



Standard Contract
Contract #UCPUMW 19-986
Contract Title: Temporary Off-Campus Housing

This contract, effective 15 July 2019 by Turnkey Housing Solutions, 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: 15 July 2019 through 14 July 2020 with five (5) one-year renewal options that if exercised will extend the term of the contract through 14 July 2025.

CONTRACT DOCUMENTS: The contract documents shall consist of in order of precedence:

1. This signed Contract;
2. The University’s Contractor’s Form Addendum;
3. The Contractor’s proposal dated 12 June 2019 including all attachments;
4. Any addenda and the original solicitation, RFP UCPUMW 19-986 dated 10 February 2019 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 third party support to coordinate the acquisition and management of temporary off-campus residential housing on an as needed basis.

It is the University’s intent to enter into multiple contracts to provide Third-Party Support to coordinate the acquisition and management of temporary off-campus residential housing on an as-needed basis as outlined in this RFP. Specific job requirements will be identified by the University when/if a specific need is identified and will be incorporated into a Purchase Order for execution.

Once a requirement is identified, the Contractor will be asked to conduct market research to identify temporary short-term (less than one year) off-campus residential housing options to meet University requirements and shall present available options to the University for consideration. If accepted by the University, the Contractor shall coordinate with the selected properties to process required application packages, make associated deposit payments, establish utility accounts (electric, cable, internet, etc.) and services (trash pick-up, etc.) and any other activities (i.e., required insurance, etc.) required to establish agreements between the Contractor and the Property on behalf of the University. The Contractor will assist with preparation of units for move-in, to include, but not be limited to, furnishing, if required, either by leasing furniture to meet University specifications or by assisting with movement and placement of University property (i.e., dormitory furnishings, etc.). The Contractor will be the lessee for all units and customer for all utilities and services. The Contractor will be the point of contact for daily interaction between the University student/employee/guest and the selected property to address any issues presented during the associated lease/rental period. The Contractor will make scheduled and on-time payments to the selected properties and associated utilities and service providers. The Contractor will be responsible for final disposition of agreement to include managing security deposits and damage assessments

at the conclusion of the rental/lease period. The Contractor will coordinate with University Security, Housing, Residence Life and others to assure that associated University concerns are adequately addressed in any agreements on behalf of the University.

Anticipated participants that may require short-term housing include, but are not limited to, under-age students (ages 17-21), to include international participants.

Following are minimum requirements for third-party support to coordinate the acquisition and management of temporary residential off-campus housing on an as-needed basis:

- The Contractor shall coordinate a site-visit for University inspection of properties identified to meet University requirements.
- The Contractor shall provide required leasing documents in preparation for a seamless participant arrival.
- The Contractor shall pay deposits, rent, utilities and services on time.
- The Contractor shall provide minimum required liability insurance as specified by Commonwealth of Virginia.
- The Contractor shall provide 24/7 Customer Service, 365 days a year to address concerns of residents.
- The Contractor shall bill a fully-loaded daily rate which will include rent, apartment set-up, securing the property, utilities, application fees, initial deposits and any other related charges.
- The Contractor shall take all required steps to transform a rental unit to a vacant unit including giving the required notice to vacate, removal of all furniture and housewares, if required, disconnecting utilities, and settling securing deposits.
- The Contractor shall identify and make subsequent arrangements for resolving housing issues within a 24-hour period.
- The Contractor shall ensure that response time to return emergency calls is within two hours.
- The Contractor shall identify an on-site housing liaison to work directly with participants.
- The Contractor shall assure that any agreements are consistent with UMW's Contractor Form Addendum.

