



**PROPOSAL: 14815-1-0**

PREPARED FOR:

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**SUBMITTED TO:**

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## STATEMENT OF WORK

### COMPANY OVERVIEW



At IST, it's all about service. Our mission is simple — to provide you with the highest quality of support to protect your technology investment for the duration of its lifetime, through an ever changing business environment. There may be no better measure of a company's knowledge and expertise than the level of trust and satisfaction it builds with its clients, especially among companies seeking the ultimate protection for their people, property, and data. We're the solutions provider of choice for Government, Education, Health care, Utility, and many premier commercial entities. We have partnered with these organizations to create comprehensive solutions for their most complex electronic security, physical security, cyber security, and IT challenges. We'll help you do it all—design, integrate, install, and maintain your IT systems. We also offer the most advanced large security and safety systems, including integrated and logical access control, video surveillance, intrusion detection and safety incident and compliance tracking. Founded in Herndon, VA in 1997 and with offices in Virginia Beach, Richmond, and Roanoke, we now have representatives located throughout the Mid-Atlantic Region including Virginia (northern and southern), Washington, DC, Maryland, Delaware, West Virginia, Pennsylvania, and New Jersey.

### WHY WORK WITH US

The engineered solutions we develop are only as good as the people, processes and protocol that run them, so we focus on these three elements:

- People:
  - Our advantage lies in our unique mix of IT and security industry professionals and the capabilities of our experienced staff. Our competitors are playing catch up as they realize what IST has known for years — security and IT convergence is inevitable. We've been

operating in this unified arena from the beginning and have worked with the industry to drive the course of change and innovation. We understand the unique mission needs of both the Chief Information Officers and Security Directors — and have extensive experience fulfilling them. To this end, our team includes a range of seasoned experts, including Project Management Professionals and Microsoft and Cisco-certified personnel supported by on-staff locksmith, licensed electricians, and a host of industry-certified technicians. We proactively manage the entire life cycle of your security solution — not simply responding to problems after the fact — but anticipating issues before they occur.

- Processes:
  - We created our state-of-the-art facility in Herndon, Virginia so that you can enjoy comfortable meeting space for strategy sessions, a demo room to experience our products at work and a dedicated classroom environment where our team of certified trainers provide comprehensive training for every system we deploy. Our unique approach means that you receive a strategic, customized solution tailored to your exact needs. And to ensure that you have access to the latest technological advancements, we maintain strong partnerships with top-tier manufacturers and industry-leading vendors.
- Protocol:
  - As one of the area's leading security engineering companies specializing in LAN/WAN infrastructure, VPN technology, encryption schemes, Oracle database development and administration as well as network and software support services, we have an acute knowledge of all current industry regulations, policies, and procedures. We follow the highest possible standards for fabrication, quality control, installation, and system maintenance. Since we work closely with many government agencies as well as commercial firms, we maintain federal government clearances. IST also holds many top-level vendor certifications, including ISO 9001:2015 registered company without restrictions. We are a UL-2050 certified company supporting the installation of high-security intrusion detection and Access Control systems up to and including SCIF applications.

## **FULL LIFE-CYCLE APPROACH**

IST lives at the forefront of the security and IT convergence. With our unique four-phased approach for integrated security services, we'll ensure your absolute protection. We work with you to devise a smart strategy, engineer and design an effective solution, properly implement it and then manage it throughout its life cycle. From concept to reality, we support you completely.

## **STRATEGY**

We listen. We do our homework. We think from the end. Using a holistic perspective, IST assesses your entire security landscape and determines the requirements for meeting your objectives. We then define a multi-faceted strategy for implementing a state-of-the-art solution that evolves with your ever-changing environment. Here are the steps we take to define a strategy that is on-target for achieving your goals:

- Needs Assessment:
  - Using a holistic approach, we assess your business environment, operations, and security challenges. We then determine risk and strategize on how to eliminate and mitigate its impact on your organization.
- Technology Recommendations
  - Leveraging years of industry experience and relationships with best-of-breed technology partners, we recommend the appropriate technologies for your software, hardware and infrastructure that will support your immediate requirements and evolve with you in the future.
- Finalization of Strategy
  - Once your technology solution has been selected, we define a careful estimate for budgetary funding requirement purposes. We then develop a mutually agreeable project plan with timeline and, if necessary, provide you with guidance on options for contract vehicles.

## **ENGINEERING AND DESIGN**

Solutions that are created to live well within the environments they are intended to secure. Once the strategy has been defined, IST's seasoned team of technology specialists and engineers devise a customized solution based on your objectives. We develop comprehensive technical designs and documentation demonstrating the software, hardware, and infrastructure of your systems critical components.

Through a thorough check and balance method, we perform in-house engineering reviews, provide managerial oversight and recommendations. Our eyes are always trained on security, and we maintain a strict client confidentiality code throughout the engineering and designing process. As a certified systems integrator of top-tier technology products and high-level vendor certifications, we can leverage our strategic partnerships to compound our expertise. Additionally, our engineering team holds up-to-date certifications in all key technologies, setting us worlds apart from most security providers. IST designs security solutions that live seamlessly within the environments that they are intended to secure. We rigorously assess, analyze, strategize, refine, implement, test and evaluate each solution we create. We make certain the solutions we deploy are continuously working properly and achieving our clients' ongoing security needs and objectives.

## **IMPLEMENTATION**

Our disciplined approach ensures the quality of your investment In this phase, concept gives way to IST's disciplined, ISO-driven process. We're ISO 9001:2015 registered without exceptions. This enables our highly trained support team of project managers, engineers, and technicians to effectively manage the sophisticated integration requirements and the demands of complex installations.

Our project managers oversee all aspects of the project, including the authority to task the engineering department, procure materials, and allocate personnel resources as required. They manage critical milestones, like construction schedules, material delivery schedules, manpower loading requirements, and ultimately, the successful completion of the project within the established schedule and budget. They also interact regularly with key corporate management. This is how we ensure that our project managers shepherd the deployment of your solution smoothly through to completion.

