these services on the open market.

The quantities are estimated quantities used for evaluation purposes only. The University reserves the right to purchase those services actually needed and in quantities as required by the University regardless of whether such total quantities are more or less than those shown.

Item No	Description	Daily Rental	Quantity	Unit	Total
TENTS and Canopies (Provide, Install, and Remove)	To include poles and concrete anchors, courtyard tents (all require concrete anchors)				
1	Tents, 10' x 10', Standard Tent	\$137.50	4	Each	\$ 137.50
2	Tents, 10' x 10', High Peaked	\$137.50	26	Each	\$ 137.50
3	Tents, 15' x 15'	\$214.50	5	Each	\$ 214.50
4	Tents, 15' x 30'	\$401.50	2	Each	\$ 401.50
5	Tents, 20' x 20'	\$375.00	8	Each	\$ 375.00
6	Tents, 30' x 30'	\$574.20	4	Each	\$ 574.20
7	Tents, 30' x 40'	\$765.60	3	Each	\$ 765.60
8	Tents, 30' x 45'	\$861.30	4	Each	\$ 861.30
9	Tents, 30' x 50'	\$957.00	1	Each	\$ 957.00
10	Tents, 30' x 60'	\$1148.40	4	Each	\$ 1148.40
11	Tents, 30' x 75'	\$1435.40	1	Each	\$ 1435.40
12	Tents, 40' x 80'	\$2288.00	1	Each	\$ 2288.00
13	Tents, 60' x 100'	\$4290.00	2	Each	\$ 4290.00
14	Tents, 80' x 100'	\$5720.00	2	Each	\$ 5720.00
TENT Accessories (Provide, Install, and Remove)					
15	Concrete Anchors	\$ 20.00	183	Each	\$ 20.00
16	Concrete Covers	\$ 5.50	183	Each	\$ 5.50
17	Tent Pole Covers	\$18.00	11	Each	\$18.00
18	Tent Liner for Each Size Tent	\$1.80/Square Foot		Each	\$ \$1.80/Square Foot
19	Tent Lights, Twinkle	\$0.75/Foot	2550	Each	\$0.75/Foot
20	Tent Lights, Bistro	\$ 1.10/Foot	1200	Each	\$1.10/Foot
21	Tent Lights, Lanterns, Japanese 12", 16", 20" and 24"	\$20.00	Ordered Per Event	Each	\$ 20.00
22	Tent Fan	\$ 38.50	45	Each	\$ 38.50
23	Tent Gutter	\$ 20.00	40	Each	\$ 20.00
TABLES (Rental, Set-up, Breakdown)	***Table Set Up and Knock Down - \$2.00 per table				
24	Banquet Rectangular 4' x 30"	\$6.90	4	Each	\$ 6.90
25	Banquet Rectangular 6' x 30"	\$ 8.00	218	Each	\$ 8.00

Section B

Populate the table below to show your vendor's plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name, Address & DSBSD Certificate #	Indicate if also: Women (W) or Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Rent-E-Quip 2600 Boulevard Colonial Heights, VA 23834 #657559		Adam Aultman 804-520-7100 Adam@rentequip.org	Supplemental Ultra Deck Flooring	Just providing additional flooring that we will pick up and install	\$3300.00
Total Planned Subcontracting Spend (\$)					3300.00

ATTACHMENT 6

SUBCONTRACTOR APPROVAL REQUEST

No portion of the work (including equipment) shall be subcontracted to another firm or individual without prior written consent of the University of Mary Washington. In the event that the contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the University with the names, qualifications and experience of their proposed subcontractors for agency approval. The primary contractor shall, however, remain fully liable and responsible for the work performed by its subcontractor(s) and shall assure compliance with all requirements of the contract.

List proposed subcontractor(s), including name, address, contact person, and type of work to be performed under this contract below:

Company and Individual Name and Address	Contact Person and Phone Number	Type of Work to be Performed	Type of Equipment Proposed Subcontractor will Provide	Qualifications of Proposed Subcontractor
Rent-E-Quip 2600 Boulevard Colonial Heights, VA 23834 #657559	Adam Aultman 804-520-7100 Adam@rentequip.org	Just providing additional flooring that we will pick up and install	Supplemental Ultra Deck Flooring	They have the same type of flooring we install for graduation - for the rain plan we do not have enough flooring in house and they assist us with extra

ATTACHMENT 7-- SAMPLE ONLY
Contract #XX-XX
UNIVERSITY OF MARY WASHINGTON
Commonwealth of Virginia
Standard Contract/Master Agreement

=====

This contract entered into this XX day of Month 2017 by CONTRACTOR NAME, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", or UMW.

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

SCOPE OF SERVICES: The Contractor shall provide the services described herein.

PERIOD OF CONTRACT: DATE; through DATE with an option to renew for an additional (OPTIONAL RENEWALS IF ANY) additional TERM periods.

COMPENSATION AND METHOD OF PAYMENT: Will be in accordance with the contract documents.

CONTRACT DOCUMENTS: The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described in Attachment I, all of which are incorporated herein by reference and constitute the "contract documents."