Following are minimum requirements for housing options for temporary residential off-campus housing on an as-needed basis:

- The Contractor shall identify affordable and conveniently located short-term off-campus housing options in compliance with Federal, State, Local Laws, Ordinances, Rules and Regulations including, but not limited to, safety, fire and public welfare, accessibility by disabled, free of asbestos that is not under a management plan by an Asbestos Management Planner licensed by DPOR.
- The unit shall have adequate natural and/or electrical light source in each room. Lighting shall be locally switched for each room/area.
- Doors shall be compliant with 2010 ADA for new construction.
- Units shall have climate controlled HVAC and ventilation systems that provide minimum temperature capacities with a norm of 68 degrees Fahrenheit in Fall and Winter and 74 degrees Fahrenheit in Spring and Summer.
- Units shall have an acceptable level of fire protection to include, but not be limited to, fire alarm system, sprinkler system, fire/smoke detection, and exit lighting and/or signage to comply with all state and local codes. Fire protection systems shall comply with all requirements set forth in state and local codes for current or proposed occupancy classifications. Fire protection systems shall be in complete working condition and be maintained in accordance with the current state and local codes. Required testing, inspection, and maintenance documents shall be reviewed by the Contractor and provide report to the

University to indicate consistency with Commonwealth of Virginia and Local Ordinance mandates.

- Preference will be given to spaces with front-desk security 24 hours/day.
- Bedrooms must be lockable.
- Bathrooms shared by no more than four occupants.
- Each unit shall be equipped with telecom, cable and wireless internet capability supplied by the landlord.
- Each unit shall have window coverings on all windows.
- Common areas shall be maintained in good, clean and safe conditions. This includes, but is not limited to, all common areas and common facilities, including all hallways, walkways, and all related interior and exterior lighting, to be used by Tenant in common with other tenants.
- Every guestroom must have AC-powered smoke alarms, commonly called hard-wired smoke alarms. The alarms must be installed in accordance with National Fire Protection Association (NFPA) Standard. An alarm that is solely battery-operated is not acceptable. An AC-powered alarm with battery back-up is desirable, but is not required. If the building is more than three stories in height, it must also have a full automatic sprinkler system. Systems installed before October 25, 1992, and meeting the local code in effect at the time are acceptable provided there is at least one sprinkler head in every guestroom. Sprinkler systems installed on or after that date must meet Uniform Building Code for the Commonwealth of Virginia.
- All properties must be safe and sanitary which is defined as meeting the standards of a typical local housing or occupancy code. Properties must be structurally sound, weather-tight and in good repair. The units must include wiring that is safe and adequate for lighting and other devices, contain a cooling/heating system capable of sustaining a healthful temperature; have a separate, well-ventilated bath with sink, bathtub and shower, and toilet in good working order and properly connected; a kitchen area with sink, potable water, sewage drainage, and space and connections for appliances and be free of lead-based paint or comply with lead-based requirements of 24 CFR Part 35 (i.e., no cracking, peeling, chipping, scaling paint).

Following are minimum requirements for Key Personnel (those individuals proposed to manage the contracted services with priority assignment to this contract):

- Contractor personnel used for the performance of this work shall be properly trained and qualified for work of this type. Personnel shall have the minimum ability and experience for their classification. All personnel shall comply with the rules and regulations of the University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University, that employee shall be removed by the Contractor from the University grounds and shall not again be employed by the Contractor on University grounds until approved by the University. The University has the right to refuse to accept services from any personnel deemed to be unqualified, disorderly, or otherwise unable to perform assigned work.

MONTHLY PRICING:

Term	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
3 months	\$4,770	No Bid	\$4,280	\$4,450	No Bid	\$4,650	No Bid	No Bid
6 months	\$4,470	No Bid	\$3,875	\$3,995	No Bid	\$4,350	No Bid	No Bid
9 months	\$4,320	No Bid	\$3,750	\$3,900	No Bid	\$4,080	No Bid	No Bid
12 months	\$4,260	No Bid	\$3,695	\$3,700	No Bid	\$4,080	No Bid	No Bid

CONTRACT ADMINISTRATION: The Assistant Dean of Residence Life, 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: [UMW Mandatory and Non-Negotiable General Terms and Conditions – November 2018](#).

SPECIAL TERMS AND CONDITIONS:

ADDITIONAL (FUTURE) GOODS & SERVICES:

The University reserves the right to request from the contractor to provide additional Goods and/or Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.

