



Standard Contract

Contract # UCPUMW 19-889
FUEL TANK SERVICES

This contract entered into this by JONES AND FRANK, 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 (\$87.00), Technician After Hour/Weekend Rate (\$121.80), Technician Helper Regular Rate (\$87.00), Technician Helper After Hour/Weekend Rate (\$121.80), Preventative Maintenance Rate (\$87.00), Discount on Parts and Materials (20%), Discount on New Equipment (20%).

OTHER AGREED TO PRICING: NJPA SOURCEWELL PRICING DISCOUNTS TO APPLY TO NEW DISPENSERS, VEEDER ROOTER, FUEL MANAGEMENT SYSTEMS AND OTHER APPLICABLE ITEMS/SERVICES PROVIDED.

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:

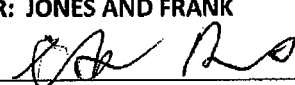
1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase 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 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.

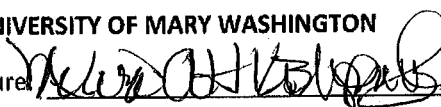
To be considered eligible for payment, *all invoices must be received at the following address should reference the eVA purchase order and UMW contract numbers:*

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.

JF Acquisition, LLC dba
CONTRACTOR: JONES AND FRANK
Signature: 
Printed Name: Steve Bernstein
Title: VP Commercial Sales
Date: 10/16/18
FEI/FIN#: D1-D937618
Phone: 704-393-8542
Email: sbernstein@jones-frank.com

UNIVERSITY OF MARY WASHINGTON
Signature: 
Printed Name: MELVA H. KENRICH
Title: DIRECTOR, PROCUREMENT
Date: 10/20/18

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

Tel: (540) 654-1127
Fax: (540) 654-1168
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: [X] 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: J&F Acquistions operating as Jones & Frank
Address of Bidding Firm: 1300 Ingleside Rd, Norfolk, Va. 23502
DSBSD Certification No.: N/A Expiration Date:
eVA ID: EPVC12727 Tax ID: 01-0937618
Email: dalbert@jones-frank.com Telephone: 757-853-3500
Website: www.jones-frank.com Fax: 757-855-2665
Submitted By (Print Name & Title): Kenny Wilkening - Regional Sales Director - Virginia
Signature (In Ink): [Signature] Date: 9/28/18

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

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

**ATTACHMENT B
POINT OF CONTACT INFORMATION**

SINGLE POINT OF CONTACT

CONTACT PERSON'S NAME	Customer Care Center
CELL PHONE NUMBER	N/A
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	N/A
BEEPER/PAGER NUMBER.	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	1-800-286-4133
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	1-800-286-4133
FAX NUMBER	
EMAIL ADDRESS	jfdispatch@jones-frank.com

EMERGENCY POINT OF CONTACT

CONTACT PERSON'S NAME	Paul Antonas
CELL PHONE NUMBER	1-704-307-9760
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	Yes
BEEPER/PAGER NUMBER.	
TELEPHONE NUMBER – NORMAL WORKING HOURS	1-800-286-4133
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	1-800-286-4133
FAX NUMBER	
EMAIL ADDRESS	pantonas@jones-frank.com

ADMINISTRATIVE POINT OF CONTACT

CONTACT PERSON'S NAME	Twila Kirby
CELL PHONE NUMBER	757-404-7911
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	Yes
BEEPER/PAGER NUMBER.	
TELEPHONE NUMBER – NORMAL WORKING HOURS	1-800-286-4133
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	1-800-286-4133
FAX NUMBER	
EMAIL ADDRESS	tkirby@jones-frank.com

INVOICING/PAYMENT POINT OF CONTACT

CONTACT PERSON'S NAME	SAME AS ADMINISTRATIVE
CELL PHONE NUMBER	
IS CELL PHONE CAPABLE OF RECEIVING TEXT MESSAGES?	
BEEPER/PAGER NUMBER.	
TELEPHONE NUMBER – NORMAL WORKING HOURS	
TELEPHONE NUMBER – AFTER NORMAL WORKING HOURS	
FAX NUMBER	
EMAIL ADDRESS	

RETURN THIS FORM WITH YOUR BID PACKAGE