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

PURCHASING AGENCY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

FEI/FIN# _____

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

ATTACHMENT 8--SWAM INITIATIVE

VP FOR ADMINISTRATION & FINANCE AND CFO SWAM SUPPORT LETTER

Greetings:

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

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

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

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,



Richard R. Pearce

Vice President for Administration and Finance and CFO



UNIVERSITY OF
MARY WASHINGTON

where great minds get to work

Procurement Services

Party Perfect has been serving the Richmond area since March 1995. Among our full time employees, we have over 175 years of event rental experience. We carry everything you will need for a party – including tenting, tables, chairs, linens, glassware, flatware, china, dance floors, staging, lighting, and catering supplies. Over the years, Party Perfect has been entrusted with thousands of the most important events in people's lives, from weddings, to graduations, to baby showers, and more.

VI.

B.

1. Mandatory Requirements

A. University of Mary Washington - \$45947.60

Longwood University - \$17484.30

Virginia Commonwealth University – Approx. \$10000.00 across multiple accounts

B. 3210 W Marshall Street Richmond, VA 23230

C. See Insurance Attachment

D. See Attachment 1

E. It is Party Perfect's understanding that we will be responsible for conducting criminal background checks on all employees, and that it is going to be up to our best judgement to decide when someone's criminal history makes them ineligible to work on campus grounds. If we have any question as to someone's eligibility we will consult UMW. We will maintain a drug free workplace, posting signage of such and performing random drug tests on all employees.

2. Offeror's Qualifications, Experience, and Past Performance

A. Party Perfect has vast knowledge of structure permits. We are aware of all requirements for exit signage, egress lighting, and fire extinguishers within structures. We have all necessary flame certificates for all tenting, and can create CAD drawings for interiors and exteriors of tenting. We obtain dozens of permits every year all over the Commonwealth.

B. See Attachment 2

C. See Attachment 3

D. Party Perfect has over 20 years in the event industry. Our employees have a combined 175 years of experience in conventions and events. Throughout the year we help execute hundreds of events ranging from weddings to corporate events to graduations.

E. Party Perfect has fourteen experienced and licensed drivers who lead separate crews, allowing us to meet the needs of many events at one time. In any given weekend we perform 40 – 70 "small" deliveries, or 15-20 "large" deliveries. We consider a "small" delivery to be drops-offs of tables and chairs, tenting installations under 20x20, or party orders for guest counts under 150. We consider "large" deliveries to be full-service graduations with tenting, staging, tables, chairs, etc., or large weddings with tenting, tables, chairs, linens, glassware, etc. We typically deliver and install the business day before the event at the very latest, but we prefer to provide more time with the equipment on site

if that is workable with our clients. We do not charge an additional fee for having the equipment on-site for extra days. We typically remove equipment the business day following our clients' event. We do have additional fees if our client requires specific time-frames for delivery or pick up or if a delivery or pick up needs to take place outside of normal business hours. Our normal business hours are Monday – Friday 8am – 5pm, and Saturday 8am – 12noon.

F. We guarantee that our equipment will be rental quality – good condition, some items may have minor wear and tear. If anything does not meet our clients' standards we request a photo of the equipment be sent via email or text message to Ashley Honeycutt, and she will either 1) offer a speedy and suitable replacement or 2) refund equipment – it is up to the client which they would prefer.

G. Party Perfect is SWAM certified, and has a Class A contractor's license.

H. The crews that perform all UMW contracts will be supervised by one of our Lead Techs with the most UMW experience – currently Chris Nedervelt. All of our crews will have proper instruction on the full scope of all events before leaving our warehouse, and will be trained thoroughly on installation and safety procedure. The Lead Tech will be responsible for overseeing crews on site at UMW, but will be periodically checked-in on by one of our Management team (Jeff Johnstone – Production Manager, Nelson Parker – General Manager, Warren White – Warehouse Manager) when necessary. Ashley will be available for a final walkthrough with UMW at any time, but requests a two-week notice on that appointment.

G. Ashley Honeycutt, Sales and Supervisory Team– Six years event industry experience. Three years UMW experience. Extensive knowledge of the set ups required for different events on the UMW campus.

Chris Nedervelt, Driver and Lead Tech – Five years event industry experience. Three years UMW experience. Has been the Lead Tech on all UMW installations for the past three years.

Jeff Johnstone, Production Manager – Twenty-One years event industry experience. Fourteen years UMW experience. Jeff has been the owner / Production Manager at Party Perfect for over twenty years and is familiar with all aspects of UMW events.

Warren White, Warehouse Manager – Thirty-Five years event industry experience. Fourteen years UMW experience. Warren has been in charge of our warehouse and the maintenance of all equipment as long as Party Perfect has been open. He has had hands on most events at UMW since our first contract.

Nelson Parker, General Manager – Six years event industry experience. One year UMW experience. Nelson was the original owner of Party Perfect, took a leap of absence to work in ministry, and has come back as our GM as of 2016.

3. Offeror's Ability to Provide Types of Products/Services Identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, on-line capability, etc.)

A. Our main website is www.PartyPerfect.com . From the main page you can click on the martini glass icon at the top of the page to get to the rental catalog, or you can go directly to www.PartyPerfect.com/QuoteRequest/ . We also have a photo gallery at www.PartyPerfect.com/photo-gallery/ .

