



VCU Procurement Services

Date: May 20, 2022

Mr. Dennis Schliske
Vlcom (Virginia Integrated Communication)
5361 Cleveland Street
Virginia Beach, VA 23462

Procurement Services
University Purchasing

912 W Grace Street, 5th Floor
Box 980327
Richmond, Virginia 23284

804 828-1077
Fax: 804 828-7837
TDD: 1-800-828-1120
www.vcu.edu/procurement

RE: Contract #: 7058821-17JC
Extension of Contract

Dear Mr. Schliske,

The Virginia Commonwealth University (VCU) contract for Audio Visual Products, Services and Maintenance will expire on June 30, 2022. It is VCU's intent that this contract remain in an extended period until December 30, 2022 while the current RFP contract is approved and executed.

Your signature constitutes your firm's acceptance of this contract extension. Please return this document by June 10, 2022. Please e-mail the completed form to lofgreenj@vcu.edu. If you have any questions, please contact me at 804-628-2897.

Products and services shall be provided in accordance with the contract during the contract extension period.

Sincerely,

Jason Lofgreen, CUPO
Senior Buyer

Contract #: 7058821-17JC

RESPONSE:

Vicom (Virginia Integrated Communication)

Name of Firm

Dennis L. Schlotz
Signature

Dennis L. Schlotz
Name Printed

CEO
Title

5-23-22
Date



VCU Procurement Services

Date: September 22, 2021

Mr. Dennis Schliske
Vlcom (Virginia Integrated Communication)
5361 Cleveland Street
Virginia Beach, VA 23462

Procurement Services
University Purchasing

912 W Grace Street, 5th Floor
Box 980327
Richmond, Virginia 23284

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TDD: 1-800-828-1120
www.vcu.edu/procurement

RE: Contract #: 7058821-17JC
Extension of Contract

Dear Mr. Schliske,

The Virginia Commonwealth University (VCU) contract for Audio Visual Products, Services and Maintenance will expire on March 28, 2022. It is VCU's intent that this contract remain in an extended period until June 30, 2022 while the current RFP solicitation is in progress.

Your signature constitutes your firm's acceptance of this contract extension. Please return this document by November 1, 2021. Please e-mail the completed form to lofgreenj@vcu.edu. If you have any questions, please contact me at 804-628-2897.

Products and services shall be provided in accordance with the contract during the contract extension period.

Sincerely,

Jason Lofgreen, CUPO
Senior Buyer

Contract #: 7058821-17JC

RESPONSE:

Vicom (Virginia Integrated Communication)

Name of Firm

Dennis L. Schulke

Signature

Dennis L Schulke

Name Printed

CEO

Title

9-23-21

Date



VCU Procurement Services

January 25, 2021

Dennis Schliske
5361 Cleveland Street
Virginia Beach, VA 23462

RE: Contract #: 7058821-17JC
Renewal No. Four of Four (Final)

Procurement Services
University Purchasing

912 W Grace Street, 5th Floor
Box 980327
Richmond, Virginia 23284

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TDD: 1-800-828-1120
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Dear Mr. Schliske,

Your firm's contract with Virginia Commonwealth University (VCU) for Audio Visual Products, Services and Maintenance expires on 02/28/2021. VCU intends to exercise the renewal of this contract in accordance with:

Section XI, Item V of Contract #: 7058821-17JC;

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities identified on a purchase order issued against this contract do not represent a purchase commitment by VCU. Services shall be provided in accordance with the contract for the renewal period: 03/01/2021 through 02/28/2022.

Pricing remains the same as the previous contract period.

Attached is the revised pricing in accordance with the contract terms.

By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than 02/25/2021. If you have any questions, please contact me at (804) 628-2897.

Sincerely,

Jason Lofgreen, CUPO
Senior Buyer

Contract #: 7058821-17JC

RESPONSE:

Vicom (Virginia Integrated Communication)

Name of Firm



Signature

Dennis L. Schliste

Name Printed

CEO

Title

2/9/21

Date

PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Broadcast TV Equipment		
Broadcast TV (Camera/Camcorder)	Data Video	10%
Broadcast TV (Camera/Camcorder)	Vaddio	17%
Broadcast TV (Camera/Camcorder)	Sony	10%
Broadcast TV (Camera/Camcorder)	Accessories	10%
Broadcast TV (Switcher)	Analog Way	16%
Broadcast TV (Switcher)	Broadcast Pix	12%
Broadcast TV (Switcher)	Extron	30%
Broadcast TV (Switcher)	Icon	15%
Broadcast TV (Switcher)	Kramer	17%
Broadcast TV (Switcher)	Panasonic	10%
Broadcast TV (Switcher)	RGB Spectrum	12%
Broadcast TV (Switcher)	Sierra	17%
Broadcast TV (Switcher)	TV One	5%
Broadcast TV (Switcher)	Vaddio	17%
Broadcast TV (Switcher)	Accessories	10%
Broadcast TV (Lighting)	Lightronics	10%
Broadcast TV (Lighting)	Lutron	10%
Broadcast TV (Lighting)	Videssence	10%
Broadcast TV (Lighting)	Accessories	10%
Broadcast TV (Prompter)	Listec	10%
Broadcast TV (Prompter)	Prompter People	10%
Broadcast TV (Prompter)	Accessories	10%
Broadcast TV (ChromaKey)	Broadcast Pix	12%
Broadcast TV (ChromaKey)	BlackMagic	10%
Broadcast TV (ChromaKey)	Data Video	10%
Broadcast TV (ChromaKey)	Accessories	10%
Broadcast TV (Character Generator)	Broadcast Pix	12%
Broadcast TV (Character Generator)	Data Video	10%
Broadcast TV (Character Generator)	Accessories	10%
Broadcast TV (Other)	Manufacturers not listed	10%
Multimedia Presentation Equipment		
Large Venue Projectors	Barco	23%
Large Venue Projectors	Digital Projection	10%
Large Venue Projectors	NEC	10%
Large Venue Projectors	InFocus	10%
Large Venue Projectors	Epson	20%
Large Venue Projectors	Panasonic	25%
Large Venue Projectors	Projection Design	25%
Large Venue Projectors	Vivitek	20%
Large Venue Projectors	Accessories	10%
Portable Projectors	Casio	12%
Portable Projectors	Digital Projection	10%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Portable Projectors	InFocus	10%
Portable Projectors	Panasonic	10%
Portable Projectors	Projection Design	10%

Portable Projectors	Vivitek	12%
Portable Projectors	Accessories	10%
Ultra Portable Projectors	Casio	12%
Ultra Portable Projectors	Panasonic	25%
Ultra Portable Projectors	Vivitek	12%
Ultra Portable Projectors	Accessories	10%
Short Throw Projectors	Panasonic	25%
Short Throw Projectors	Vivitek	20%
Short Throw Projectors	Accessories	10%
Large Format Monitor-LCD/LED	Barco	23%
Large Format Monitor-LCD/LED	InFocus	10%
Large Format Monitor-LCD/LED	NEC (E Series)	5%
Large Format Monitor-LCD/LED	NEC (ALL OTHER SERIES)	15%
Large Format Monitor-LCD/LED	Panasonic	8%
Large Format Monitor-LCD/LED	Planar	10%
Large Format Monitor-LCD/LED	Qomo	8%
Large Format Monitor-LCD/LED	Samsung	10%
Large Format Monitor-LCD/LED	Sharp	8%
Large Format Monitor-LCD/LED	Accessories	10%
Interactive Displays	Viewsonic	10%
Interactive Displays	Boxlight	10%
Interactive Displays	Promethean	10%
Interactive Displays	InFocus (MondoPad)	10%
Interactive Displays	Smart Technologies	10%
Interactive Displays	Clear Touch	20%
Interactive Displays	Others	10%
Document Cameras	Elmo	15%
Document Cameras	Ken-A-Vision sche A	10%
Document Cameras	Ken-A-Vision sche B	1%
Document Cameras	Qomo	20%
Document Cameras	Wolfvision	18%
Document Cameras	Accessories	10%
Interactive Displays	InFocus (MondoPad)	10%
Interactive Whiteboards	Panasonic	10%
Interactive Whiteboards	Qomo	20%
Interactive Whiteboards	Samsung	10%
Interactive Whiteboards	Smart Technologies	15%
Interactive Whiteboards	Clear Touch	20%
Interactive Whiteboards	Accessories	10%
DVD/CD/Bluray Players/Recorders	Tascam	21%
DVD/CD/Bluray Players/Recorders	Denon & Marantz	25%
DVD/CD/Bluray Players/Recorders	Accessories	10%
DSP/Processing	BiAmp	25%
DSP/Processing	BSS	14%
DSP/Processing	Clearone	15%
DSP/Processing	DBX	15%
DSP/Processing	Lexicon	18%
DSP/Processing	Poly- Soundstructure	20%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
DSP/Processing	Rane	15%
DSP/Processing	RDL	1%