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 University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

CANCELLATION OF CONTRACT: The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:

The contractor assures that information and data obtained as to personal facts and circumstances related to faculty, staff, students or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the University's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the University of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

CONTINUITY OF SERVICES:

- a. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another contractor, may continue them. The Contractor agrees:
 - i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - iii. That the University Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

- b. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- c. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:

By my signature on this solicitation, I certify that this firm/individual and subcontractor are properly licensed for providing the goods/services specified, and shall remain properly licensed during the life of the contract.

Contractor Name: Turnkey Housing Subcontractor Name: _____
 License # N/A Type N/A

CONTRACT PARTICIPATION – COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES:

- A. Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the contractor.
- B. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase goods and services in accordance with the 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 UMW. 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.
- C. UMW 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 UMW is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

DELIVERY POINT:

All items shall be delivered F.O.B. destination point, or as directed by the University.

E-VERIFY PROGRAM:

EFFECTIVE 12/1/2013: Pursuant to the *Code of Virginia, §2.2-4308.2.*, any employer with more than an average of fifty (50) employees for the previous twelve (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.

EMPLOYEE BACKGROUND CHECKS AND QUALIFICATIONS

The Contractor shall ensure that its employees have undergone appropriate background screening and possess all needed qualifications to comply with the terms of this contract, including, but not limited to all terms relating to data and intellectual property protection and physical protection and safety of students, staff and faculty.

The Contractor shall obtain **National criminal History** background checks (NCHBC) on all of their contracted employees who will be assigned to perform services on any University of Mary Washington (UMW) properties. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University Contract Administrator that the background checks have been completed prior to any employees (prime or subcontractor) gaining access to the UMW campus or work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Disapproval by the University will solely apply to UMW property and should have no bearing on the Contractor's empowerment of an individual outside of UMW.

If the Contractor must under this contract create, obtain, transmit, use, maintain, process or dispose of the subset of University Data known as Personally Identifiable Information or financial or business data, the Contractor shall perform the following background checks on all employees who have potential to access data in accordance with the Fair Credit Reporting Act: Social Security Number trace; seven(7) year felony and misdemeanor criminal records check of federal, state, or local records (as applicable) for job related crimes; Office of Foreign Assets Control List (OFAC) check; Bureau of Industry and Security List (BIS) check; and Office of Defense Trade Controls Debarred Persons List (DDTC).

UMW reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the UMW campus. Such disclosure shall be made to the Contractor, which in turn shall notify the designated UMW Contract Administrator within five (5) days. If at any time during the term of the contract, UMW discovers an employee has a conviction which raises concerns about University buildings, property, systems or security, the Contractor shall remove that employee's access to the UMW campus, unless UMW consents to such access in writing. Failure to comply with the terms of this provision may result in termination of the contract and additional remedies.

Under no condition shall an individual who is listed on any Sex Offender Registry database be permitted to work on campus or associated properties. It is the responsibility of the contractor to verify this information before assigning any individual to work on a UMW property.

EXTRA CHARGES PROHIBITED:

The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the vendor for the use of the credit card for payment of invoices, or any order-associated eVA fees.

FIRE MARSHALL REQUIREMENT:

Absolutely no items are to be left/stored in hallways, stairways or blocking any egress.

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

FRATERNIZATION:

The University is entrusted with the safety of all UMW community members at all times while on campus grounds. Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, and/or result in contract termination.

INDEMNIFICATION:

Contractor agrees to indemnify, defend and hold harmless the University as an agency of the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

INDEPENDENT CONTRACTOR RELATIONSHIP:

In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.

INSPECTION: All work and materials in each project shall be subject to final inspection by an authorized representative identified by the University. Any omission or failure on the part of such representative to disapprove or reject inferior work 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.

NON-EXCLUSIVE CONTRACT: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.

NOTICES: Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service, or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:
Attn: Procurement Services
1301 College Avenue
Fredericksburg, VA 22401

If to the Contractor: *Turnkey Housing Solutions*
Attn: *JJ Newby*
ADDRESS LINE 1 *105 J. Webb Jr. #441*
ADDRESS LINE 2 *Alexandria, VA 22314*

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

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

OPERATING VEHICLES ON UMW CAMPUS:

Operating vehicles on sidewalks, plazas and areas heavily used by pedestrians is prohibited unless authorized by the University.