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

B. Chair Options and pricing can be seen at www.PartyPerfect.com/QuoteRequest/Chair_Rentals/. Pricing, description, and number owned below:

Type	Price Per	Quantity Owned	Weight Limit	Notes
Samsonite	\$1.60	Tan – 5582 White with Metal – 1081 White with White – 2050 Black – 853	200LB	These are a basic Samsonite folding chair with a plastic back and seat on a metal frame. Perfect for a short ceremony or very casual event!
Garden	\$3.60	Natural – 278 Black – 276 White – 742	300LB	These are a lovely wooden folding chair with a padded cushion seat. They are comfortable and sturdy – perfect for any event! Please note the Natural color is a light colored wood with a white padded seat!
Chiavari	\$7.50	Natural – 178 White – 166 Black – 183 Mahogany – 125 Gold – 279 Silver – 125	400LB	These are incredible, high-end chairs with padded cushion seats. You can choose from black, white, or ivory cushions. These are perfect for a luxe event!
X Back	\$7.50	312	400LB	These are a gorgeous rustic cross backed chair, perfect for your country chic event!

C. We offer Biljax Staging. Our staging comes in 4'x4' sections and ranges from 6" to 84" tall. We offer ramps, skirting, turf covering, rails, and steps with kick plates. You can see photos of this equipment at www.partyperfect.com/QuoteRequest/Staging_Platforms_Flooring_Rentals/. We have 335 pieces of staging in house, which translates to a stage as large as 52'x92'. Staging can be set at many different heights, to create choral-riser style stages, or it can be perfectly level. We like to cover our staging with a black astroturf as the top is an unfinished wood. The turf creates a clean, even look.

D. Table Options and pricing can be seen at http://www.partyperfect.com/QuoteRequest/Table_Rental/. Pricing and descriptions below:

Size	Shape	Price Per	Guests it Holds Comfortably/Max	Most Commonly Used For
8 Foot	Rec	\$8.40	8/10	Seating, Buffet, Bar, Gift Table
6 Foot	Rec	\$8.00	6/8	Seating, Buffet, Bar, Gift Table
6 Foot	Round	\$14.00	10/12	Seating
5 Foot	Round	\$10.00	8/10	Seating
4 Foot	Round	\$8.00	6/10	Seating, Food Display, Gift Table
3 Foot	Round	\$7.50	4/6	Seating, Sweetheart Table, Cake Table
30 Inch	Cocktail Table	\$10.00	NA	Cocktail Table with Appetizer Plates
2 Foot	Cocktail Table	\$9.75	NA	Cocktail Table with Drinks Only
8 Foot	Serpentine	\$12.10	NA	Food Display

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

E. We offer tents ranging from 10x10 to 100x120 – 252 options. We have frame tents available in solid white tops, clear tops, gable-ended, hip-ended, and high-peak frame. We offer pole tents as well. Photos of some of these items can be seen in our photo gallery – www.PartyPerfect.com/photo-gallery/ . See Full Tent Attachment for all of our tent options and pricing. We offer sidewall in solid, French window, or clear. We also offer lighting (bistro lights, twinkle lights, flood lights, Japanese Lanterns) fans, heaters, pole covers, leg drapes, and tent liners.

F. Party Perfect does not offer portable sanitation units

G. Party Perfect offers one 65kw generator and one 75kw generator – each for \$165.00.

H. Party Perfect also offers linens, glassware, flatware, china, concession machines, crowd control, catering equipment, bars, arches, and columns. You can see all equipment and pricing at www.PartyPerfect.com/QuoteRequest/ .

4. Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc.)

A. We typically deliver and install the business day before the event at the very latest, but we prefer to provide more time with the equipment on site if that is workable with our clients. We do not charge an additional fee for having the equipment on-site for extra days. We typically remove equipment the business day following our clients' event. Set up and knock down times will vary based on the scope of the event. For instance – we can remove a tented event at the Alumni Center in one afternoon, but it typically takes us two or more days to remove Graduation.

B. We offer complimentary site inspections and event planning meetings whenever you would like them. If we are not familiar with an area on the campus that you are interested in installing a tent, we require a site inspection. We are more than happy to meet on-site with you and anyone involved in planning the event and try to bring a sales consultant as well as a member of our management team or a Team Lead for any large scale events. We are in office to answer any questions you have that do not require an on-site meeting Monday – Friday 8am-5pm and Saturday 8am – 12noon.

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

C. Our cancellation policy is as follows:

For Non-Tenting related items – Within 30 days of the event, 50% of the items *cancelled* are non-refundable. However, you can *modify* your order up until three business days out at no penalty.

Tenting "Rain Plan" Cancellation Policy - Applies towards all tenting and tenting accessories (i.e. sidewall, lights, fans, heaters, etc.)

If cancelled more than 72 hours out from delivery – 33% of the total rain plan items are NON refundable

If cancelled after 72 hours out but before 5pm the business day before delivery – 50% of the total rain plan items are NON refundable

If cancelled after 5pm the business day before delivery – 100% of the total rain plan items are NON refundable

We do allow for postponement of any events with a 48 hour notice at no fee, as long as all items are available for the new date.

D. After an event has been "closed" in our system (meaning the pick up has take place and all items are back in our warehouse and accounted for) we will email out an invoice to the person who ordered the items, along with whomever is responsible for payments (if required.) UMW would then have 45 days to pay off the contract. Sample Invoice Attached.

E. We can absolutely accommodate unexpected events. Recently, we received a call on our after-hours emergency line from UMW stating that they needed tables delivered the next morning. When the office opened at 8am, we scheduled the delivery and had the items out to UMW by midday. Ashley also checks her email and all voicemails left overnight on the regular line as soon as business opens, and UMW calls receive first priority. If ever Ashley cannot be reached at the office she may be reached on her cell phone provided on Attachment 2.