Beyond the physical installation of your system, IST believes it is equally important to provide you with a complete understanding of your system post turnover. To that end, we walk you through a complete system test and checkout and create and deliver a customized training program tailored to your specific needs. We also provide you with comprehensive documentation on your system to support your investment.

### **OPERATIONS, MAINTENANCE AND REPAIR**

IST service personnel are trained electronic technicians capable of installing and servicing all IST designed/installed systems including board level repairs of computer-based systems and more complex VS, ACS, and IDS equipment. Our technicians are certified in the installation, preventive maintenance, and repair of the products we support and have a complete engineering team available to them for escalation support, when and if needed. IST develops custom maintenance packages for each organization and facility on a requirement driven basis. Essentially, we offer a full array of maintenance packages that range from time and materials to full-service agreements that include all parts and labor for repairs and preventive maintenance to reduce the risk of downtime. Maintenance contracts range from the standard 24-hour response time/48-hour defect correctable time to scheduled preventive maintenance programs and critical response programs such as two-hour response time/two-hour correctable time.

### **QUALITY CONTROL & ASSURANCE**

IST follows a regimented set of procedures and policies that are governed by the ISO 9001:2015 standards. IST's ISO manual details these processes and procedures, which are strictly followed on all tasks. All major system components to be included in an IST system are fully bench-tested and burned-in in our QC area as part of our continuing efforts to assure maximum value and reliability to our clients. This eliminates downtime for test and repair in the field during installation, making our installations smoother and more cost effective. Our QC technicians are also responsible for shop assembly of all integrated assemblies as part of the test effort. Every panel installed by IST goes into the field identical to every other similar panel in the field. Whenever a service technician shows up on-site, he knows exactly what power supplies are installed, where they are installed on the panel, what color wires are landed where on standard terminal strips, etc. This enhances serviceability of the equipment and minimizes downtime.

IST has established stringent evaluation criteria for new equipment under consideration for use in IST systems. No piece of equipment will be specified or installed until the component in question has been fully tested and evaluated for field use. This ensures that the client will not be burdened with well-intentioned but misguided use of new, untried system components. IST leverages their full demonstration facility in the

Herndon, VA office to allow customers to test drive new technology and evaluate integration options before making a final decision. IST maintains current configuration of all the key technologies we deploy and support allowing for easy testing of upgrades, new features, and integrations prior to deployment to a customer site. IST lab, test, prefabrication, and demonstration facilities are used extensively to document and validate our test and commissioning requirements.

**LIFE-CYCLE SUPPORT**

Securing your investment well into the future S.H.I.E.L.D is the industry’s most flexible, multi-tiered full life cycle management program that provides a range of managed and hosted solutions easily tailored to your organization’s security and IT challenges. With S.H.I.E.L.D, businesses can stretch security budgets and improve security outcomes by outsourcing aspects of their security system including infrastructure, specialized staff and ongoing maintenance through our multi-tiered service and support programs. This customized approach makes sure you always have the support you need, without any excess programs or costs you don’t. As your long-term partner, IST will create a SHIELD support plan designed for your specific needs. From maintenance, ongoing training and change management, we are committed to securing your investment for years to come. As your business security company, we’ll make sure that you’re secure.

**Standard Maintenance Contract**

**IST’S S.H.I.E.L.D PROGRAM**

Integrated Security Technologies’ S.H.I.E.L.D program is the industry’s most flexible, multi-tiered full life-cycle management program that provides a range of managed and hosted solutions easily tailored to your organization’s most complex and important IT and electronic, physical and cyber security challenges. With S.H.I.E.L.D, businesses can stretch security budgets and improve security outcomes well into the future by

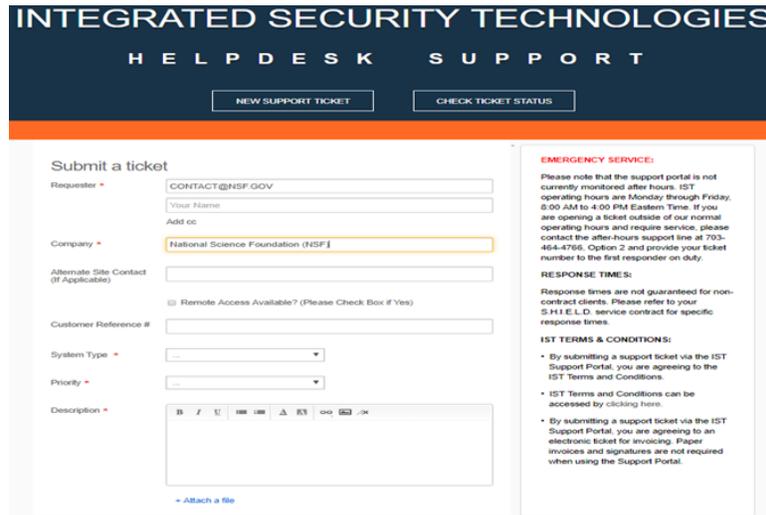


outsourcing aspects of their security system including infrastructure, specialized staff, and ongoing maintenance. This customized approach enables you to have the support you need, without any excess programs and costs you don’t. IST, via its S.H.I.E.L.D Support Program, has established processes and procedures to support the UMW with numerous levels of project implementation, technical support and maintenance support from Time & Material (T&M) on-call service to providing 24/7/365 support. IST can support adds, moves, changes and upgrades of existing

systems, as well as new installations as required. IST has established Support Plans that provide various levels of coverage, response times, etc. and can work with the UMW to further customize based on their desired level of service.



The IST S.H.I.E.L.D. Service Support resource shall serve as the Single Point of Contact (POC) for the UMW POC for receiving any reports of system problems, generation of Service Requests (SR), and reporting the status of an SR. The medium of transmission to the IST single point of contact shall be via two (2) possible mediums by which IST can process service requests. Medium #1, and the preferred method for most clients, is via a dedicated login accessed from the IST website at [www.istonline.com](http://www.istonline.com) and selecting login. In this location, a customized UMW Request Form could be accessed and completed by an authorized, UMW requestor. IST would work with the UMW on the development of this form to include all the necessary information. The IST Support Portal allows the client to collaborate with service personnel, run reports, get real-time updates, and ticket status as well as prioritize service requests, all through a single, easy-to-use, web-based interface. IST is working to add new features to the support portal to include knowledge bases, customer forums, and other valuable tools. Medium #2 is a toll-free request number #888-291-9988. For after-hours support, the toll-free number is forwarded to a 24x7 First Responder for handling.



