



Standard Contract

Contract # UCPUMW 19-889
FUEL TANK SERVICES

This contract entered into this by TOTAL ENVIRONMENTAL CONCEPTS, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the, "University" or "UMW".

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

PERIOD OF CONTRACT: 22 OCTOBER 2018 – 30 JUNE 2019 WITH FIVE ONE-YEAR RENEWALS THAT IF EXERCISED WILL EXTEND THE TERM TO 30 JUNE 2024.

CONTRACT DOCUMENTS: The contract documents shall consist of:

- 1. This signed Contract;
2. The Contractor's proposal including all attachments;
3. Any addenda and the original solicitation, IFB UCPUMW 19-889 DATED 30 AUGUST 2018 to include:
a. The Statement of Needs
b. The General Terms and Conditions
c. The Special Terms and Conditions;

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.

SCOPE OF SERVICES: The Contractor shall provide the contract goods/services described in Solicitation IFB UCPUMW 19-889, incorporated herein.

PRICING:

Table with 2 columns: Category, Fully Loaded Labor Rate. Rows include Technician Regular Rate (\$72.00), Technician After Hour/Weekend Rate (\$82.00), Technician Helper Regular Rate (\$59.00), Technician Helper After Hour/Weekend Rate (\$69.00), Preventative Maintenance Rate (\$75.00), Discount on Parts and Materials (3%), Discount on New Equipment (3%).

OTHER AGREED TO PRICING:

Service Truck Charge – Charged at 2 Hour Increments (\$31.25) not to exceed \$125.00/day.

**CONTRACT ADMINISTRATION:** The Director of Facilities Management, or designee, 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 Procurement Services department.

**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>

**METHOD OF PAYMENT:** The contractor shall be paid using one of the following three (3) methods for all University initiated procurements:

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. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via charge 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, contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu) or view <http://www.bankofamerica.com/epayablesvendors>.
3. Check or ACH: Payment 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 Chapter 43, VPPA, Article 4, Code of Virginia.

To be considered eligible for payment, *all invoices must be received at the following address should reference the eVA purchase order and UMW contract numbers:*

University of Mary Washington  
Attention: Accounts Payable  
1301 College Avenue  
Fredericksburg, VA 22401

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* 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.**

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

**CONTRACTOR: TOTAL ENVIRONMENTAL CONCEPTS**

Signature: 

Printed Name: Theodore E. Bedell III

Title: President

Date: 10/12/2018

FEI/FIN#: 52-2262784

Phone: 301-548-0382

Email: mafaudale@teci.pro

**UNIVERSITY OF MARY WASHINGTON**

Signature: 

Printed Name: MELVA A. K. KIJUNPAUBI

Title: DIRECTOR, PROCUREMENT

Date: 10/26/2018

1301 College Avenue  
Fredericksburg, VA 22401-5300  
[adminfinance.umw.edu/procurement](http://adminfinance.umw.edu/procurement)

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



**SEALED INVITATION FOR BIDS (IFB)**

**ISSUE DATE:** 30 August 2018

**IFB NUMBER & TITLE:** IFB UCPUMW 19-889

**BID DUE DATE & TIME:** 1 October 2018, No Later than 4PM  
NOTE: Bids received after the due date and time cannot be accepted.

**BID DELIVERY ADDRESS:** University of Mary Washington  
Procurement Services /Reference IFB UCPUMW 19-889  
Eagle Village Executive Offices, Suite 480  
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

**WORK LOCATION:**  All Campuses  Fredericksburg  Stafford  Dahlgren

**COMMODITY CODE(S):** 99245, 92844, 92845, 93648, 93663, 95850, 96878

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

**PERIOD OF CONTRACT:** Date of Award through 30 June 2019 with five (5) one-year renewal options that if exercised will extend the term to 30 June 2024.

In compliance with this Sealed Invitation for Bids (IFB) 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 attached signed bid. The undersigned firm hereby certifies that all information provided in response to this IFB is true, correct and complete.

By signing this bid, you are certifying that you are an authorized representative of the bidding firm and that the firm's principals or legal counsel have reviewed the Invitation for Bid General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your bid. No exceptions can be taken to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your bid, it is understood that the provisions will become a part of any final agreement.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH BID**

Name of Bidding Firm: Total Environmental Concepts, Inc.

Address of Bidding Firm: 15 Park Avenue, Gaithersburg, Maryland 20877

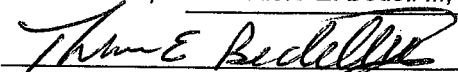
DSBSD Certification No.: #008686 Expiration Date: 02/17/2019

eVA ID: VA10049315 Tax ID: 52-2262784

Email: rryan@teci.pro Telephone: 1-877-457-8324

Website: www.totalenvironmental.net Fax: 804-784-5734

Submitted By (Print Name & Title): Theodore E. Bedell III, President

Signature (In Ink):  Date: 9/28/18

**ATTACHMENT B  
POINT OF CONTACT INFORMATION**

**SINGLE POINT OF CONTACT**

CONTACT PERSON'S NAME	Richard Ryan - Service Manager
CELL PHONE NUMBER	301-356-3291
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	Yes
BEEPER/PAGER NUMBER.	No
TELEPHONE NUMBER – NORMAL WORKING HOURS	877-457-8324
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	410-941-0015
FAX NUMBER	804-784-5734
EMAIL ADDRESS	rryan@teci.pro

**EMERGENCY POINT OF CONTACT**

CONTACT PERSON'S NAME	Richard Ryan - Service Manager
CELL PHONE NUMBER	301-356-3291
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	YES
BEEPER/PAGER NUMBER.	No
TELEPHONE NUMBER – NORMAL WORKING HOURS	877-457-8324
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	410-941-0015
FAX NUMBER	804-784-5734
EMAIL ADDRESS	RRyan@teci.pro

**ADMINISTRATIVE POINT OF CONTACT**

CONTACT PERSON'S NAME	Jen Knife
CELL PHONE NUMBER	443-694-7754
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	Yes
BEEPER/PAGER NUMBER.	No
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-784-9837
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	410-941-0005
FAX NUMBER	804-784-5734
EMAIL ADDRESS	JKnife@teci.pro

**INVOICING/PAYMENT POINT OF CONTACT**

CONTACT PERSON'S NAME	Jen Knife
CELL PHONE NUMBER	443-694-7754
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	YES
BEEPER/PAGER NUMBER.	NO
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-784-9837
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	410-941-0015
FAX NUMBER	804-784-5734
EMAIL ADDRESS	JKnife@teci.pro

**RETURN THIS FORM WITH YOUR BID PACKAGE**