F. Our cancellation policy is as follows:

For Non-Tenting related items – Within 30 days of the event, 50% of the items *cancelled* are non-refundable. However, you can *modify* your order up until three business days out at no penalty.

Tenting "Rain Plan" Cancellation Policy - Applies towards all tenting and tenting accessories (i.e. sidewall, lights, fans, heaters, etc.)

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If cancelled after 5pm the business day before delivery – 100% of the total rain plan items are NON refundable

We do allow for postponement of any events with a 48 hour notice at no fee, as long as all items are available for the new date.

G. Party Perfect has seven main types of employees associated with UMW events. See below:

Type	# of Employees	Responsibilities
Drivers/Crew Leads	14	Driving, loading, unloading, on-site point of contact for client
General Crew	10	Loading, unloading, assisting in installation and removal of equipment
Warehouse	4	Check-in and check-out of equipment, equipment maintenance, inventory
Dish	2	Dish and catering equipment cleaning, maintenance, inventory, and pulling
Linen	2	Linen cleaning, maintenance, inventory, and pulling
Sales	4	Contract creation, in-office point of contact for client, performs site inspections and on-site client meetings
On-Call	1 – Rotating	Answers the on-call emergency phone for any true emergencies outside of business hours

H. We will only take on one event the scope of UMW's commencement at a time unless we are 100% positive that we can handle more than one seamlessly. We are committed to a full crew of experienced workers for this commencement.

I. If required, we can subcontract necessary equipment through fellow SWAM certified companies.

J. In case of inclement weather when tenting is already installed, we will ensure the tents are properly secured. If that weather is dangerous or a lot of snow falls, we will make the call of whether or not we need to remove tent tops from events to prevent property damage and that call will be discussed with our main point of contact on each affected order. We typically recommend reserving any "rain plan" items on contracts and removing those items if you find they are not needed. See response on line 4. C for rain plan policy.

5. Pricing (prices, rebates, discounts, internships, sponsorships, etc.)

A. See Attachment 4

B. Party Perfect would like to offer the following rebate for future orders:

If UMW spends \$50,000 in one year with Party Perfect, we will offer 5% of the total amount spent as a credit towards the following year's rentals. The credit will apply towards in-house rentals items only, and will expire at the end of the calendar year. For example, if UMW spends \$100,000.00 between 1/1/18 and 12/31/18, you will receive a credit of \$5,000.00 for 2019 events, to be used on in-house rentals only, and that money must be spent by 12/31/19.

We would be happy to look into sponsoring events on a case-by-case basis. All sponsorships must be requested through Ashley, and we require written notice of the scope of event, items needed, details of event, and what we will get in exchange for sponsorship.

C. Additional Charges are as follows:

After Hours Fee – Typically \$300 but is subject to change dependent on the scope of the delivery or pick up. This fee is incurred if delivery or pick up is required to take place outside of business hours, or if a time-specific guarantees our crew will be working outside business hours.

Time Specific Fee - \$200. This fee is incurred if a delivery or pick up needs to happen within business hours at a *specific* time. I.E. 2:00pm arrival, 3:30pm pick up, etc.

Time Window Fee - \$50 for three hour window, \$75 for two hour window, \$100 for one hour window. All within standard business hours. We offer a four hour window free of charge with any delivery, but anything more specific than that incurs this fee.

Additional Delivery Fees – You may incur more than one delivery fee if 1) Items are added on to the order and need to be delivered after we have already left for the first delivery or 2) Items cannot fit on one truck due to space or weight restrictions

Freight Charge - \$45.00. Covers shipping from our linen supplier – required for any special order linens. This is a one-time charge per contract.

Damage Waiver – 12% of the rental cost – covers any damage to the equipment while in your possession. Can be removed by sending a copy of the liability insurance. Does not cover missing items or negligent damage.

Negligent Damage or Missing Item Replacement Cost – If damage is not covered under damage waiver OR damage waiver is removed on an order and items are damaged or missing, we will charge the replacement fee on those items.