DSP/Processing	Symetrix	18%
DSP/Processing	Accessories	10%
Video Switching	Analog Way	16%
Video Switching	BlackMagic	10%
Video Switching	CELabs	20%
Video Switching	Extron	30%
Video Switching	Kramer	17%
Video Switching	RGB Spectrum	12%
Video Switching	Sierra	17%
Video Switching	TV One	5%
Video Switching	Accessories	10%
Audio Amplifiers	Ashly	22%
Audio Amplifiers	BiAmp	25%
Audio Amplifiers	Crown	25%
Audio Amplifiers	Rolls	12%
Audio Amplifiers	Samson	12%
Audio Amplifiers	TOA	33%
Audio Amplifiers	QSC	15%
Audio Amplifiers	Accessories	10%
Audio Mixers	Anchor	10%
Audio Mixers	Alesis	20%
Audio Mixers	Allen & Heath	15%
Audio Mixers	Ashly	22%
Audio Mixers	AutoPatch	10%
Audio Mixers	Aviom	16%
Audio Mixers	BiAmp	25%
Audio Mixers	BSS	14%
Audio Mixers	Clearone	15%
Audio Mixers	Midas	10%
Audio Mixers	Polycom- Soundstructure	20%
Audio Mixers	Presonus	14%
Audio Mixers	Rolls	12%
Audio Mixers	Shure	20%
Audio Mixers	Soundcraft	15%
Audio Mixers	TOA	33%
Audio Mixers	Accessories	10%
Audio Speakers	Anchor	10%
Audio Speakers	Atlas Soundolier	25%
Audio Speakers	Cambridge/BiAmp Sound	10%
Audio Speakers	Community	15%
Audio Speakers	Danley	15%
Audio Speakers	EV	15%
Audio Speakers	Extron	30%
Audio Speakers	Front Row	10%
Audio Speakers	JBL Professional	25%
Audio Speakers	KSI	33%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Audio Speakers	Martin Audio	10%
Audio Speakers	OWI	12%
Audio Speakers	QSC	10%
Audio Speakers	Sound Tube	20%

Audio Speakers	TOA	33%
Audio Speakers	Valcom	12%
Audio Speakers	Accessories	10%
Microphones	AKG	37%
Microphones	Audio Technica	20%
Microphones	Audix	22%
Microphones	Bosch	20%
Microphones	CAD	20%
Microphones	Clock Audio	22%
Microphones	Crown	25%
Microphones	EV	20%
Microphones	Da-Cappo	20%
Microphones	Nady	15%
Microphones	Shure	23%
Microphones	TOA	33%
Microphones	Accessories	10%
Connectivity	ACE Backstage	20%
Connectivity	ADC	5%
Connectivity	CablesToGo	25%
Connectivity	Commscope (previously AMP)	10%
Connectivity	FSR	10%
Connectivity	Hosa	12%
Connectivity	Liberty	18%
Connectivity	Mystery Floorboxes	12%
Connectivity	Neutrik	1%
Connectivity	NTI	5%
Connectivity	Panduit	10%
Connectivity	ProCo	21%
Connectivity	Switchcraft	1%
Connectivity	Rapco	5%
Connectivity	Wiremold - Legrand	10%
Connectivity	West Penn	10%
Connectivity	Accessories	10%
Connectivity	Other (General Cable)	10%
Equipment Mounts	Chief Mfg	18%
Equipment Mounts	Da-Lite	17%
Equipment Mounts	Ergotron	10%
Equipment Mounts	PDR	8%
Equipment Mounts	Peerless	11%
Equipment Mounts	Raxxess	24%
Equipment Mounts	Winsted	12%
Equipment Mounts	Nigel B Design	10%
Equipment Mounts	Accessories	10%
Control Systems	AMX	29%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Control Systems	Aurora	12%
Control Systems	Crestron	33%
Control Systems	Extron	30%
Control Systems	FSR	10%
Control Systems	Hall Reasearch Tech	10%
Control Systems	Interlink	10%

Control Systems	Sound Control Tech	12%
Control Systems	Xantech	20%
Control Systems	Accessories	10%
Projection Screen	BEI	18%
Projection Screen	Da-Lite	20%
Projection Screen	Draper	22%
Projection Screen	Stewart	15%
Projection Screen	VuTec	5%
Projection Screen (Other)	Accessories	10%
Multimedia Development Equipment		
Multimedia Development Equipment	Poly (formerly Accordent)	10%
Multimedia Development Equipment	ACE Backstage	20%
Multimedia Development Equipment	Adtran	2%
Multimedia Development Equipment	AKG	37%
Multimedia Development Equipment	Alesis	20%
Multimedia Development Equipment	AMX	29%
Multimedia Development Equipment	Analog Way	16%
Multimedia Development Equipment	Apple	0%
Multimedia Development Equipment	Atlas Soundolier	25%
Multimedia Development Equipment	Audio Technica	20%
Multimedia Development Equipment	Audix	22%
Multimedia Development Equipment	Aurora	12%
Multimedia Development Equipment	Aviom	16%
Multimedia Development Equipment	Barco	14%
Multimedia Development Equipment	BEI	18%
Multimedia Development Equipment	BiAmp	25%
Multimedia Development Equipment	Bosch - Pro Audio	20%
Multimedia Development Equipment	Bosch - Security	25%
Multimedia Development Equipment	Bosch - Telex	10%
Multimedia Development Equipment	BrightSign	10%
Multimedia Development Equipment	Broadcast Pix	12%
Multimedia Development Equipment	BSS	14%
Multimedia Development Equipment	CablesToGo	25%
Multimedia Development Equipment	Cambridge Sound	10%
Multimedia Development Equipment	CELabs	20%
Multimedia Development Equipment	Chief Mfg	18%
Multimedia Development Equipment	CIS	2%
Multimedia Development Equipment	Cisco	8%
Multimedia Development Equipment	Clearone	15%
Multimedia Development Equipment	Clock Audio	22%
Multimedia Development Equipment	Community	15%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Multimedia Development Equipment	Contemporary Research	10%
Multimedia Development Equipment	Cybertouch	15%
Multimedia Development Equipment	Da-Lite - Screens	20%
Multimedia Development Equipment	Da-Lite - Furniture	17%
Multimedia Development Equipment	DBX	15%
Multimedia Development Equipment	Denon & Marantz	16%
Multimedia Development Equipment	Draper	22%
Multimedia Development Equipment	Extron	30%
Multimedia Development Equipment	Forbes	10%

Multimedia Development Equipment	Front Row	10%
Multimedia Development Equipment	FSR	10%
Multimedia Development Equipment	Gator	20%
Multimedia Development Equipment	Hall Reasearch Tech	10%
Multimedia Development Equipment	Hear	18%
Multimedia Development Equipment	Hosa	12%
Multimedia Development Equipment	HAS	12%
Multimedia Development Equipment	InFocus	10%
Multimedia Development Equipment	Interlink	10%
Multimedia Development Equipment	JBL Professional	25%
Multimedia Development Equipment	Ken-A-Vision	10%
Multimedia Development Equipment	Kramer	17%
Multimedia Development Equipment	Lexicon	18%
Multimedia Development Equipment	Liberty	18%
Multimedia Development Equipment	Lightronics	10%
Multimedia Development Equipment	Listec	10%
Multimedia Development Equipment	Listen	12%
Multimedia Development Equipment	Lowell	10%
Multimedia Development Equipment	Lutron	10%
Multimedia Development Equipment	Magic Box	10%
Multimedia Development Equipment	Mersive	15%
Multimedia Development Equipment	Martin Audio	10%
Multimedia Development Equipment	Middle Atlantic	30%
Multimedia Development Equipment	Mystery	12%
Multimedia Development Equipment	Nady	15%
Multimedia Development Equipment	Nippurra	10%
Multimedia Development Equipment	NTI	5%
Multimedia Development Equipment	OWI	12%
Multimedia Development Equipment	Panduit	10%
Multimedia Development Equipment	Peerless	11%
Multimedia Development Equipment	Presonus	14%
Multimedia Development Equipment	ProCo	21%
Multimedia Development Equipment	Production Intercom	12%
Multimedia Development Equipment	QOMO	15%
Multimedia Development Equipment	QSC	15%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Multimedia Development Equipment	Rane	15%
Multimedia Development Equipment	Raxxess	24%
Multimedia Development Equipment	RDL	1%
Multimedia Development Equipment	Revolabs	10%
Multimedia Development Equipment	RGB Spectrum	12%
Multimedia Development Equipment	Rolls	12%
Multimedia Development Equipment	Shure	23%
Multimedia Development Equipment	Smart Technologies	10%
Multimedia Development Equipment	Sound Control Tech	12%
Multimedia Development Equipment	Sound Tube	20%
Multimedia Development Equipment	Soundcraft	15%
Multimedia Development Equipment	Spectrum Furn.	39%
Multimedia Development Equipment	Spinetix	10%
Multimedia Development Equipment	Status Solutions	10%
Multimedia Development Equipment	Stewart	15%