## AVAILABILITY

IST is a 24-hour company, typical working hours are 8:00 am – 5:00 pm, Monday through Friday excluding holidays. IST recognizes the following federal holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Juneteenth Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas Day

Work performed after normal business hours including nights and weekends will be billed at a rate of time and a half.

Work performed during IST noted holiday will be billed at a rate of double time and a half.

**University of Mary Washington (UMW)** is requesting pricing for a Certified AMAG access control vendor for services for support and maintenance on their existing access control platform at both Fredericksburg and Dahlgren campuses.

## **S.H.I.E.L.D Life Cycle Support**

Integrated Security Technologies, Inc.'s (IST's) S.H.I.E.L.D program includes a combination of standard and optional services designed to allow customization of support plans to meet your specific needs versus a one size fits all approach. In response to the RFP documentation provided by UMW:

- Telephonic Support (1 Hour)
- On-Site Support for Emergency tickets will be 4-hour response time
- On-Site Support for Priority tickets will be 8- 24/Same Day hour response time
- On-Site support for time frame calls with EMS Personnel
- Hardware & Software Support (Same Day/8 hours)
- Remote Diagnosis (Same Day/8 hours)
- Defect Correctable (Same Day)
- Preventative Maintenance/Inspection (Yearly)
- Remote System Administration & System Updates
- Documentation Updates
- Operator/Admin Refresher Training

### **Detailed Support Services**

IST maintains a 24/7 Call Center to process support calls via phone or email. Support calls are received by the IST service coordinator who will gather the necessary information and provide basic triage services to determine the applicable response time and the appropriate resource to address the problem being reported. For example, standard or not critical service issues may be scheduled for the following day during normal business hours, while an emergency call might require dispatch within the four-hour guaranteed on-site response time. Hardware issues may require a technician on site while software or functional issues may be supported and resolved remotely by an engineer.

### **Telephonic Support**

Telephonic Support may consist of an IST service coordinator gathering information and providing triage services or, in the event of a software, networking other head-end issue, the remote assistance of an IST engineer.

### **On Site Support**

As outlined above, in the S.H.I.E.L.D Life Cycle support section, IST personnel arriving onsite to perform work will sign in and out with Emergency Communications staff. All necessary repairs or corrections will have a planned resolution by the beginning of the next business day following the initial notification. Upon completion of any service/maintenance call IST will provide UMW with a signed service report (hard copy or email) that includes at a minimum; a general statement of the problem with actions taken, materials or parts used, number of hours required to complete the repairs, and the technicians' names performing the services.

### **Hardware & Software Support Coverage**

The S.H.I.E.L.D Support Plan for UMW will include maintenance, troubleshooting, and issue resolution for all hardware and software components of the system. IST will perform an end-to-end full line-item inspection, including battery replacement at the start of the contract, and every 2 years after. IST will schedule first inspection of the system within the first 30 days of the contract with the Contract Administrator.

IST will service and maintain existing AMAG head-end equipment on both the Fredericksburg Main Campus and Dahlgren Campus. This includes manufacturers software updates on the equipment listed below:

- Dahlgren Access Control Server on-site
- Fredericksburg/Stafford Access Control Server
- Dahlgren Access Control Client off-site
- Dahlgren Access Control Client on-site
- Fredericksburg/Stafford Access Control Client on-site
- Fredericksburg/Stafford Access Control PD Client
- Fredericksburg/Stafford Access Control Client off-site
- Fredericksburg/Stafford DSR Server
- DSR (Door Service Router) software by Assa Abloy
- SYMMETRY Software

IST will service and maintain existing components on both campus' mentioned above. This includes but not limited to, firmware updates on the equipment as identified in the component inventory list detailed below:

- AM-MDU2 Assembly -Two Reader Control w/ Battery Charger/ Power Supply
- AM-MDU4 Assembly -Four Reader Control w/ Battery Charger/ Power Supply
- AM-M2150 2DBC\DC – Two Reader Control w/ Battery Charger/ Power Supply
- AM-M2150 4DBC\DC – Four Reader Control w/ Battery Charger/ Power Supply
- AM-M2150 8DBC\DC – Eight Reader Control w/ Battery Charger/ Power Supply
- AM-NIC – variable depending on the board
- AM-2DC Assembly - Two Reader Expander
- AM-MDU/TRANS2 Transformer
- AM-M2000 LAN PAD - LAN Interface
- AM-I/O BOARD Assembly Input/Output Expansion Board
- AM 670/674 HID Format Proximity Reader
- AM 820/830/840-CG S820 Proximity Reader
- AM S840 KP
- AM EN-LDBU for the Aperio
- Aperio IN 100 series locks
- Aperio Hubs AH-30
- Corbin Russwin Access 600 RNE1

- Corbin Russwin IN 220
- Corbin Russwin IN 120
- DS160 Passive Rex
- Various type PIR's on campus
- SE1084D Contact - Surface DPDT
- ES4200 Door Forced Propped Alerts - Reader Doors
- ES4300 Door Forced Alert - Non- Reader Doors
- PS-24 ASSEMBLY Power Supply -24 Volt Assembly
- PS-12 ASSEMBLY Power Supply-12 Volt Assembly
- ELECTRIC LOCKS Actual depends upon door
- Key Systems Key boxes 27 in total (Warrantee agreement)
- Persona wireless readers 9 in total (Soon to be replaced)

The University will be responsible for replacement or repair of components resulting from UMW-caused damages, i.e., vandalism, accidental incidents.

#### **Remote Diagnosis**

Remote services allow IST personnel to quickly assess reported issues for prompt resolution to minimize downtime and cost of dispatching an engineering resource. The University, to ensure maximum system up time, typically provides the first line of troubleshooting including verifying problems with the ID card, reader, controller, status of student, door lock, door closure, system settings, etc. prior to reporting a problem to Contractor support service. IST will leverage Remote access to the AMAG server via Web, VPN, or other University approved method for specific technical and functional support.