OWNERSHIP OF MATERIALS:

Any furnished materials, including but not limited to reports, analyses, data, etc., shall remain the property of the University. All such items and materials shall be delivered to UMW in usable condition after completion of the work, and prior to submission of the final invoice for payment. Operating Manuals, procedures, or other documents written for carrying out contract services will remain property of the University once the contract is closed.

PRIME CONTRACTOR RESPONSIBILITIES:

The contractor shall be responsible for completely supervising and directing 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.

PROCUREMENT MANUAL:

This solicitation and any resulting contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendor's and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at <http://vascupp.org>.

QUANTITIES:

Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

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, as stated by the [University's Sustainability Mission](#).

RENEWAL OF CONTRACT:

This contract may be renewed by the University upon written agreement of both parties for five successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration. Only at the time of renewal may prices be negotiated for the upcoming term.

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 the CPI-Other Services 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 University 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 CPI-Other Services section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

SAFETY:

The provisions of all rules and regulations regarding safety as adopted by the Safety Codes Board of the Commonwealth of Virginia issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia, or any updates, shall apply to all work under this contract. The Contractor shall provide a copy of his/her company safety plan and appropriate material safety data sheets to the University's Safety and Environmental Health Office upon request. Submitted material shall be maintained current during the term of the contract. At the discretion of the University, Contractor personnel may be required to attend a safety orientation briefing to be conducted by the University at a location selected by the University prior to performing work at the University.

SEVERABILITY:

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the University 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 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 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 procurement 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.
2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the University on a 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 procurement office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the University. The University reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the University on a 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 procurement office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS:

The contractor shall extend any special educational or promotional sale prices or discounts immediately to the University during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

STANDARDS OF CONDUCT IN THE WORKPLACE:

The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, 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. http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html. Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

SUBCONTRACTS:

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

When Used: In solicitations to furnish and install or specialty services when subcontracting will be permitted only upon

TITLE IX: Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence can be found at <http://diversity.umw.edu/title-ix/files/2016/09/Policy-on-Sexual-and-Gender-Based-Harassment-and-Other-Forms-of-Interpersonal-Violence-03.18.pdf>.

When Used: Include in all contracts.

USE OF RECYCLED MATERIALS:

Notwithstanding the prohibition against used, damaged, or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein. Use of recycled materials may be part of the basis for evaluation of bids/offers. Please provide the following information in this regard:

Do any of the goods offered contain recycled materials?

If so, please qualify the recycled material content. (i.e., percentage of post-consumer waste used in the manufacture of new goods; Forest Stewardship Council (FSC) certification, etc.)

WORK SITE DAMAGES AND PROTECTION OF PERSONS AND PROPERTY:

The Contractor agrees to take every precaution at all times for the protection of persons and property, including employees, students, and the public. Any damage, including damages to finished surfaces, resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense. Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense.

WORK SITE USE:

The Contractor expressly undertakes, either directly or through its subcontractors:

1. 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 work.
2. 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.
3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
4. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by operations.
5. To perform 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.
6. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval through the Contract Administrator for parking in other areas.

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):** 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 the Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. No check-out fee or surcharge may be greater than 4% of the total sale. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price. 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 or less. *The University reserves the right to request certification (with confirmation code) of the vendor's registration with its merchant bank/VISA to invoke "check-out fees" or surcharges for use of the credit card. "Check-out fees" or surcharges for use of the credit card shall not exceed the vendor's cost of acceptance rate.*
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

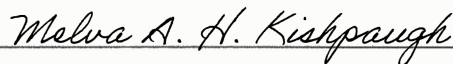
Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

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

TURNKEY HOUSING SOLUTIONS

Signature: 
Printed Name: Jonathon Hershey
Title: Managing Partner
Date: 7/15/19
FEI/FIN#: 27-0252379
Phone: 703-659-7540
Email: jj@tkhousing.com

UNIVERSITY OF MARY WASHINGTON

Signature: 
Printed Name: Melva A. H. Kishpaugh
Title: Director, Procurement Services
Date: July 15, 2019