Multimedia Development Equipment	Surgex	14%
Multimedia Development Equipment	Symetrix	18%
Multimedia Development Equipment	Tascam	20%
Multimedia Development Equipment	Tightrope	5%
Multimedia Development Equipment	TOA	33%
Multimedia Development Equipment	Tripp Lite	10%
Multimedia Development Equipment	TV-One	5%
Multimedia Development Equipment	Vaddio	17%
Multimedia Development Equipment	Valcom	12%
Multimedia Development Equipment	VFI	26%
Multimedia Development Equipment	Videssence	10%
Multimedia Development Equipment	Vivitek	8%
Multimedia Development Equipment	West Penn	10%
Multimedia Development Equipment	Winsted	12%
Multimedia Development Equipment	Wireless Computing	12%
Multimedia Development Equipment	Wiremold - Legrand	10%
Multimedia Development Equipment	Wolfvision	18%
Multimedia Development Equipment	ZeeVee	10%
Multimedia Development Equipment	Xantech	20%
Multimedia Development Equipment	MediaVision Hardware	10%
Multimedia Development Equipment	MediaVision Services	0%
Multimedia Development Equipment	MediaVision Software	0%
Multimedia Development Equipment	Accessories	10%
Other	Manufacturers not listed	10%
Satellite Transmitting and Receiving Equipment		
Satellite Tx/Rx Equipment	Blonder Tongue	5%
Satellite Tx/Rx Equipment	Toner	5%
Satellite Tx/Rx Equipment	ZeeVee	10%
Satellite Tx/Rx Equipment	Accessories	10%
Satellite Tx/Rx Equipment (Other)	Manufacturers not listed	5%
Teleconferencing and Communication Equipment		
8X8	Collaborative Cloud Offering	2%
Teleconferencing and Communication	Adtran	2%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Teleconferencing and Communication	Vaddio	17%
Teleconferencing and Communication	Avaya	25%
Teleconferencing and Communication	Crestron Flex	10%
Teleconferencing and Communication	Clearone	15%
Teleconferencing and Communication	Dell	10%
Teleconferencing and Communication	Extreme	20%
Teleconferencing and Communication	Fortinet	10%
Teleconferencing and Communication	Juniper	5%
Teleconferencing and Communication	Zoom Room	10%
Polycom	Poly Centro	5%
Polycom	Poly Group Systems	20%
Polycom	Poly DSP	20%
Polycom	Poly RMX	30%
Polycom	Poly Soundstation II Wired Phones	10%
Polycom	Poly Trio	10%
Polycom	Poly Educart	20%
Polycom	Poly Media Suite	20%

Polycom	Poly X30 Studio	8%
Polycom	Poly X50 Studio	10%
Cisco	Telepresence 3010	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence Conductor	25%
Cisco	Telepresence Exchange System	25%
Cisco	Cisco C Series	25%
Cisco	Cisco SX Series	25%
Cisco	Cisco DX Series	25%
Cisco	Cisco MX Series	25%
Cisco	Cisco Profile Series	25%
Cisco	Telepresence Video Communication Server	25%
Cisco	Unified Communications Manager	25%
Cisco	WebEx Telepresence	25%
Cisco	Telepresence MSE Series	25%
Cisco	Telepresence Manager	25%
Cisco	Telepresence Server	25%
Cisco	Expressway Series	25%
Cisco	Telepresence MCU 4500 Series	25%
Cisco	Telepresence MCU 4501 Series	25%
Cisco	Telepresence MCU 5300 Series	25%
Cisco	Telepresence MultiPoint Switch	25%
Cisco	Telepresence Advanced Media Gateway Series	25%
Cisco	Telepresence Serial Gateway Series	25%
Cisco	Telepresence ISDN Gateway Series	25%
Cisco	Telepresence Content Server	25%
Cisco	Telepresence Show and Share	25%
Cisco	Telepresence Recording Server	25%
Cisco	Cisco services	1%
Zoom	Zoom Room Cloud	2%
Other	Manufacturers not listed	2%
PRODUCT CATEGORY	MANUFACTURER	MIN. % of DISCOUNT
Computer Presentation Equipment - Streaming and Webcasting		
Streaming and Webcasting	BrightSign	10%
Streaming and Webcasting	Dell	10%
Streaming and Webcasting	HaiVision	5%
Streaming and Webcasting	Spinetix	10%
Streaming and Webcasting	SVSI	5%
Streaming and Webcasting	Tightrope	5%
Streaming and Webcasting	Viewcast	5%
Streaming and Webcasting	Accessories	10%
Streaming and Webcasting (Other)	Manufacturers not listed	2%
Broadband Distribution Equipment		
Broadband Distribution Equipment	Blonder Tongue	5%
Broadband Distribution Equipment	Toner	5%
Broadband Distribution Equipment	ZeeVee	10%
Broadband Distribution Equipment	Accessories	10%
Broadband Distribution Equipment (Other)	Manufacturers not listed	5%
Multimedia Furniture		
Multimedia Furniture	Compulock	10%

Multimedia Furniture	DaLite	17%
Multimedia Furniture	Exact	12%
Multimedia Furniture	Forbes	12%
Multimedia Furniture	H.S.A.	12%
Multimedia Furniture	Middle Atlantic	30%
Multimedia Furniture	Raxxess	24%
Multimedia Furniture	Spectrum	39%
Multimedia Furniture	VFI (AFV)	26%
Multimedia Furniture	Winsted	12%
Multimedia Furniture	Accessories	10%
Multimedia Furniture (Other)	Manufacturers not listed	10%

VICOM Contractor Services

Maintenance / Service / Installation - (8 am -5 pm Mon-Fri)	\$ 75.00	Hour
Maintenance / Service / Installation - (After Business Hours)	\$ 112.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 100.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 720.00	DAY
Initial Sytem Orientation/Basic Functionality Training at time of system install	<i>included</i>	Hour
All other training	\$ 100.00	Hour

Subcontractor Services

C&L Electric	Electrical Contractor	Priced per project
Procom	AV Contractor	Priced per project
White Electric	Electrical Contractor	Priced per project

VICOM Extended Maintenance Agreements

1st YEAR SYSTEM MAINTENANCE AGREEMENTS	No Charge
2nd YEAR SYSTEM MAINTENANCE AGREEMENT	8% of Equip Purchase Price
3rd YEAR SYSTEM MAINTENANCE AGREEMENT	12% of Equip Purchase Price

***Maintenance / Service / Installation rates apply if not under a Maintenance Agreement

***Some products require a maintenance contract directly from the manufactuer. In these cases, those charges may be in addition to the above proposed Extended Maintenance Agreements provided by Vicom.



VCU Procurement Services

January 23, 2020

Dennis Schliske
5361 Cleveland Street
Virginia Beach, VA 23462

RE: Contract #: 7058821-17JC
Renewal No. Three of Four (4)

Procurement Services
University Purchasing

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- Pricing remains the same as the previous contract period.
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- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than 02/25/2020. Your response may be faxed to me at (804) 828-7837. If you have any questions, please contact me at (804) 628-2897.

Sincerely,

Jason Lofgreen, CUPO
Senior Buyer

Contract #: 7058821-17JC

RESPONSE:

Vicom (Virginia Integrated Communication)
Name of Firm

Dennis L Schlobe
Signature

Dennis L Schlobe
Name Printed

CEO
Title

1/27/20
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Core Assurance Partners, Inc. 300 32nd Street, Suite 400 Virginia Beach VA 23451	CONTACT NAME: Certificates Team PHONE (A/C, No, Ext): 757-965-8900 FAX (A/C, No): 757-965-8909 E-MAIL ADDRESS: certificates@coreassurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : IRQ-Hartford Fire Insurance Company</td> <td>19682</td> </tr> <tr> <td>INSURER B : Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : IRQ-Hartford Fire Insurance Company	19682	INSURER B : Twin City Fire Insurance Company	29459	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER F :														
INSURED Virginia Integrated Communication, Inc. t/a VICOM 5361 Cleveland Street Virginia Beach VA 23462	VIRGINT-01													

COVERAGES

CERTIFICATE NUMBER: 1439341859

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	14UUNNA5295	8/17/2019	8/17/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	14RHUNA4244	8/17/2019	8/17/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	14WECQ5714	8/17/2019	8/17/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property / Equip Installation			14UUNNA5295	8/17/2019	8/17/2020	Property / IM Installation Per Schedule \$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contract #7058821-17JC - Virginia Commonwealth University is included as Additional Insured for General Liability if required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Virginia Commonwealth University PO Box 980327 Richmond VA 23298-0327	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jessica Muller</i>
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VCU Procurement Services

Date: January 7, 2019

Vicom
5361 Cleveland Street
Virginia Beach, VA 23462

RE: Renewal No.: Two (2) of four (4) one-year renewal options

Procurement Services
University Purchasing

912 W Grace Street, 5th Floor
Box 980327
Richmond, Virginia 23284

804 828-1077
Fax: 804 828-7837
TDD: 1-800-828-1120
www.vcu.edu/procurement

Dear Dennis Schliske:

The VASCUPP cooperative contract # 7058821-17JC with Virginia Commonwealth University (VCU) as the lead institution for Audio Visual Products, Services and Maintenance expires on February 28, 2019. VCU intends to exercise the renewal of this contract in accordance with Section XI Special Terms and Conditions, item V, Renewal of Contract

Your signature constitutes your firm's acceptance of this renewal, to include the eVA registration and requirement provisions below.