#### **Defect Correctable**

The maintenance and service plan includes an allocation for parts should an out of warranty parts replacement be deemed necessary by the responding technician or engineer. This plan also includes a block of hours for on site assessment and troubleshooting of such failures. This portion of the plans provide with coverage for those non-preventative and non-warranty type issues that would typically result in a separate charge.

#### **Preventative Maintenance/Inspection**

IST will provide security system preventative maintenance (PM) service annually for supported components. All PM testing will be performed in accordance with manufacturer's recommendations and will address areas that can adversely affect system performance. Predictive maintenance will include a visual inspection and functional test of all covered security components. Example of tested items below:

- Physical inspection of proximity card readers
- Inspect and test batteries.
- Physical inspection of door hardware, provide minor adjustments as required.

- Inspect control equipment (gateways, card reader Wiegand ethernet extenders, door modules, power supplies, etc.).
- Test credential at each access-controlled entry/exit portal.
- Test rex and door status at each access-controlled entry/exit portal.
- Test override key switch, if applicable.
- Test Hold up release buttons.
- Test integrated intercom, if applicable.
- 

A Preventative Maintenance service report will be provided to UMW at the completion of each task. The report shall include a description of all procedures performed and the status of the system. The report shall also contain suggested upgrades, if any, to enhance system performance or readiness.

### **Documentation Updates**

Proper documentation is critical to ongoing maintenance, support, and expansion efforts. IST will maintain documentation of all system components and configurations as follows.

- Head-End Components:
  - Devices
  - IP Addresses
  - Port Assignments
  - Software Versions
- Field Components:
  - Devices
  - IP Addresses
  - Port Assignments
  - Firmware Versions

### **Operator/Admin Refresher Training**

IST believes that clients should be thoroughly trained on their systems. IST provides end user and operator training Annually. All training will be performed by an IST engineer that is certified in the specific technology or technologies.

- Hardware Training: Train appropriate technical personnel in the use of hardware. Provide training and documentation step-by-step instruction in operation, troubleshooting, backup and recovery procedures.
- Software Training: Train appropriate technical and functional personnel in use of the software. Provide training, documentation, and step-by-step instructions for each operational area, i.e. (but not limited to) Residence Life procedures (change building assignment, add additional areas of authorized entry, etc.), Campus Police (silence alarms, test for manually unlocked doors, etc.), facilities, ID Card Center (make new cards, replacement cards, lost cards, etc.).
- System Level Training: Provide system configuration, data integration, data population, system

- monitoring, database schema, and other appropriate training to system level technical personnel as identified by UMW.
- Report Writing: Provide pre-written reports as requested by UMW after award, at least 10 reports. Include the code, launching instructions, modification instructions, how to schedule reports. Database Access: Provide training in searching the database, both for locating information at the field level and for extraction and reporting.
- Follow-up Training: Contractor shall provide a one- or two-day training session as part of the cost of contract for any system upgrades.
- Vendor Trouble Reporting Training: Contractor shall provide detailed oral and written instructions for reporting problems to the Contractor Support Help Desk.
- Contractor shall provide a list of all available trainings to UMW.

### **Contractor Qualifications**

IST is a AMAG Certified Integrator since 2013 with several of our team being certified since 2006. Please see below of detailed employee names and dates.

IST employees and date of certification.

- Shawn Ruddo-2013
- Matt Walls-2012
- Todd Wright-2006
- William Soto-2013
- Keith Clark 2015
- Jarvis Clark-2006
- Jerry Noah-2006

IST is currently the Erickson Living designated Security integrator providing design, consulting, installation, support, and maintenance services for their Senior Living Communities for over three years. The current facilities are utilizing the AMAG access control platforms currently in 50 locations at various administrative locations that are geographically dispersed across the United States. Currently IST is supporting an annual 2.1 million in revenue for the Erickson Living communities. IST has developed standards for electronic security (access control, video surveillance, intercom, and intrusion detection) to aid in eliminating the stovepipe solutions that had previously been deployed. Communities are unique in that they resemble a small, self-sufficient city where all services that are typically funded by the local government are handled directly by the community, to include security and emergency response.

IST's work with Erickson Living requires a thorough understanding of their operational requirements which include all the services that they provide to their residents. Our designs, installations, and ongoing support through IST's S.H.I.E.L.D program focuses on the following key objectives.

- Seamless integration into the existing environment for minimal impact to residents and employees.
- The ability to leverage one-card for all resident services, security, identification, dining, etc.
- Leverage existing “Erickson Connect” infrastructure. The Erickson Connect program provides network infrastructure and WiFi to all resident and common areas within the communities to allow them to leverage leading edge technology to enhance the resident experience.
- Leverage the latest technology to improve the resident experience.

With this experience and expertise in mind for just one of our clients IST will work do use the same strategy and ongoing support to assist UMW. IST has several layers of expertise that can help develop and maintain the security in its entirety at UMW. These layers include but are not limited to:

- Assa Abloy Certified Integrator
- Certified Project Managers (PMP)
- Microsoft Certified Professionals
- Certified Network Administrators

### **Constraints & Assumptions**

During the first preventative inspection any existing equipment that is found to be either damaged or defective will be brought to the attention of the customer and a change order will be submitted to the client before any additional work is performed. Once all the existing security equipment is found to be fully operational IST will cover all the existing equipment under the S.H.I.E.L.D Support Program.

No warranty monies are included. As the parts installed currently on site should be warranty by current provider or manufacturer warranty. IST can NOT include warranty on other companies installed parts. Any current parts provided under this contract will be warranty by IST.

Spare parts pool will be \$800. There isn't enough information provided to price out IN120 and IN220's under the spare parts pool.

IST was requested by price a “test system” be priced out on separate proposal. Currently there is not enough information to price out a system.