6. Small Business Subcontracting Plan

A. See attachment 5

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

Dance Floor Attachment

Quantity	Name	Daily
1	8'X36' White Dance Floor	468.00
4	8'X36' Cherry Plank Dance Floor	468.00
1	8'X32' White Dance Floor	416.00
4	8'X32' Cherry Plank Dance Floor	416.00
1	8'X28' White Dance Floor	364.00
2	8'X28' Cherry Plank Dance Floor	364.00
1	8'X24' White Dance Floor	312.00
5	8'X24' Cherry Plank Dance Floor	312.00
1	8'X20' White Dance Floor	260.00
5	8'X20' Cherry Plank Dance Floor	260.00
2	8'X16' White Dance Floor	208.00
5	8'X16' Cherry Plank Dance Floor	208.00
3	8'X12' White Dance Floor	156.00
5	8'X12' Cherry Plank Dance Floor	156.00
1	36'X36' Cherry Plank Dance Floor	2,106.00
1	32'X36' Cherry Plank Dance Floor	1,872.00
1	32'X32' Cherry Plank Dance Floor	1,664.00
1	28'X36' Cherry Plank Dance Floor	1,638.00
1	28'X32' Cherry Plank Dance Floor	1,456.00
2	28'X28' Cherry Plank Dance Floor	1,274.00
1	24'X36' Cherry Plank Dance Floor	1,690.00
2	24'X32' Cherry Plank Dance Floor	1,560.00
2	24'X28' Cherry Plank Dance Floor	1,430.00
2	24'X24' Cherry Plank Dance Floor	1,300.00
2	20'X36' Cherry Plank Dance Floor	1,170.00
1	20'X32' Cherry Plank Dance Floor	1,040.00
1	20'X28' Cherry Plank Dance Floor	910.00
3	20'X24' Cherry Plank Dance Floor	780.00
3	20'X20' Cherry Plank Dance Floor	650.00
2	16'X36' Cherry Plank Dance Floor	1,040.00
3	16'X32' Cherry Plank Dance Floor	936.00
3	16'X28' Cherry Plank Dance Floor	832.00
4	16'X24' Cherry Plank Dance Floor	728.00
4	16'X20' Cherry Plank Dance Floor	624.00
5	16'X16' Cherry Plank Dance Floor	520.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

1 16'X16' White Dance Floor	416.00
3 12'X36' Cherry Plank Dance Floor	702.00
4 12'X32' Cherry Plank Dance Floor	624.00
4 12'X28' Cherry Plank Dance Floor	546.00
5 12'X24' Cherry Plank Dance Floor	468.00
1 12'X24' White Dance Floor	468.00
5 12'X20' Cherry Plank Dance Floor	390.00
1 12'X20' White Dance Floor	390.00
5 12'X16' Cherry Plank Dance Floor	312.00
1 12'X16' White Dance Floor	312.00
5 12'X12' Cherry Plank Dance Floor	234.00
2 12'X12' White Dance Floor	234.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

Full Tent Attachment

100x120 Pole Tent	9,504.00
100x150 Pole Tent	11,880.00
100x180 Pole Tent	14,256.00
100x210 Pole Tent	18,348.00
100x240 Pole Tent	21,120.00
100x60 Pole Tent	4,752.00
100x90 Pole Tent	7,128.00
10x10 Anchor Frame Tent	137.50
10x10 Hi Peak Tent	137.50
10x10 ST Frame Tent	137.50
10x20 ST Frame Tent	220.00
10x20 Tent Line Green	198.00
10x30 ST Frame Tent	330.00
10x40 ST Frame Tent	440.00
10x50 ST Frame Tent	550.00
10x60 ST Frame Tent	660.00
10x70 ST Frame Tent	770.00
10x80 ST Frame Tent	880.00
10x90 ST Frame Tent	990.00
12x12 White Frame Tent	192.50
15x15 Frame Tent	214.50
15x30 Frame Tent	401.50
15x45 Frame Tent	495.00
15x60 Frame Tent	716.80
15x75 Frame Tent	900.00
15x90 Frame Tent	1,080.00
20' Round White Tent	297.00
20x100 Frame Tent ST	1,430.00
20x110 Frame Tent ST	1,510.00
20x120 Frame Tent ST	1,716.00
20x140 Frame Tent ST	2,002.00
20'X20' Customer S/U Orang/Blu	148.50
20'X20' Customer S/U Tent - White "B"	148.50
20x20 Eureka Frame Tent	324.50

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

20x20 Frame Tent ST	375.00
20x20 Gable Tent Eureka X2 (A)	375.00
20x20 Vista Frame Tent	357.50
20x30 Frame Tent ST	450.00
20x30 Gable Tent Eureka X2 (A)	450.00
20x40 Frame Tent ST	572.00
20x40 Gable Conversion Tent	605.00
20x50 Frame Tent ST	715.00
20x60 Frame Tent ST	858.00
20x60 Gable Conversion Tent	880.00
20x70 Frame Tent ST	1,012.00
20x80 Frame Tent ST	1,144.00
20x80 Gable Conversion Tent	960.00
20x90 Frame Tent ST	1,287.00
30x100 Conversion Frame Tent	1,914.00
30x100 Gable Conversion Tent	1,914.00
30x100 Kedered Conversion Tent	1,914.00
30x105 Conversion Frame Tent	2,009.70
30x105 Eureka Frame Tent	2,009.70
30x105 Gable Conversion Tent	2,009.70
30x105 Kedered Conversion Tent	2,009.70
30x110 Conversion Frame Tent	2,105.40
30x110 Kedered Conversion Tent	2,105.40
30x115 Conversion Frame Tent	2,201.10
30x115 Kedered Conversion Tent	2,201.10
30x120 Conversion Frame Tent	2,296.80
30x120 Eureka Frame Tent	2,296.80
30x120 Kedered Conversion Tent	2,296.80
30x140 Kedered Conversion Tent	2,678.00
30x15 Gable Clear Tent	346.50
30x15 Gable Clear Track Tent	346.50
30x15 Gable Conversion Tent	346.50
30x15 Gable Track Tent	346.50
30x30 Century Mate Tent	495.00
30x30 Clear Gable Conver Tent	693.00
30x30 Conversion Frame Tent	574.20
30x30 Eureka Frame Tent	650.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