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Individual purchase orders shall be issued on an as needed basis for Audio Visual Products, Services and Maintenance. Services shall be provided in accordance with the contract for the renewal period: March 1, 2019 through February 28, 2020.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter, Contractor certifies that it will maintain the insurance coverages required at the time of the contract award. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me as soon as possible. You may fax this form to (804) 828-7837 or email to pbanks3@vcu.edu. If you have any questions, please contact me at (804) 828-0160.

Sincerely,

Princess Banks
Senior Buyer

RESPONSE:

Contract #: 7058821-17JC

VI COM
Name of Firm

Dennis L. Schulte
Signature

Dennis L. Schulte
Name Printed

President
Title

2-6-19
Date



VICOM dba: Virginia Integrated Communications
 VASCUPP Contract Number: 7058821-17JC

2/6/2019

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Broadcast TV Equipment		
Broadcast TV (Camera/Camcorder)	Data Video	10%
Broadcast TV (Camera/Camcorder)	Honeywell Security	5%
Broadcast TV (Camera/Camcorder)	Vaddio	17%
Broadcast TV (Camera/Camcorder)	Sony	10%
Broadcast TV (Camera/Camcorder)	Accessories	10%
Broadcast TV (Switcher)	Analog Way	16%
Broadcast TV (Switcher)	Broadcast Pix	12%
Broadcast TV (Switcher)	Extron	30%
Broadcast TV (Switcher)	Icon	15%
Broadcast TV (Switcher)	Kramer	17%
Broadcast TV (Switcher)	Panasonic	10%
Broadcast TV (Switcher)	RGB Spectrum	12%
Broadcast TV (Switcher)	Sierra	17%
Broadcast TV (Switcher)	TV One	5%
Broadcast TV (Switcher)	Vaddio	17%
Broadcast TV (Switcher)	Accessories	10%
Broadcast TV (Lighting)	Lightronics	10%
Broadcast TV (Lighting)	Lutron	10%
Broadcast TV (Lighting)	Videssence	10%
Broadcast TV (Lighting)	Accessories	10%
Broadcast TV (Prompter)	Listec	10%
Broadcast TV (Prompter)	Prompter People	10%
Broadcast TV (Prompter)	Accessories	10%
Broadcast TV (ChromaKey)	Broadcast Pix	12%
Broadcast TV (ChromaKey)	BlackMagic	10%
Broadcast TV (ChromaKey)	Data Video	10%
Broadcast TV (ChromaKey)	Accessories	10%
Broadcast TV (Character Generator)	Broadcast Pix	12%
Broadcast TV (Character Generator)	Data Video	10%
Broadcast TV (Character Generator)	Accessories	10%
Broadcast TV (Other)	Honeywell Security	5%
Broadcast TV (Other)	Manufacturers not listed	10%
Multimedia Presentation Equipment		
Large Venue Projectors	Barco	23%
Large Venue Projectors	Digital Projection	10%
Large Venue Projectors	NEC	10%
Large Venue Projectors	InFocus	10%
Large Venue Projectors	Epson	20%
Large Venue Projectors	Panasonic	25%
Large Venue Projectors	Projection Design	25%
Large Venue Projectors	Vivitek	20%
Large Venue Projectors	Accessories	10%
Portable Projectors	Casio	12%
Portable Projectors	Digital Projection	10%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Portable Projectors	InFocus	10%
Portable Projectors	Panasonic	10%
Portable Projectors	Projection Design	10%
Portable Projectors	Vivitek	12%
Portable Projectors	Accessories	10%
Ultra Portable Projectors	Casio	12%
Ultra Portable Projectors	Panasonic	25%
Ultra Portable Projectors	Vivitek	12%
Ultra Portable Projectors	Accessories	10%
Short Throw Projectors	Panasonic	25%
Short Throw Projectors	Vivitek	20%
Short Throw Projectors	Accessories	10%
Large Format Monitor-LCD/LED	Barco	23%
Large Format Monitor-LCD/LED	InFocus	10%
Large Format Monitor-LCD/LED	NEC (E Series)	5%
Large Format Monitor-LCD/LED	NEC (ALL OTHER SERIES)	15%
Large Format Monitor-LCD/LED	Panasonic	8%
Large Format Monitor-LCD/LED	Planar	10%
Large Format Monitor-LCD/LED	Qomo	8%
Large Format Monitor-LCD/LED	Samsung	10%
Large Format Monitor-LCD/LED	Sharp	8%
Large Format Monitor-LCD/LED	Accessories	10%
Interactive Displays	InFocus (MondoPad)	10%
Interactive Displays	Smart Technologies	10%
Interactive Displays	Clear Touch	20%
Interactive Displays	Others	10%
Document Cameras	Elmo	15%
Document Cameras	Ken-A-Vision sche A	10%
Document Cameras	Ken-A-Vision sche B	1%
Document Cameras	Qomo	20%
Document Cameras	Wolfvision	18%
Document Cameras	Accessories	10%
Interactive Whiteboards	InFocus (MondoPad)	10%
Interactive Whiteboards	Panasonic	10%
Interactive Whiteboards	Qomo	20%
Interactive Whiteboards	Samsung	10%
Interactive Whiteboards	Smart Technologies	15%
Interactive Whiteboards	Clear Touch	20%
Interactive Whiteboards	Accessories	10%
DVD/CD/Bluray Players/Recorders	Tascam	21%
DVD/CD/Bluray Players/Recorders	Denon & Marantz	25%
DVD/CD/Bluray Players/Recorders	Accessories	10%
DSP/Processing	BiAmp	25%
DSP/Processing	BSS	14%
DSP/Processing	Clearone	15%
DSP/Processing	DBX	15%
DSP/Processing	Lexicon	18%
DSP/Processing	Polycom- Soundstructure	20%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
DSP/Processing	Rane	15%
DSP/Processing	RDL	1%
DSP/Processing	Sabine	12%
DSP/Processing	Symetrix	18%
DSP/Processing	Accessories	10%
Video Switching	Analog Way	16%
Video Switching	BlackMagic	10%
Video Switching	CELabs	20%
Video Switching	Extron	30%
Video Switching	Kramer	17%
Video Switching	RGB Spectrum	12%
Video Switching	Sierra	17%
Video Switching	TV One	5%
Video Switching	Accessories	10%
Audio Amplifiers	Ashly	22%
Audio Amplifiers	BiAmp	25%
Audio Amplifiers	Crown	25%
Audio Amplifiers	Rolls	12%
Audio Amplifiers	Samson	12%
Audio Amplifiers	TOA	33%
Audio Amplifiers	QSC	15%
Audio Amplifiers	Accessories	10%
Audio Mixers	Anchor	10%
Audio Mixers	Alesis	20%
Audio Mixers	Allen & Heath	15%
Audio Mixers	Ashly	22%
Audio Mixers	AutoPatch	10%
Audio Mixers	Aviom	16%
Audio Mixers	BiAmp	25%
Audio Mixers	BSS	14%
Audio Mixers	Clearone	15%
Audio Mixers	Midas	10%
Audio Mixers	Polycom- Soundstructure	20%
Audio Mixers	Presonus	14%
Audio Mixers	Rolls	12%
Audio Mixers	Shure	20%
Audio Mixers	Soundcraft	15%
Audio Mixers	TOA	33%
Audio Mixers	Accessories	10%
Audio Speakers	Anchor	10%
Audio Speakers	Atlas Soundolier	25%
Audio Speakers	Cambridge Sound	10%
Audio Speakers	Community	15%
Audio Speakers	Danley	15%
Audio Speakers	EV	15%
Audio Speakers	Extron	30%
Audio Speakers	Front Row	10%
Audio Speakers	JBL Professional	25%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Audio Speakers	KSI	33%
Audio Speakers	Martin Audio	10%
Audio Speakers	OWI	12%
Audio Speakers	QSC	10%
Audio Speakers	Sound Tube	20%
Audio Speakers	TOA	33%
Audio Speakers	Accessories	10%
Microphones	AKG	37%
Microphones	Audio Technica	20%
Microphones	Audix	22%
Microphones	Bosch	20%
Microphones	CAD	20%
Microphones	Clock Audio	22%
Microphones	Crown	25%
Microphones	EV	20%
Microphones	Da-Cappo	20%
Microphones	Nady	15%
Microphones	Shure	23%
Microphones	TOA	33%
Microphones	Accessories	10%
Connectivity	ACE Backstage	20%
Connectivity	ADC	5%
Connectivity	AMP	10%
Connectivity	CablesToGo	25%
Connectivity	FSR	10%
Connectivity	Hosa	12%
Connectivity	Liberty	18%
Connectivity	Mystery Floorboxes	12%
Connectivity	Neutrik	1%
Connectivity	NTI	5%
Connectivity	Panduit	10%
Connectivity	ProCo	21%
Connectivity	Switchcraft	1%
Connectivity	Rapco	5%
Connectivity	Wiremold - Legrand	10%
Connectivity	West Penn	10%
Connectivity	Accessories	10%
Connectivity	Other (General Cable)	10%
Equipment Mounts	Chief Mfg	18%
Equipment Mounts	Da-Lite	17%
Equipment Mounts	Ergotron	10%
Equipment Mounts	PDR	8%
Equipment Mounts	Peerless	11%
Equipment Mounts	Raxxess	24%
Equipment Mounts	Winsted	12%
Equipment Mounts	Nigel B Design	10%
Equipment Mounts	Accessories	10%
Control Systems	AMX	29%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Control Systems	Aurora	12%
Control Systems	Crestron	33%
Control Systems	Extron	30%
Control Systems	FSR	10%
Control Systems	Hall Reasearch Tech	10%
Control Systems	Honeywell Security	5%
Control Systems	Interlink	10%
Control Systems	Sound Control Tech	12%
Control Systems	Xantech	20%
Control Systems	Accessories	10%
Projection Screen	BEI	18%
Projection Screen	Da-Lite	20%
Projection Screen	Draper	22%
Projection Screen	Nippurra	10%
Projection Screen	Stewart	15%
Projection Screen	VuTec	5%
Projection Screen (Other)	Accessories	10%
Multimedia Development Equipment		
Multimedia Development Equipment	Accordent Equipment	10%
Multimedia Development Equipment	Accordent Implementation	0%
Multimedia Development Equipment	Accordent Deployment	0%
Multimedia Development Equipment	Accordent Service Contract	0%
Multimedia Development Equipment	ACE Backstage	20%
Multimedia Development Equipment	Adtran	2%
Multimedia Development Equipment	AKG	37%
Multimedia Development Equipment	Alesis	20%
Multimedia Development Equipment	AMX	29%
Multimedia Development Equipment	Analog Way	16%
Multimedia Development Equipment	Apple	0%
Multimedia Development Equipment	Atlas Soundolier	25%
Multimedia Development Equipment	Audio Technica	20%
Multimedia Development Equipment	Audix	22%
Multimedia Development Equipment	Aurora	12%
Multimedia Development Equipment	Aviom	16%
Multimedia Development Equipment	Barco	14%
Multimedia Development Equipment	BEI	18%
Multimedia Development Equipment	BiAmp	25%
Multimedia Development Equipment	Bosch - Pro Audio	20%
Multimedia Development Equipment	Bosch - Security	25%
Multimedia Development Equipment	Bosch - Telex	10%
Multimedia Development Equipment	BrightSign	10%
Multimedia Development Equipment	Broadcast Pix	12%
Multimedia Development Equipment	BSS	14%
Multimedia Development Equipment	CablesToGo	25%
Multimedia Development Equipment	Cambridge Sound	10%
Multimedia Development Equipment	CELabs	20%
Multimedia Development Equipment	Chief Mfg	18%
Multimedia Development Equipment	CIS	2%