SSA expires 10/22. Included in the agreement is another year renewal beginning 10/22-10/23

## PROJECT ESTIMATE

### Parts:

QTY	Manufacturer	Part #	Description
1	Amag	SSA Renewal	SSA Renewal

### Project Labor Schedule:

QTY	Description
300	Technical Engineer IV
550	Security System Technician III
140	Security System Technician II

## Investment Summary

<b>Total Equipment</b>	<b>\$7,876.47</b>
<b>Total Labor</b>	<b>\$103,550.00</b>
<b>Spare Parts</b>	<b>\$800.00</b>
<b>Total Proposal Amount</b>	<b>\$112,226.47</b>

*Note: The above price does not include tax*

## STANDARD PROJECT CLARIFICATIONS & ASSUMPTIONS

1. Prices are valid for 60 days from date on this proposal
2. A purchase order will be acceptable to initiate the project. Invoices shall be submitted for payment based on a mutually approved schedule of values based on percentage of completion of detailed deliverables.
3. Although every effort will be made to conceal all wiring in finished areas, due to the type of building construction, IST installers may encounter conditions in which wiring may not be concealed. These instances will be brought to the client's attention and will be rectified in one of two (2) ways. 1. IST will install wire mold as necessary. or 2. IST will cut holes as necessary and client will be responsible for patch and paint.
4. Existing primary local VAC power shall be reutilized.
5. Provision of space and a suitable operating environment for the video recording and processing equipment in field locations, as well as, equipment at the monitoring/control location.
6. Idle time incurred by IST employees due to factors beyond our control. Aggregate idle time in excess of one (1) man hour will be billed at our prevailing labor rates.
7. Applicable sales, user taxes are excluded and will be determined by final system
8. Applicable permits if required are not included in the proposed price.
9. Refurbishment/replacement of poles, junction boxes, cable, conduit, grounding infrastructure, power infrastructure, other than that included in the proposal, and which require this type of work to become/remain functional with system.
10. Additional Materials and/or Work: Data for the preparation of the proposal is based on existing site conditions and/or site plans, drawings, and verbal statements available to IST at the time the proposal was prepared. Any changes to the above which occur after proposal preparation that may have cost and/or operational impact will be subject to a change order which may be above or below the original proposal (contract) price.
11. System design changes required in order to comply with local governmental authorities, Fire Marshal, etc. Such changes may result in a contract price increase or decrease.
12. Lightning Protection: Equipment furnished and installed by IST is provided with the equipment manufacturer's standard lightning and/or transient protection. **NO GUARANTEE IS PROVIDED AGAINST EQUIPMENT AND/OR SYSTEM DAMAGE DUE TO EITHER LIGHTNING AND/OR LINE POWER FAULTS.**



## STANDARD TERMS & CONDITIONS

1. **SERVICES:** IST shall install, service, and warranty the system(s) as designed by IST and approved by Customer, in accordance with IST's Proposal (attached).
2. **INSTALLATION CHARGES:** The Customer agrees to pay IST, its agents or assigns, the installation charge and, if applicable, the maintenance, and/or lease charge as listed in the Proposal, subject to the terms and conditions as listed in the Proposal and Sales Agreement.
3. **INSTALLATION, MAINTENANCE, SERVICE:** Customer hereby authorizes and empowers IST to perform or cause to be performed the work necessary to fulfill the terms of this Agreement, including but not limited to installation, maintenance, inspection, testing, and repair of the systems on its premises. Such work shall be performed in a workmanlike manner in accordance with IST's standard practices and shall be completed in accordance with a mutually agreed upon schedule, unless stated otherwise in the Proposal. The obligation of IST to provide service related to the maintenance of the system pertains solely to the items specified in the Bill of Materials as listed in the Proposal. IST is not obligated to maintain, repair, service, replace, operate or assure the operation of any device, system, or property belonging to Customer or to any third party to which such specified systems or components are attached, unless specifically agreed upon in the Proposal. In order to protect Customer from losses resulting from, damage to, or destruction of IST systems, Customer shall include such systems in the coverage provided in its liability and fire insurance policies. IST will provide service availability in accordance with the coverage requirements listed in the Proposal and defined under "coverage type" while the equipment is located on the premises upon which it was installed. The service to be provided is intended to keep the equipment in, or restore the equipment to, good working order. Unscheduled, on-call remedial maintenance is also to be provided by IST under this Agreement as necessary. Service provided by IST under this Agreement does not assure against, nor does IST assume any liability for, interruptions in operation of the equipment covered by this Agreement. When covered by our SERVICE AGREEMENT, the service also includes preventative maintenance based upon the specific needs of the individual equipment as determined by IST.
4. **ACCESS:** IST's technicians shall have full and free access upon their arrival to the equipment covered under this Agreement to provide service thereon.
5. **OWNERSHIP:** For existing installations, the Customer represents that it is the owner of the equipment to be serviced under this Agreement, or, if not the owner, has authority from the owner to include such equipment under this Agreement.
6. **OPERATION:** Customer represents and agrees to properly test and set the system on every closing and to properly turn off the system on each opening (if applicable); to test any detection device, or other electronic equipment designated in the Proposal prior to setting the system for closed periods and to notify IST promptly if such equipment fails to respond to the test; to use the equipment properly and follow proper operating procedures (if customer requires IST service); if IST representatives are sent to Customer's premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, to pay an additional service charge at the prevailing rate per occurrence; and that all walls, doors, skylight, windows or other elements of the premises as now constructed or to be constructed are or will be placed and maintained in such condition, at Customer's expense, as to permit proper installation and operation of the system(s).
7. **DELAYS - INTERRUPTION OF SERVICE:** IST shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of IST. IST will not be required to furnish service to Customer while such interruption shall continue.
8. **EQUIPMENT COVERED:** Refer to attached Proposal or Rider "A", as applicable.
9. **EXCLUSIONS:** Services to be provided by IST pursuant to this Agreement do not include:
  - a) Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment with all facilities as prescribed by IST and/or the equipment manufacturer, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in Rider "A" or the Proposal hereto.
  - b) Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
  - c) Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized supplies or equipment.
  - d) Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from IST's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non- IST equipment and devices not supplied by IST.
  - e) Electrical work external to the equipment or accessories furnished by IST.
10. **ADDITIONAL CHARGES:** Unless otherwise specified in the Proposal, service charges for the system are based upon coverage as specified in the "hours of operation". Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at IST's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without IST's specific permission, nor permit the same by other Contractors. Any work performed by IST to correct Customer's breach of the foregoing

obligation shall be corrected and paid for by Customer at IST's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of IST shall be corrected by IST and paid for by Customer in accordance with IST's prevailing rates. IST shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