30x30 Gable Clear Track Tent	693.00
30x30 Gable Conversion Tent	574.20
30x30 Kedered Conversion Tent	574.20
30x35 Gable End Tent	669.90
30x40 Conversion Frame Tent	765.60
30x40 Eureka Frame Tent	765.60
30x40 Gable End Conversio Tent	765.60
30x40 Kedered Conversion Tent	765.60
30x45 Century Mate Tent	742.50
30x45 Clear Gable Conver Tent	1,039.50
30x45 Conversion Frame Tent	861.30
30x45 Eureka Frame Tent	861.30
30x45 Gable Clear Track Tent	1,039.50
30x45 Gable Conversion Tent	861.30
30x45 Kedered Conversion Tent	861.30
30x50 Conversion Frame Tent	957.00
30x50 Eureka Frame Tent	957.00
30x50 Gable End Convers Tent	957.00
30x50 Kedered Conversion Tent	957.00
30x55 Conversion Frame Tent	1,052.70
30x55 Gable Conversion Tent	1,052.70
30x55 Kedered Conversion Tent	1,052.70
30x60 Century Mate Tent	990.00
30x60 Clear Gable Conver Tent	1,386.00
30x60 Conversion Frame Tent	1,148.40
30x60 Eureka Frame Tent	1,148.40
30x60 Gable Clear Track Tent	1,386.00
30x60 Gable Conversion Tent	1,148.40
30x60 Kedered Conversion Tent	1,148.40
30x65 Conversion Frame Tent	1,244.10
30x65 Gable Conversion Tent	1,244.10
30x65 Kedered Conversion Tent	1,244.10
30x70 Conversion Frame Tent	1,339.80
30x70 Gable Conversion Tent	1,339.80
30x70 Kedered Conversion Tent	1,339.80
30x75 Clear Gable Track Tent	1,600.50
30x75 Conversion Frame Tent	1,435.50

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

30x75 Eureka Frame Tent	1,435.50
30x75 Gable Conversion Tent	1,435.50
30x75 Kedered Conversion Tent	1,435.50
30x80 Conversion Frame Tent	1,531.20
30x80 Gable Conversion Tent	1,531.20
30x80 Kedered Conversion Tent	
30x85 Conversion Frame Tent	1,626.90
30x85 Eureka Frame Tent	1,626.90
30x85 Gable Conversion Tent	1,626.90
30x85 Kedered Conversion Tent	1,626.90
30x90 Clear Gable Tent	1,930.50
30x90 Conversion Frame Tent	1,722.60
30x90 Eureka Frame Tent	1,722.60
30x90 Gable Conversion Tent	1,722.60
30x90 Kedered Conversion Tent	1,722.60
30x95 Conversion Frame Tent	1,818.30
30x95 Gable Conversion Tent	1,818.30
30x95 Kedered Conversion Tent	1,818.30
40x100 Century Tent	2,420.00
40x100 Conversion Frame Tent	2,860.00
40x100 Eureka Frame Tent	2,860.00
40x100 Gable Conversion Tent	2,860.00
40x120 Century Tent	2,904.00
40x120 Conversion Frame Tent	3,432.00
40x120 Eureka Frame Tent	3,432.00
40x120 Gable Conversion Tent	3,432.00
40x140 Century Tent	4,004.00
40x140 Gable Conversion Tent	4,004.00
40x15 Gable Clear Tent	517.00
40x15 Kedered Gable Tent	825.00
40x150 Keder Gable Tent	4,290.00
40x160 Century Tent	4,576.00
40x160 Conversion Tent	4,576.00
40x20 Gable Conversion Tent	825.00
40x30 Gable Clear Tent	924.00
40x30 Kedered Gable Tent	858.00
40x35 Clear Gable Tent	1,067.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

40x35 Kedered Gable Tent	1,001.00
40x40 Century Tent	985.00
40x40 Conversion Frame Tent	1,144.00
40x40 Eureka Frame Tent	1,144.00
40x40 Gable Conversion Tent	1,144.00
40x40 Kedered Conversion Tent	1,144.00
40x45 Gable Clear Tent	1,386.00
40x45 Kedered Gable Tent	1,287.00
40x50 Clear Gable Tent	1,496.00
40x50 Kedered Gable Tent	1,430.00
40x55 Conversion Frame Tent	1,573.00
40x55 Kedered Gable Tent	1,573.00
40x60 Century Tent	1,452.00
40x60 Conversion Frame Tent	1,716.00
40x60 Eureka Frame Tent	1,716.00
40x60 Gable Clear Tent	2,640.00
40x60 Gable Conversion Tent	1,716.00
40x60 Kedered Gable Tent	1,716.00
40x65 Clear Gable Tent	2,739.00
40x65 Kedered Gable Tent	1,859.00
40x70 Kedered Gable Tent	2,002.00
40x80 Century Tent	1,936.00
40x80 Clear Gable Tent	3,344.00
40x80 Conversion Frame Tent	2,288.00
40x80 Eureka Frame Tent	2,288.00
40x80 Gable Conversion Tent	2,288.00
40x80 Kedered Gable Tent	2,288.00
40x85 Kedered Gable Tent	2,431.00
40x90 Kedered Gable Tent	2,574.00
50x100 Gable Conversion Tent	4,675.00
50x115 Gable Conversion Tent	5,379.00
50x25 Gable Conversion Tent	1,100.00
50x30 Gable Conversion Tent	1,402.50
50x40 Gable Conversion Tent	1,870.00
50x45 Gable Conversion Tent	2,106.50
50x55 Gable Conversion Tent	2,574.00
50x60 Gable Conversion Tent	2,805.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