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Multimedia Development Equipment	Cisco	8%
Multimedia Development Equipment	Clearone	15%
Multimedia Development Equipment	Clock Audio	22%
Multimedia Development Equipment	Community	15%
Multimedia Development Equipment	Contemporary Research	10%
Multimedia Development Equipment	Cybertouch	15%
Multimedia Development Equipment	Da-Lite - Screens	20%
Multimedia Development Equipment	Da-Lite - Furniture	17%
Multimedia Development Equipment	DBX	15%
Multimedia Development Equipment	Denon & Marantz	16%
Multimedia Development Equipment	Draper	22%
Multimedia Development Equipment	Exact Furn.	12%
Multimedia Development Equipment	Exhibio	10%
Multimedia Development Equipment	Exstream Mobile	30%
Multimedia Development Equipment	Extron	30%
Multimedia Development Equipment	Forbes	10%
Multimedia Development Equipment	Front Row	10%
Multimedia Development Equipment	FSR	10%
Multimedia Development Equipment	Gator	20%
Multimedia Development Equipment	Hall Reasearch Tech	10%
Multimedia Development Equipment	Hear	18%
Multimedia Development Equipment	Hosa	12%
Multimedia Development Equipment	HAS	12%
Multimedia Development Equipment	Honeywell Security	10%
Multimedia Development Equipment	InFocus	10%
Multimedia Development Equipment	Interlink	10%
Multimedia Development Equipment	JBL Professional	25%
Multimedia Development Equipment	Ken-A-Vision	10%
Multimedia Development Equipment	Kramer	17%
Multimedia Development Equipment	Lexicon	18%
Multimedia Development Equipment	Liberty	18%
Multimedia Development Equipment	Lightronics	10%
Multimedia Development Equipment	Listec	10%
Multimedia Development Equipment	Listen	12%
Multimedia Development Equipment	Lowell	10%
Multimedia Development Equipment	Lutron	10%
Multimedia Development Equipment	Magic Box	10%
Multimedia Development Equipment	Mersive	15%
Multimedia Development Equipment	Martin Audio	10%
Multimedia Development Equipment	Middle Atlantic	30%
Multimedia Development Equipment	Mystery	12%
Multimedia Development Equipment	Nady	15%
Multimedia Development Equipment	Nippurra	10%
Multimedia Development Equipment	NTI	5%
Multimedia Development Equipment	OWI	12%
Multimedia Development Equipment	Panduit	10%
Multimedia Development Equipment	Peerless	11%
Multimedia Development Equipment	Presonus	14%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Multimedia Development Equipment	ProCo	21%
Multimedia Development Equipment	Production Intercom	12%
Multimedia Development Equipment	QOMO	15%
Multimedia Development Equipment	QSC	15%
Multimedia Development Equipment	Rane	15%
Multimedia Development Equipment	Raxxess	24%
Multimedia Development Equipment	RDL	1%
Multimedia Development Equipment	Revolabs	10%
Multimedia Development Equipment	RGB Spectrum	12%
Multimedia Development Equipment	Rolls	12%
Multimedia Development Equipment	Sabine	12%
Multimedia Development Equipment	Shure	23%
Multimedia Development Equipment	Smart Technologies	10%
Multimedia Development Equipment	Sound Control Tech	12%
Multimedia Development Equipment	Sound Tube	20%
Multimedia Development Equipment	Soundcraft	15%
Multimedia Development Equipment	Spectrum Furn.	39%
Multimedia Development Equipment	Spinetix	10%
Multimedia Development Equipment	Status Solutions	10%
Multimedia Development Equipment	Stewart	15%
Multimedia Development Equipment	Surgex	14%
Multimedia Development Equipment	Symetrix	18%
Multimedia Development Equipment	Tascam	20%
Multimedia Development Equipment	Tightrope	5%
Multimedia Development Equipment	TOA	33%
Multimedia Development Equipment	Tripp Lite	10%
Multimedia Development Equipment	TV-One	5%
Multimedia Development Equipment	Vaddio	17%
Multimedia Development Equipment	Valcom	12%
Multimedia Development Equipment	VFI	26%
Multimedia Development Equipment	Videssence	10%
Multimedia Development Equipment	Vivitek	8%
Multimedia Development Equipment	West Penn	10%
Multimedia Development Equipment	Winsted	12%
Multimedia Development Equipment	Wireless Computing	12%
Multimedia Development Equipment	Wiremold - Legrand	10%
Multimedia Development Equipment	Wolfvision	18%
Multimedia Development Equipment	ZeeVee	10%
Multimedia Development Equipment	Xantech	20%
Multimedia Development Equipment	MediaVision Hardware	10%
Multimedia Development Equipment	MediaVision Services	0%
Multimedia Development Equipment	MediaVision Software	0%
Multimedia Development Equipment	Accessories	10%
Other	Manufacturers not listed	10%
Satellite Transmitting and Receiving Equipment		
Satellite Tx/Rx Equipment	Blonder Tongue	5%
Satellite Tx/Rx Equipment	Toner	5%
Satellite Tx/Rx Equipment	ZeeVee	10%