11. **LIQUIDATED DAMAGES - IST's LIMITS OF LIABILITY:** It is understood that IST is not an insurer; that insurance for whatever reason or purpose and in whatever amount shall be obtained by Customer, if any is desired; that the sums payable hereunder to IST by Customer are based upon the value of services offered and the scope of liability undertaken and such sums are not related to the value of property belonging to Customer or to others located on Customer's premises. Customer does not seek indemnity by this Agreement from IST, and specifically waives any rights for indemnity for any damages or losses caused by hazards to Customers, Invitees, Guests, or property. IST, MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEMS IT INSTALLS OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM, WHICH THE SYSTEMS AND SERVICES ARE DESIGNED TO DETECT. Customer agrees that IST shall not be liable for any of Customer's losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed by this agreement or by negligent acts or omissions of IST, its agents or employees. The Customer does hereby waive and release any rights of recovery against IST that it may have hereunder. It is agreed that it is impractical and impossible to fix actual damages which may arise from situations where there may be a failure of services provided, due to the uncertain value of Customer's property or the property of others kept on the protected premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system is designed to detect or avert. Due to the inability of IST to establish a causal connection between systems or service problems and Customer's possible loss, it is further agreed that if IST should become liable for any losses or damages attributable to a failure of systems or services in any respect, its total liability to Customer shall be limited to \$250.00, which the Customer agrees is reasonable. The payment of this amount shall be IST's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer. No suit or action shall be brought against IST more than one (1) year after the accrual of the cause of action therefore. Since it is agreed that the Customer retains the sole responsibility of the life and safety of all persons in the protected premises, and for protecting against losses to his own property or the property of others in the protected premises, Customer agrees to indemnify, defend and hold harmless IST from any and all such claims and lawsuits including the payment of all damages, expenses, costs, and attorney fees incurred by IST, its employees and agents, from and against all claims, lawsuits and losses, by persons not a party to this Agreement, against IST for failure of its equipment or services in any respect, alleged to be caused by the improper operation of the system, whether due to malfunctioning or non-functioning of the system, or by the negligence, active or passive, of IST.
12. **RENEWAL:** The Service Agreement portion of these conditions is self-renewing for the term provided herein and at the prices in effect as of the date of renewal unless modified or canceled by either party in writing not less than thirty (30) days prior to the expiration date of this Agreement.
13. **TERMINATION/PAYMENT:** IST has the option to terminate this agreement for cause should any payment due from Customer to IST remain overdue for a period of more than thirty (30) days. Should IST elect to exercise such cancellation option, said exercise shall be in writing, sent by certified mail, return receipt requested, and such cancellation shall be effective upon receipt.
14. **SUCCESSORS:** The Agreement is not assignable by Customer except upon the written consent of IST, which consent will not unreasonably be withheld.
15. **ENTIRE AGREEMENT:** This Agreement is to govern the providing of services by IST to Customer as described herein. Nothing in this Agreement is to be construed as creating a lease or a leasehold agreement between the parties. This Agreement is not binding unless approved in writing by an authorized representative of IST. If approval is not obtained, the only liability of IST shall be to return to Customer the amount, if any, paid to IST upon the signing of the Agreement by its Sales Representative. This writing, together with any individually signed acceptance of Proposals, rider, other attachments pertaining to this Agreement is intended by the parties as the final expression of their agreement with respect to the subject matter contained herein and also as the complete and exclusive statement of the terms and such Agreement, notwithstanding any prior, contemporaneous or subsequent purchase order or other document relating to said subject matter. There is no course of dealing or usage of the trade what would supplement or conflict with its terms. This Agreement may only be amended in writing signed by both parties.
16. **JURISDICTION:** This Agreement shall be governed by the laws of the Commonwealth of Virginia.

**ADDENDUM**  
November 15, 2021

**ADDENDUM NO. 2 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 22-1291: Access Control System Integrator Services & Support  
Date Issued: October 20, 2021  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Original Proposal Due Date & Time: Wednesday, November 17, 2021 by 2:00 PM EST

This addendum consists of four (4) pages.

**NEW** Proposal Due Date & Time: **Monday, November 22, 2021 by 2:00 PM EST**  
*\*If you have already shipped your proposal, you can retract it and resubmit a new proposal.*

D. Delivery Schedule: Proposals that are hand delivered shall be accepted during the following dates and times. If an earlier date and time is preferred, the Offeror shall contact the Contract Officer via email at [lfare@umw.edu](mailto:lfare@umw.edu) to schedule delivery.

Date	Time
November 18, 2021	Any time between 10:00 AM and 2:00 PM
November 22, 2021	Any time between 10:00 AM and 2:00 PM

Questions from Offerors:

**1. Will the vendor be required to keep equipment in stock?**

The contracted vendor should have the readers in stock, but we are not requiring them to keep stock of other equipment with a value over \$800.00. Anything under that price point should be in stock. It would be helpful to know lead times when equipment is needed due to the current supply chain issues.

**2. Are there any other systems being used on campus, or is the entire campus using AMAG?**

The entire campus is using the AMAG system.

**3. Do you see the potential to move away from AMAG?**

The budget for the next 5-10 years would probably not support a move from AMAG.

**4. What is the current key system?**

The current key system is card swipes.

**5. In regards to response times, how are calls initiated?**

The University works directly with the integrator.

**6. Is there any sort of frequency that you expect a service technician on campus?**

It would be best if a technician could come out about 8 hours a month.