50x70 Gable Conversion Tent	3,272.50
50x75 Gable Conversion Tent	3,509.00
50x85 Gable Conversion Tent	3,976.50
50x90 Gable Conversion Tent	4,207.50
5x9 Marquee Frame Tent	82.50
60x100 Century Tent	4,290.00
60x110 Century Pole Tent	4,719.00
60x120 Century Pole Tent	5,148.00
60x130 Century Tent	5,005.00
60x140 Century Pole Tent	6,006.00
60x150 Century Pole Tent	6,435.00
60x160 Century Tent	6,864.00
60x170 Century Pole Tent	7,293.00
60x180 Century Pole Tent	7,722.00
60x190 Century Tent	8,151.00
60x200 Century Pole Tent	8,580.00
60x210 Century Tent	9,009.00
60x220 Century Tent	9,438.00
60x230 Century Pole Tent	9,867.00
60x240 Century Pole Tent	10,296.00
60x260 Century Pole Tent	17,160.00
60x40 Century Tent	1,716.00
60x60 Century Pole Tent	2,574.00
60x70 Century Tent	3,003.00
60x80 Century Pole Tent	3,861.00
60x90 Century Pole Tent	3,861.00
6x10 Marquee Frame Tent	110.00
6x15 Frame Tent	165.00
6x20 Marquee Tent	220.00
6x25 Frame Tent	275.00
6x30 Marquee Tent	250.00
6x5 Marquee Frame Tent	82.50
6x80 Marquee Tent	800.00
75 Gallon Delux Water Barrel	30.00
80x100 Century Tent	5,720.00
80x120 Century Tent	6,864.00
80x130 Century Tent	7,436.00

Party Perfect Response Attachment
RFP UCPUMW 18-661 SPECIAL EVENT EQUIPMENT RENTAL

80x150 Century Tent	8,580.00
80x160 Century Tent	9,152.00
80x180 Century Tent	10,296.00
80x190 Century Tent	10,868.00
80x210 Century Tent	12,012.00
80x40 Century Tent	2,288.00
80x60 Century Tent	3,432.00
80x70 Century Tent	4,004.00
80x90 Century Tent	5,148.00
9x10 Clear Marquee Tent	121.00
9x10 Marquee Frame Tent	110.00
9x100 Marquee Tent	1,100.00
9x15 Clear Marquee Tent	181.50
9x15 Marquee Tent	150.00
9x150 Marquee Tent	1,650.00
9x20 Marquee Tent	220.00
9x20 Clear Marquee Tent	242.00
9x25 Marquee Tent	275.00
9x25 Marquee Clear Tent	302.50
9x30 Marquee Tent	330.00
9x35 Marquee Tent	385.00
9x40 Marquee Tent	440.00
9x45 Marquee Tent	495.00
9x5 Clear Marquee Tent	66.00
9x5 Marquee Tent	88.00
9x50 Marquee Tent	550.00
9x55 Marquee Tent	605.00
9x60 Marquee Tent	660.00
9x65 Marquee Tent	715.00
9x70 Marquee Tent	770.00
9x75 Marquee Tent	825.00
9x80 Marquee Tent	880.00
9x85 Marquee Tent	935.00
9x90 Marquee Tent	990.00
9x95 Marquee Tent	1,045.00



ADDENDUM #1

22 May 2017

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: UCPUMW 18-661 Special Events Equipment Rental
Date Issued: 22 May 2017
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: 5 June 2017 2PM

This addendum consists of one page with three attachments.

A. Questions from Offerors:

- 1. Are the Dimensions for #38, Cocktail Rounds 2' Standard Height, correct? Yes**

B. Attachments:

1. Attendance List for 17 May 2017 Pre-Proposal Conference (1 page).
2. Power Point Presentation from 17 May 2017 Pre-Proposal Conference (8 pages); and
3. Scenarios for Pricing and Associated Pricing Breakdown (6 pages).

C. Other:

1. The last date for submission of questions is changed from 22 May 2017 to close of business 25 May 2017.
2. Section V, Specific Requirements 10th bullet and Section VI.B 1, page 8, b. – change "50-mile radius" to "55-mile radius".
3. Section VI. B 3, page 9. Add i. and j. : as follows:
 - i. Offerors shall identify age of all proposed equipment in the following sub-categories:
 1. Equipment that is 1-3 years old;
 2. Equipment that is over 3, but under 5 years old;
 3. Equipment that is 5 years old or older.
 - ii. Offerors shall provide details on approach to replacement of aged equipment (i.e., how often is equipment replaced or updated; priority of items to be replaced; pricing adjustments (if any) associated with replacement of items, etc.).

END OF ADDENDUM NO. 1

Patricia A. Canciglia
Buyer Specialist
Procurement Services
University of Mary Washington
Phone: (540)654-1237

RFP UCPUMW 18-661 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM:

Party Perfect

NAME OF OFFEROR REPRESENTATIVE:

Ashley Honeycutt

OFFEROR SIGNATURE:

DATE:

There are three scenarios included. Please price each scenario for which your company is interested in participating. If you are using subcontractors, please identify those proposed subcontractors that you have worked with in the past. If you are proposing subcontractors that you have not worked with in the past, please so note.