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Satellite Tx/Rx Equipment	Accessories	10%
Satellite Tx/Rx Equipment (Other)	Manufacturers not listed	5%
Teleconferencing and Communication Equipment		
Teleconferencing and Communication	Adtran	2%
Teleconferencing and Communication	Vaddio	17%
Teleconferencing and Communication	Avaya	25%
Teleconferencing and Communication	Clearone	15%
Teleconferencing and Communication	Dell	10%
Teleconferencing and Communication	Extreme	20%
Teleconferencing and Communication	Fortinet	10%
Teleconferencing and Communication	Juniper	5%
Teleconferencing and Communication	Samsung	15%
Polycom	Polycom Centro	5%
Polycom	Polycom GS	20%
Polycom	Polycom DSP	20%
Polycom	Polycom RMX	30%
Polycom	Polycom Phone	10%
Polycom	Polycom Trio	10%
Polycom	Polycom Educart	20%
Polycom	Polycom Media Suite	20%
Polycom	Polycom VVX	20%
Cisco	Telepresence 3010	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence Conductor	25%
Cisco	Telepresence Exchange System	25%
Cisco	Cisco C Series	25%
Cisco	Cisco SX Series	25%
Cisco	Cisco DX Series	25%
Cisco	Cisco MX Series	25%
Cisco	Cisco Profile Series	25%
Cisco	Telepresence Video Communication Server	25%
Cisco	Unified Communications Manager	25%
Cisco	WebEx Telepresence	25%
Cisco	Telepresence MSE Series	25%
Cisco	Telepresence Manager	25%
Cisco	Telepresence Server	25%
Cisco	Expressway Series	25%
Cisco	Telepresence MCU 4500 Series	25%
Cisco	Telepresence MCU 4501 Series	25%
Cisco	Telepresence MCU 5300 Series	25%
Cisco	Telepresence MultiPoint Switch	25%
Cisco	Telepresence Advanced Media Gateway Series	25%
Cisco	Telepresence Serial Gateway Series	25%
Cisco	Telepresence ISDN Gateway Series	25%
Cisco	Telepresence Content Server	25%
Cisco	Telepresence Show and Share	25%
Cisco	Telepresence Recording Server	25%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Cisco	Cisco services	1%
Zoom	Zoom Room	2%
Other	Manufacturers not listed	2%
Computer Presentation Equipment - Streaming and Webcasting		
Streaming and Webcasting	BrightSign	10%
Streaming and Webcasting	Dell	10%
Streaming and Webcasting	HaiVision	5%
Streaming and Webcasting	Magic Box	10%
Streaming and Webcasting	Spinetix	10%
Streaming and Webcasting	SVSI	5%
Streaming and Webcasting	Tightrope	5%
Streaming and Webcasting	Viewcast	5%
Streaming and Webcasting	Accessories	10%
Streaming and Webcasting (Other)	Manufacturers not listed	2%
Broadband Distribution Equipment		
Broadband Distribution Equipment	Blonder Tongue	5%
Broadband Distribution Equipment	Toner	5%
Broadband Distribution Equipment	ZeeVee	10%
Broadband Distribution Equipment	Accessories	10%
Broadband Distribution Equipment (Other)	Manufacturers not listed	5%
Multimedia Furniture		
Multimedia Furniture	Compulock	10%
Multimedia Furniture	DaLite	17%
Multimedia Furniture	Exact	12%
Multimedia Furniture	Forbes	12%
Multimedia Furniture	H.S.A.	12%
Multimedia Furniture	Middle Atlantic	30%
Multimedia Furniture	Raxxess	24%
Multimedia Furniture	Spectrum	39%
Multimedia Furniture	VFI (AFV)	26%
Multimedia Furniture	Winsted	12%
Multimedia Furniture	Accessories	10%
Multimedia Furniture (Other)	Manufacturers not listed	10%
VICOM Contractor Services		
Maintenance / Service / Installation - (8 am -5 pm Mon-Fri)	\$ 75.00	Hour
Maintenance / Service / Installation - (After Business Hours)	\$ 112.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 100.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 720.00	Day
Initial Sytem Orientation/Basic Functionality Training at time of system install	<i>included</i>	Hour
All other training	\$100.00	Hour
Subcontractor Services		
C&L Electric	Electrical Contractor	Priced per project
Procom	AV Contractor	Priced per project
White Electric	Electrical Contractor	Priced per project
VICOM Extended Maintenance Agreements		
1st YEAR SYSTEM MAINTENANCE AGREEMENTS	No Charge	



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
2nd YEAR SYSTEM MAINTENANCE AGREEMENT		8% of Equip Purchase Price
3rd YEAR SYSTEM MAINTENANCE AGREEMENT		12% of Equip Purchase Price

***Maintenance / Service / Installation rates apply if not under a Maintenance Agreement

***Some products require a maintenance contract directly from the manufacturer. In these cases, those charges may be in addition to the above proposed Extended Maintenance Agreements provided by Vicom.



VCU Procurement Services

Date: February 7, 2018

RE: Contract #: 7058821-(1JC-18JC)
Renewal No.: 1 of four (4) one year renewal options

Procurement Services
University Purchasing

912 W Grace Street, 5th Floor
Box 980327
Richmond, Virginia 23284

804 828-1077
Fax: 804 828-7837
TDD: 1-800-828-1120
www.vcu.edu/procurement

Good Afternoon,

Your firm's contract with Virginia Commonwealth University (VCU) for Audio Visual Products, Services and Maintenance expires on February 28, 2018. VCU intends to exercise the renewal of this contract in accordance with Section XI Special Terms and Conditions, item V, Renewal of Contract.

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Individual purchase orders shall be issued on an as needed basis for Audio Visual Products, Services and Maintenance. Services shall be provided in accordance with the contract for the renewal period: March 1, 2018 through February 28, 2019.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms. *(Pricing remained same, added Interactive Flat Panels)*
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than February 16, 2018. Your response may be emailed to me at aranthes@vcu.edu If you have any questions, please contact me at (804) 828-1070.

Sincerely,

Amy Anthes
Senior Buyer

Contract #: :
(please
provide
complete
contract
number)

- 705 8821 - (1JC - 18JC)

7058821-17JC

AS

RESPONSE:

VICOM *Virginia Integrated Communication
Name of Firm

Dennis L. Schloske
Signature

Dennis L. Schloske
Name Printed

President
Title

2-8-18
Date

Maintenance				804-828-1070		
Audio Visual Products, Services and Maintenance	Audio-Visual	Creative Office Environments of Richmond, LLC.	7058821-06JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Digital Video Group Inc.	7058821-07JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Freeburger Custom Cabinetry	7058821-08JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	General Communications Inc.	7058821-09JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Human Circuit	7058821-10JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Inter Technologies Corporation	7058821-11JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Lee Hartman & Sons Inc.	7058821-12JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Onyx Technical Services, Inc. dba Onyx AudioVisual	7058821-13JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	RTW Construction Corp	7058821-14JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Stage Sound, Inc.	7058821-15JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Street & Co., LLC	7058821-16JC	Amy Anthes aranthes@vcu.edu 804-828-1070	selected=	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Vicom (Virginia Integrated Communication)	7058821-17JC	Amy Anthes aranthes@vcu.edu 804-828-1070	S	2/28/2018
Audio Visual Products, Services and Maintenance	Audio-Visual	Audio Fidelity Communications Corp. d.b.a. Whitlock	7058821-18JC	Amy Anthes aranthes@vcu.edu 804-828-1070	selected=	2/28/2018



VCU

Make it real.

COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: 7058821-17JC

This contract entered into by Vcom (Virginia Integrated Communication), hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University (VCU), called the "Purchasing Agency".

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

PERIOD OF THE PERFORMANCE: March 1, 2017 through February 28, 2018 with four (4) successive one year renewal options.

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form;
- (2) The Request for Proposals #7058821JC dated October 13, 2016 including Addendum #01 dated November 1, 2016;
- (3) The Contractor's Proposal dated November 11, 2016; and
- (4) The Negotiated Modification dated January 16, 2017.

All of which documents are incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

Vcom (Virginia Integrated Communication)

By: Dennis L. Schlichte

Name Printed: Dennis L. Schlichte

Title: President

Date: 2/17/17

PURCHASING AGENCY:

Virginia Commonwealth University

By: Karol Kain Gray

Name Printed: Karol Kain Gray

Title: VP Finance and Budget

Date: 2/24/17



VCU

Request for Proposals

RFP #: 7058821JC

RFP Title #: VASCUPP Audio Visual Term Contracts

Issuing Agency: Virginia Commonwealth University

Issue Date: October 13, 2016

Closing Date: November 11, 2016



A VASCUPP Member Institution

Request for Proposals RFP #7058821JC

Issue Date: October 13, 2016

Title: VASCUPP Audio Visual Term Contracts

Send all Proposals To: Virginia Commonwealth University
RFP #7058821JC
Attention: Jackie Colbert
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: November 11, 2016 at 11:00 AM local time

Direct ALL inquiries concerning this RFP to: Jackie Colbert
jcolbert@vcu.edu

Questions concerning this RFP must be received via email no later than: October 27, 2016 at 2:00 PM local time.

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL ONLY, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7058821JC, ATTN: Jackie Colbert, PO BOX 980327, RICHMOND, VA 23298-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University.

Signature below constitutes acknowledgement of all information contained through links referenced herein.