- 7. What type of warranty are you looking for as far as labor is concerned?**  
We are looking for at least a one-year warranty.
- 8. Do we have records of when equipment was installed?**  
We have records of when equipment was replaced. For the key systems, we can always look those up by serial number if needed.
- 9. What version of AMAG are we currently running?**  
We are currently running 9.2 on the main campus. Dahlgren is running version 8.
- 10. Are you currently experiencing any issues with the system?**  
The original installation took place about 20 years ago. The issue we run into from time to time is that it is difficult to get replacement parts.
- 11. What systems does AMAG currently integrate to at the University?**  
Banner currently integrates to AMAG and AMAG to key systems.
- 12. Are Dahlgren and the Main Campus connected?**  
They are run on the same network but they are two completely different systems.
- 13. Do you require integrators to be ASSA ABLOY certified?**  
If the integrator is installing the hardware, then they should be certified.
- 14. If a vendor has suggested technology, can they bring this on campus?**  
Any hardware or software being suggested should be brought on campus to be tested.
- 15. Is this RFP intended to be a single award or multiple award?**  
The intention is that this will be a single award.
- 16. At the pre-bid it was said that you are using Medeco and Corbin for hardware. Is the bidder of this RFP going to be the one that provides and installs these? If so, what certifications are you expecting? Who is responsible for the keying of these? If bidder is not the one providing these, who is?**  
Medeco will supply and key all new construction. Corbin are primary, but we do have Sargent and other hardware. You will be required to install these only if the access control hardware has it integrated into the lock but keying will be done in house. Certifications would be required for all the hardware we currently have on campus. Example would be Aperio wireless locks in Jepson and IN locks that are installed in Virginia. All keying will be completed by our locksmith shop.
- 17. In Section VII; Statement of Needs, it states that the contractor must provide an adequate number of spare parts to minimize downtime. What particular parts are we to make sure we have and what quantities are you expecting us to have on hand of these? Is there a threshold for what parts may cost that we must keep on hand? Is there a place on campus that these should be kept or are they to be kept at the contractor's shop? Do you have manufacture and part numbers for these? Say things under \$500.00?**  
Currently we maintain attic stocks for most parts. What we are looking for in this situation is items that will fail and need to be replaced in an urgent manner. For example, if a reader fails in a critical location it needs to be replaced quickly. Most of the time we will have the part, but if we do not have it we will

need a short period of time. We do not expect the company awarded the contract to Maintain a stock 8DBC 2150 for example.

- 18. For the Parts and Supplies portion of Attachment A on the bid, what items or manufactures would you like us to list and give the investment for? Do you have a list that we can use of these so we are all on the same page?**

The following would be a good guide:  
AM 820/830/840-CG S820 Proximity Reader  
Aperio IN 100 series locks  
Aperio Hubs AH-30  
Corbin Russwin IN 220  
Corbin Russwin IN 120

- 19. With the current supply chain issues that are going on, how do we incorporate price increase from the manufacturers to us into the agreement? Many of our various manufacturers have already had two or more increases already. They have already said to expect more due to the longevity of the anticipated issues with shipping, chip sets and availability.**

Yes, we have been informed that we will be paying surcharges. In the event that this is the case, we would need something from the manufacturer so we know it is valid.

- 20. Out of the original install of 20 years ago, how many boards would you say there are that are not currently compatible and will need replaced throughout the campuses? As the contractor for this RFP, are we the responsible party to obtain the new boards and install them? Who makes the decision to replace and with which boards?**

Probably 11 of the original AMAG 2 and 4 DBC. We are hoping to come up with funding to replace them at one time, but for now they will need to be replaced as they fail.

- 21. At the pre-bid it was stated that Dahlgren campus is still on version 8 of AMAG. Are you going to migrate that to the most current version and when do you expect that will be needed to take place?**

We had planned on doing the summer after COVID hit. It is currently on hold until we get approval for funding. We are hoping next summer, but with the Director of Safety currently vacant any answer I give would be speculation.

- 22. Are there any of the various AMAG Symmetry modules that are available that UMW does not use at this time? If so, what are they?**

We have a vanilla install. There are no extra modules like video etc. We do have integration with Banner that passes access groups and time codes.

- 23. If our bid is accepted, when will the contract go into effect for the first year?**

Our current contract expires on April 5, 2022. We plan to award in the January/February timeframe with a contract start date of April 5, 2022.

- 24. Is there a list of all of the attendees that were at the pre-bid that can be sent out or published?**

The list of attendees will be attached to the official addenda that will be posted by Friday, November 12<sup>th</sup>.

- 25. Is the AMAG SSA up to date and or do I need to include annual pricing in my bid package?**

The AMAG SSA is current. The next date will be 10/1/2022. This will need to be included yearly.

**26. If I submit a bid do I include a (1) one-year pricing proposal and UMW will decide each additional year to renew with "said" integrator?**

A one-year pricing proposal will be fine.

**27. Who services the emergency phones on campus? Should it be included in the project or is that handled by life safety/ fire company?**

Currently this is serviced by the University.

**28. During the pre-bid someone did ask the question about the parts and supplies section of the pricing schedule Attachment A: what did you want to see there? Spare parts minus discount?**

We would like to see the expected cost. We do realize with the current circumstances these prices are changing as some companies are adding surcharges.

**29. Could you clarify the University's request to provide a cost for a "test" system? Exactly what do you want included in the test system?**

For the test system, we would envision a setup with a single server that would emulate each piece of the Access system including an Aperio setup, IN120/220 locks with DSR, and other AMAG pieces. Ideally it would be something sort of mobile to also be able to show off as required for what we have in place.

**END OF ADDENDUM NO. 2**

Lindsay Fare  
Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: 540-654-1057

RFP 22-1291 Addendum No. 2 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: Integrated Security Technologies  
NAME OF OFFEROR REPRESENTATIVE: Nicole Borch  
OFFEROR SIGNATURE: NB  
DATE: 11/22/21

**ADDENDUM**  
November 1, 2021

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

Reference – Request for Proposals: RFP 22-1291: Access Control System Integrator Services & Support  
Date Issued: October 20, 2021  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: Wednesday, November 17, 2021 at 2:00 PM EST

This addendum consists of one (1) page.

Pre-Proposal Conference Location:

University of Mary Washington  
Hurley Convergence Center, Room 210  
1301 College Avenue  
Fredericksburg, VA 22401

Page 2; Section II; Pre-Proposal Conference; a:

a. No attendee will be permitted access to the conference after **10:00 AM**.