Use the following price breakdown and identify any additional charges that you traditionally include in your price breakdown under "Other" with full explanation. NOTE: During administration of the contract, Awardees will be limited to those category charges that were specifically proposed as outlined below; therefore, it is imperative that you identify any relevant charges under "Other".

Scenario One: Commencement is the premiere event for UMW. Equipment Requirements are identified below. Equipment should be in place by close of business on Thursday before Commencement Weekend with removal scheduled the following Sunday or Monday. Pricing should be all inclusive.

Item	Quantity	Unit Price	Extended Price
Tent 1 – 40x80 Kedered Gable Tent (Delivery, Set-Up, Take Down)	1	\$ 2288.00	2288.00
Tent 2 30x60 Conversion Frame Tent (Delivery, Set-Up, Take Down)	1	\$ 1148.40	1148.40
Tent 3 12x16 **10x20	1	\$ 220.00	220.00
Ultra Deck Flooring	6,000	\$ 1.10/ft	6600.00
Black Astroturf	6,000	\$ 0.65/ft	3900.00
4'x4' Bijax Stage Sections	200	\$ 33.00	660.00
16" – 32" High Stage Steps (Need Backplate)	3	\$ 35.00	105.00
24" – 48" High Stage Steps (Need Backplate)	3	\$ 66.00	198.00
4' Rails for Bijax	50	\$ 9.90	495.00
Diag Brace Stage W Snap Pins	46	\$ 5.50	253.00
Stage End/Corner Cross Brace	12	\$ 12.00	144.00
6' Mesh Black Per Foot	200	\$ 2.20	202.20
Black Astroturf	3,584	\$ 0.65	2329.60
4-6" High Bijax Ramp ADA	2	\$ 57.50	115.00
Handrail ADA Top Right	2	\$ 9.90	19.80
Ultra-Deck Expansion Joint	24	\$ 4.00	96.00
6' Signature Event Fencing	7	\$ 20.00	140.00
8x3 Rectangular Table	70	\$ 8.40	588.00
Fence Bike Rack 4x8 Galvanized	95	\$	
Stage, 4x4 Wooden Section	12	\$	
Stage, 4 H-Frame Starter	5	\$	
Stage, 4 H-Frame Continue	5	\$	
Stage Guard Rail 4x42	13	\$	
Stage Step 40-80 with Handrail	1	\$	
Stage 4xBrace	12	\$	
Poly Sateen, 60 per foot Black	56	\$	

Scenario Two: Reunion Weekend. Equipment should be in place by close of business on Thursday before Reunion Weekend with removal scheduled the following Monday. Pricing should be all inclusive.

Item	Quantity	Unit Price	Extended Price
9" x 132" Burgundy Poly	14	\$ 16.00	224.00
132" Round Elegant Poly **EGGPLANT	6	\$ 18.00	108.00
132" Round Light Olive Poly	4	\$ 18.00	72.00
Eggplant Sash	4	\$ 3.30	13.20
90" x 132" Gold Poly	4	\$ 18.00	72.00
Light Olive Sash	6	\$ 3.30	19.80
108" Round Light Olive Poly	4	\$ 14.00	56.00
90" x 132" Egg Plant Poly	2	\$ 16.00	32.00
90" x 132" Black Poly	7	\$ 16.00	112.00
Wine Barrel Bar	1	\$ 55.00	55.00
6' Rectangular Table (Delivery Only)	27	\$ 8.00	216.00
6' Rectangular Table (Set-Up, Knock-Down Charge)	27	\$ 2.00	54.00
White Garden Chair Padded Seat	20	\$ 3.60	72.00
Wine Barrel	2	\$ 35.00	70.00
Mesh Bag Laundry	5	\$ 0.00	0.00
72" Round Table	1	\$ 14.25	14.25
60" Round Table	11	\$ 10.00	110.00
6'x30" Banquet Table	10	\$ 8.00	80.00
24" Round Cocktail Table	6	\$ 9.75	58.50
Labor Set-up/Breakdown Tables	28	\$ 2.00	56.00
Chair Resin w/Padded Seat - White	100	\$ 3.60	360.00
Labor-Set-up Breakdown Chairs	100	\$ 1.00	100.00
Waste Box with Liner	15	\$ 10.75	161.25
60" Round Table	5	\$ 10.00	50.00
Chair with Padded Seat- Natural Wood	40	\$ 3.60	144.00
6' x 30" Banquet Table	3	\$ 8.00	24.00
120" Round Linen – BT. Orange DuPont	5	\$	
30 x 30 Frame Tent	5	\$ 574.20	2871.00
20 x 20 Frame Tent	5	\$ 375.00	1875.00
20 x 40 Frame Tent	1	\$ 572.00	572.00
30 x 60 Frame Tent	1	\$ 1148.40	1148.40
Tent Pole Fans in 30 x 60	12	\$ 38.50	462.00
Safety Package – Non Light in all tents	12	\$ 20.70	248.40
8' x 30" Banquet Table	25	\$ 8.40	210.00
48" Round Table	117	\$ 8.00	936.00
Chair White Metal Folding	700	\$ 1.60	701.60
90" x 132" Linen - Navy	25	\$ 16.00	400.00
96" Round Linen - Orange	19	\$ 11.00	209.00
96" Round Linen - Lime	20	\$ 11.00	220.00
96" Round Linen - Lemon	20	\$ 11.00	220.00