NAME AND ADDRESS OF COMPANY:

_____ Date: _____

_____ By (Signature In Ink): _____

_____ Zip Code _____ Name Typed: _____

E-Mail Address: _____ Title: _____

Telephone: (____) _____ Fax Number: (____) _____

Toll free, if available **Toll free, if available**

DUNS NO.: _____ FEI/FIN NO.: _____

REGISTERED WITH eVA: () YES () NO SMALL BUSINESS: () YES () NO

VIRGINIA DSBSD CERTIFIED: () YES () NO MINORITY-OWNED: () YES () NO

DSBSD CERTIFICATION #: _____ WOMEN-OWNED: () YES () NO

THIS SOLICITATION CONTAINS 29 PAGES.

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I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish multiple term contracts through competitive negotiations with qualified source(s) for a broad range of audio visual, multi-media and related products, services and maintenance.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the Contractor.

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 at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

II. GOVERNNG RULES:

This solicitations is issued in accordance with the provisions of:

- A. Purchasing Manual for Institution of Higher Education and their Vendors (<https://vascupp.org>)
- B. Rules Governing Procurement of goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the commonwealth of Virginia (<https://vascupp.org>)

III. BACKGROUND:

The University is located on two downtown Campuses in Richmond, VCU enrolls more than 32,000 students in 211 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 14 degree-granting schools and one college. As one of the nation's top research universities, VCU attracts more than \$225 million a year in sponsored research funding.

Twenty-seven VCU graduate and professional programs are ranked among the best in the nation in U.S. News & World Report's "America's Best Graduate Schools." These include the No. 1 ranked sculpture and nurse anesthesia programs.

VCU Life Sciences has developed into a University-wide discipline that builds upon the University's traditional scientific strengths in the biological sciences, basic biomedical sciences, patient care, biomedical engineering and biotechnology. VCU Life Sciences is comprehensive in its involvement of all levels of students in the study of life sciences, from freshmen to students in the professional programs to Ph.D. candidates, and integrates diverse disciplines from all over the University, including the academic medical center as well as arts and humanities.

VCU Medical Center is one of the nation's leading academic medical centers and stands alone as the only academic medical center in Central Virginia. The medical center includes the 780-bed MCV Hospitals and outpatient clinics, MCV Physicians — a 600-physician-faculty group practice, and the health sciences schools of VCU. The VCU Medical Center offers state-of-the art care in more than 200 specialty areas, many of national and international note, including organ transplantation, head and spinal cord trauma, burn healing and cancer treatment. The VCU Medical Center is the site for the region's only Level 1 Trauma Center. As a leader in health care research, the VCU Medical Center offers patients the opportunity to choose to participate in programs that advance evolving treatment, such as those sponsored by the National Cancer Institute through VCU's Massey Cancer Center, Virginia's first NCI-designated cancer center.

VCU's nationally recognized theatre, music and dance programs offer more than 365 concerts, performances and recitals a year. The Anderson Gallery showcases regional art as well as work by international artists.

VCU is an urban leader, forging ties with business, industry and government in such innovative projects as the collocation of the schools of Business and Engineering, the da Vinci Center for Innovation in Product Design and Development and the Virginia BioTechnology Research Park.

The University and its medical center are the largest-single employer in the Richmond area, with more than 12,000 full-time and 6,000 part-time employees, including 1,900 full-time instructional faculty — many of them nationally and internationally recognized in their fields. John B. Fenn, Ph.D., research professor in the Department of Chemistry and affiliate professor of chemical engineering, was one of three international scientists to be awarded the 2002 Nobel Prize in chemistry.

IV. OFFEROR INFORMATION REQUESTS:

The opportunity for potential Offerors to present questions and obtain clarification relative to any facet of this solicitation is from the issue date of the RFP until October 27, 2016 at 2:00 PM EDT. Submit all questions to Jackie Colbert, jcolbert@vcu.edu. The questions and clarifications will be issued in an addendum to the RFP.

V. STATEMENT OF NEEDS:

A. Goods

1. The Contractor shall provide audio visual, multi-media, and related products, services and maintenance. The Contractor should provide access to every audio visual, multi-media and all related products and services that the company sells through the contract. Audio visual products and services added to the Contractor product mix after the award of the contracts may be incorporated into the contract. The Contractor shall only provide ENERGY STAR or similarly qualified equipment to Commonwealth of Virginia state agencies in any audio visual category where these energy efficient products are available.
2. The contract should provide for purchasing equipment in the following categories:

Broadcast Television Equipment

Multimedia Presentation Equipment

Multimedia Development Equipment

Satellite Transmitting and Receiving Equipment

Teleconferencing and Communication Equipment

Computer Presentation Equipment – Streaming and Webcasting

Broadband Distribution Equipment

Multi-Media Furniture

3. The Contractor should be able to install, maintain and service all products supplied in a professional manner while providing excellent customer service. The Contractor should anticipate that installation services are required for approximately 90.0% of the VCU AV projects.
4. The Contractor must have a Class "A" Contractor's license with the appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform required installation services for any work that is attached to real property.
5. It is anticipated that the Contractor may offer prices for equipment and services expressed as a percentage discount off the manufacturer's list price for equipment and the Contractor's list price for services. The discounted price shall include all associated costs for equipment and services including the freight terms F.O.B. Destination/Prepaid and any travel and living expenses for technician services. Discounts shall be considered the minimum discounts for the duration of the contracts including any renewals. Audio visual products and services added to the Contractor product mix after the award of the contracts shall be incorporated into the contract at the same discount as products priced similarly within the product category.
6. During the last fiscal year from July 1, 2015 to June 30, 2016, public institutions of higher education in the Commonwealth of Virginia purchased approximately \$27,700,000 from the current VASCUPP audio visual contracts. This RFP is issued because the existing contracts do not have any renewal options remaining. New audio visual contracts are required to support on-going audio visual needs at public institutions of higher education in the Commonwealth of Virginia. It is expected that the combined spend by the public institutions of higher education in the Commonwealth of Virginia will remain approximately \$27,700,000 on an annual basis during the initial contract term and any subsequent renewal terms. Potential annual purchases by other state agencies and localities could increase the estimated annual spend by approximately \$10,000,000. This estimated volume is provided only as a guideline for preparing the discounts offered. It is not a guarantee of the contract volume. The Contractor shall supply at the discounts offered the quantities actually ordered by the VASCUPP institutions of higher education and any other users of the contracts. The resulting contracts are for audio visual requirements on an "as needed basis".
7. The contract should contain provisions for a select group of products for rent on an "as needed" basis. The Contractor should provide the necessary combination of services to include, but not limited to, a rental technician to run the equipment, delivery, set-up, and pick-up. Rental equipment may be subject to availability.

B. Design, Project Management, Installation/Integration, Commissioning and Closeout Standards

1. System Standardization
 - a. When designing, quoting, and installing systems the Contractor must adhere to industry standards as well as all Buyer system and templates standards. Any deviation in system design, equipment, or configuration from the Buyer's standards must be pre-approved by the Buyer in advance.
2. Project Management
 - a. All Buyer projects should be formally managed by a full time, in-house employee of the Contractor whose primary role is project management. The project manager shall be available to the Buyer at all times during the installation and be the point of contact person for the University. The project manager is to be knowledgeable of the specific project, all

industry and professional standards and current with proper installation techniques. Prior to the University authorizing payment, the project manager shall be responsible for providing proof of performance, quality installation and that all equipment is accounted for as part of the official system sign-off. Sign-off must be obtained from the Contract Administrator or designee.

- b. All projects should strictly follow the schedule provided by the Buyer.
 - c. All project deliverables should be delivered on the date indicated in the schedule.
 - d. The Contractor must use the Buyers project management system to interface with the project unless no such system is available. The Contractor should use the interface to manage items including but not limited to:
 - 1) Schedule
 - 2) Identify and manage Risk
 - 3) Store and retrieve project documents
 - 4) Communications
 - 5) Staging
 - 6) Commissioning
 - 7) Deliverables
 - 8) Punch lists
3. Control Programming
- a. The Buyer owns all system programs such as control and audio DSP programs.
 - b. All programming must be performed by a full time, in-house employee of the Contractor.
 - c. All Contractor programmers should have a programming certification from the manufacturer providing the system or the Buyer must be notified if a non-certified programmer is working on the program to approve.
 - d. Contractor must adhere to all Buyer standards and templates for control programming.
4. System Integration
- a. Staging - Contractors shall stage all new system integrations on the agreed upon date local to the Buyer to provide proof of performance. The following system deliverables are due at staging if applicable:
 - 1) Full demonstration of system functionality as can be reasonably staged
 - a) For partial system upgrades, at a minimum the control programs functionality shall be virtually demonstrated.
 - b) All new equipment must at least be powered up to verify out of box functionality.
 - 2) Control Program Deliverables
 - a) Functional control program
 - b) Functional control user interface
 - 3) Equipment Documentation Deliverables
 - a) Manufacturer Name
 - b) Model Number
 - c) Serial Number
 - d) Mac Address
 - 4) Complete Wiring Diagrams
 - 5) The Contractor's programmer shall be present during system staging.
- b. Installation