**END OF ADDENDUM NO. 1**

Lindsay Fare  
Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: 540-654-1057

RFP 22-1291 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM:

Integrated Security Technologies

NAME OF OFFEROR REPRESENTATIVE:

Nicole Barch

OFFEROR SIGNATURE:

NB

DATE:

11/22/21



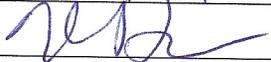
**SEALED REQUEST FOR PROPOSAL (RFP)**

<b>ISSUE DATE:</b>	October 20, 2021		
<b>RFP NUMBER &amp; TITLE:</b>	RFP 22-1291; Access Control System Integrator Services & Support		
<b>PROPOSAL DUE DATE &amp; TIME:</b>	November 17, 2021 by 2:00 PM <b>NOTE: Proposals received after the due date and time cannot be accepted.</b>		
<b>PROPOSAL DELIVERY ADDRESS:</b>	University of Mary Washington Procurement Services / Reference RFP 22-1291 Eagle Village Executive Offices, Suite 480 1125 Jefferson Davis Highway, Fredericksburg, VA 22401		
<b>WORK LOCATION:</b>	<input checked="" type="checkbox"/> All Campuses <input type="checkbox"/> Fredericksburg <input type="checkbox"/> Stafford <input type="checkbox"/> Dahlgren		
<b>COMMODITY CODE(S):</b>	99022: Card Access Security Services		
<b>PRE-PROPOSAL CONFERENCE:</b>	<input type="checkbox"/> Optional <input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> N/A	<b>DATE &amp; TIME:</b>	11/3/2021 at 10:00 AM
<b>PRE-PROPOSAL LOCATION:</b>	TBD – On-campus location will be determined based on the number of participants that RSVP		
<b>CONTRACT OFFICER:</b>	Lindsay Fare <b>PHONE:</b> 540-654-1057	<b>EMAIL:</b>	lfare@umw.edu
<b>PERIOD OF CONTRACT:</b>	February 1, 2022 through 5 years with five (5) one-year renewal options		

In compliance with this Sealed Request for Proposal (RFP) 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 proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal 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 proposal. 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 proposal, it is understood that the provisions will become a part of any final agreement.

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

<b>Name of Offering Firm:</b>	Integrated Security Technologies		
<b>Address of Offering Firm:</b>	520 Herndon Parkway Suite 120 Herndon, VA 20170		
<b>Certification No.:</b>	2705147904	<b>Expiration Date:</b>	9/30/22
<b>eVA ID:</b>	V50000135814	<b>Tax ID:</b>	35-1196777
<b>Email:</b>		<b>Telephone:</b>	
<b>Website:</b>	www.istonline.com	<b>Fax:</b>	703-464-5836
<b>Submitted By (Print Name &amp; Title):</b>	Nicole Birch Account Manager		
<b>Signature (In Ink):</b>		<b>Date:</b>	11/22/21

**ATTACHMENT B – REFERENCES**

Provide at LEAST 3 references of current or recent past clients, preferably from higher education.

Reference #1	
Agency Name	American University
Contact Name	Doug Pierce
Email	D.Pierce@American.edu
Phone #	202-885-2503
# Years w/ Agency	15 years +
Solution Provided	Genetec Access Control, video and Intrusion

Reference #2	
Agency Name	Gallaudet University
Contact Name	Harold Romero
Email	harold.Romero@gallaudet.edu
Phone #	202-531-8717
# Years w/ Agency	10 years
Solution Provided	BVMS and Software (User Access Control)

Reference #3	
Agency Name	City of Charlottesville
Contact Name	Fred Felgenhauer
Email	Ffelgenhauer@charlottesville.gov
Phone #	434-872-3624
# Years w/ Agency	6 years
Solution Provided	Video management Services

**ATTACHMENT A – PRICING SCHEDULE**

Fill in and submit the following pricing table based on your rates for labor, parts and supplies. Please disclose all other potential additional costs in the "Other Pricing" box listed below.

LABOR RATES		
Personnel	Normal Working Hours	Overtime/Weekend/ Holiday/Emergency Hours
Supervisor	\$ /hour 97.00	\$ /hour 145.50
Laborer	\$ /hour 80.00	\$ /hour 120.00
Tech Engineer	\$ /hour 130	\$ /hour 195.00
Project Manager	\$ /hour 107.00	\$ /hour 160.50

PARTS & SUPPLIES				
Manufacturer	Product Line	List Price	% Discount Off	University Price
Amag 850	Amag	\$	%	\$ 201.60
In120	Corbin	\$	%	\$ 1187.50
In220	Corbin	\$	%	\$ 1187.50
Aperio Hub	ASSA	\$	%	\$ 162.50

OTHER PRICING	
Credit Card Processing Fees	%
	\$
	\$
	\$
	\$
N/A	

## ATTACHMENT E

### RFP 22-1291 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal **MUST** be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

#### **IMPORTANT DATES & REMINDERS**

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- No Questions Accepted after **2:00 PM on November 10, 2021**. All Questions must be directed toward the Procurement Officer for this solicitation: Lindsay Fare, [lfare@umw.edu](mailto:lfare@umw.edu), and 540-654-1057.
- Proposal Due Date: **November 17, 2021 by 2:00 PM** – Proposals submitted after 2:00 PM as indicated by the official Procurement clock will NOT be accepted.
- All proposals must be submitted in a SEALED envelope identifying the firm's name and the solicitation number at a minimum. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

#### **REQUIRED DOCUMENT SUBMISSION**

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Acknowledgement:

**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.

Documents to Submit:

- Completed and signed RFP cover page
- Any/All signed addenda
- One (1) Printed and One (1) Electronic Copy (USB flash drive) or Proposal (Original); One (1) Printed and One (1) Electronic Copy (USB flash drive) of Proposal (Redacted)
- Description of the Offering firm's history and expertise
- Completed Attachment A – Pricing Schedule
- Completed Attachment B – References
- Completed Attachment C – Small Business Subcontracting Plan
- Any exceptions taken to University's Terms and Conditions
- Current Certificate of Liability Insurance