- 1) Installation crew must have the following upon arriving to the installation site:
 - a) Complete wiring diagrams and detailed knowledge of the system functionality
 - b) Scope of Work
 - c) Knowledge of location
 - d) Buyer's contact information
 - e) At least one member of the Contractor's on-site installation crew must have industry related certification.
- c. Commissioning
 - 1) The installed system must be fully tested by the Contractor with all possible sources and in every configuration prior to commissioning to the Buyer. This includes several system shutdowns and restarts after the final programs have been loaded.
 - 2) Contractor to then demonstrate all system functionality and scope deliverables to the Buyer.
- d. Project Closeout Deliverables due prior to system signoff
 - 1) Un-compiled control program and user interface files individually by room.
 - 2) Audio DSP program files individually by room.
 - 3) As built wiring diagrams in .DWG and PDF formats individually by room
 - 4) Any passwords associated with the equipment and system programming individually by room
 - 5) Date equipment warranties begin and duration

C. Warranty and Maintenance

1. The Contractor should include a minimum of a one (1) year warranty from the date of acceptance on all equipment or in accordance with the standard manufacturer's warranty, whichever is greater. The warranty should cover all equipment, labor and wiring of a completed system for a minimum of one (1) year from the date of final acceptance.
2. All products purchased under the contract shall minimally include the Original Equipment Manufacturer (OEM) warranty that shall pass directly to the purchaser. Products that fail after acceptance and installation shall be covered under warranty. Products that are inoperative at installation shall either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair shall be at the sole discretion of the purchaser except in the event the purchaser fails to provide timely notice of product failure to the Contractor.
3. The Contractor should replace in-kind any equipment which fails within first thirty (30) days of purchase.
4. The Contractor should provide loaner equipment, if needed, similar to the product, which requires repair under warranty at no charge to the University.
 1. After the warranty period, the Contractor should make service agreements available to the University. Either the Contractor or the manufacturer of the equipment may provide the maintenance.

D. Additional Services

1. When necessary, the Contractor should provide professional on-site consultation, system design, installation, service and maintenance on the audio visual and multi-media products. Sometimes these services may be required in conjunction with the purchase of products from the Contractor and sometimes only the consulting services, system design, installation or service and maintenance may be required.
2. As may be agreed upon with the University, the Contractor should organize and participate in technology shows. The purpose of the show is to present new products and provide information to University departments.
3. When necessary, the Contractor should provide training to University departments on the operation of new equipment.

E. Order Placement

1. The Contractor shall provide a quote with the following requirements – product number, product description list price, contract discount, contract price, delivery lead time after receipt of order and contract number. Any labor quoted must indicate the number of hours times the hourly contract rate.
2. The Contractor shall accept a University Purchase Order for individual orders of any dollar amount and should accept the Bank of America Visa Corporate Purchasing Card for orders of \$5,000 or less.

F. Procurement Requirements:

1. Freight terms shall be F.O.B. Destination/Prepaid with inside delivery; additional charges shall not be allowed.
2. The terms and conditions of the RFP govern the resulting contract and not any Contractor terms and conditions or software license agreement.
3. The proposal prices shall include all costs for the equipment and services including all applicable freight and travel and living expenses; extra charges will not be allowed.
4. The initial contract term is one (1) year with four (4) annual, optional renewal terms.
5. Any authorized user of a cooperative contract awarded from the RFP may choose at their discretion to waive specific requirements in Section V as needed. The contractor must receive written approval from the authorized user to waive a requirement and that written permission is applicable to the specific authorized user alone.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. Proposal Submission Instructions:

1. Complete and return Page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror.
2. Complete and return signed addenda acknowledgments (if applicable).
3. Utilization of the words “shall” or “must” indicates a mandatory requirement.
4. Submit one (1) original hard copy (paper) of the entire proposal, including all attachments and proprietary information. The original proposal must be clearly marked on the outside of the proposal. Submit one (1) unsecured, original electronic copy (on a disc or flash drive) of the entire proposal including all attachments and INCLUDING ANY PROPRIETARY INFORMATION and one (1) unsecured, original electronic copy (on a disc or flash drive) of the entire proposal

including all attachments and EXCLUDING ANY PROPRIETARY INFORMATION. These discs or flash drives must be clearly marked on the outside whether it includes or excludes proprietary information. No other distribution of the proposal shall be made by the Offeror.

5. Proposal Presentation:
 - a. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. All information requested by this Request for Proposals on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an Offeror fails to submit all information requested, the Purchasing Agency may require prompt submission of missing information after the receipt of Contractors proposals.
 - c. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
 - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal.** Ownership of all data, materials and documentation originated and prepared for VCU pursuant to the RFP shall belong exclusively to the University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 43F of The Governing Rules, in writing, either before or at the time the data or other material is submitted.
7. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be

directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.

8. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team.
9. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

B. Specific Proposal Requirements:

1. Proposals should be as thorough and detailed as possible so that VCU may properly evaluate your capabilities to provide the required goods/services.
2. Proposed Price.
 - a. Describe the proposed discount pricing structure for the required equipment categories listed Section V, Item A. 2. Provide a list of the brands of AV equipment, equipment categories and the discount from the manufacturer list price by brand and equipment category offered to include but not limited to the manufacturers that VCU uses below. VCU prefers that the deepest discounts are for the largest volume manufacturers listed below with competitive discounts off other manufacturers and types of AV equipment that your company sells.

AVF

Apple

Biamp

Chief

Cisco

Clearone

Compulock

Crestron

Dalite

Dell

Epson

Ergotron

Extron

Icon

JBL
Logitech
Middle Atlantic
NEC
Netgear
Planar
QSC
Radio Design Labs
Sharp
Shure
Smart Technologies
Sony
TrippLite
Vaddio
Vutec

Discounts offered must at minimum meet any educational pricing discounts such as Crestron A+, Extron Education contract and Epson brighter futures pricing.

- b. What is the proposed pricing for maintenance after the warranty period? Are any costs associated with installation and system implementation?
 - c. Does the offer from your firm include the option to rent equipment? If your firm can provide rental equipment on an "as needed" basis, what are the proposed prices?
 - d. For evaluation purposes only, a hypothetical Pricing Schedule is included in Section VII of the RFP. Please fill out and submit the Pricing Schedule with the RFP offer.
3. Provide specific plans and approach for providing the proposed services as specified in the Statement of Needs including a statement of understanding that your firm shall comply with the mandatory requirements and indicating the desirable specifications that your firm agrees to provide. Mandatory requirements are designated by the words shall or must and desirable services are designated by the words should or may. The plans should include, but need not be limited to:
- a. Describe the audio visual and multi-media products offered in the following categories:

Broadcast Television Equipment

Multimedia Presentation Equipment

Multimedia Development Equipment

Satellite Transmitting and Receiving Equipment

Teleconferencing and Communication Equipment

Computer Presentation Equipment - Streaming and Webcasting

Broadband Distribution Equipment

Multi-Media Furniture

- b. Indicate that your firm understands that individual University purchase orders will be issued for individual requirements on an "as needed" basis.

- c. Confirm that your firm agrees to freight terms F.O.B. Destination/Pre-paid.
- d. Provide plans to provide the equipment and services specified in Section V.B.
- e. Submit a copy of your firm's Class "A" Contractor's License with appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform the AV installation services.
- f. Describe the proposed approach for the provision of warranty and maintenance under the contract.
- g. Address in detail the additional services listed in Section V.D. of the Statement of Needs that are offered. What, if any, are the costs associated with the services listed in Section V., Item D.2 and D.4.
- h. Provide a sample quote that provides all of the following information: product number, product description, list price, contract discount, contract price, delivery lead time after receipt of order and contract number.
- i. Provide an implementation schedule indicating how long after the award of the contract it shall take your company to begin accepting orders from authorized users of the contract and delivering audio visual products and services.

4. Utilization of the words "shall" or "must" in Section V, Statement of Needs indicates a mandatory requirement:

Does / Shall your company comply with mandatory requirements as presented in Section V, Statement of Needs?

Yes ____ No ____

If "NO," identify the specific requirement and the reason for non-compliance.

5. Utilization of the words "should" or "may" in Section V, Statement of Needs indicates a non-mandatory requirement.

Does / Shall your company comply the non-mandatory requirements as presented in Section V (i.e. "should" becomes "shall")?

Yes ____ No ____

6. If "NO," identify the specific requirement and the reason for non-compliance.

7. Submit information about the qualifications and experience that your company has to provide the required products and services.

- a. Describe the firm's qualifications and experience providing the required products and services during the last three (3) years. Information provided should include, but is not limited to, comparable accounts in higher education and the scope of the services. Include information for a minimum of three (3) similar accounts, describing the types of projects and the scope of the services provided. Please include contact information with the name, address, email address and current phone number.
- b. Specify any technicians your company intends to assign to the VASCUPP contract. Provide information to include but is not limited to the names, qualifications, and experience of the technicians to be assigned to the contract. Resumes of staff to be assigned to the contract may be used. Submit relevant professional certifications for the technicians proposed to work on contract projects.
- c. Does the offer include a single primary point of contact for the VASCUPP institutions for sales, support and problem resolution? If so, please provide the name and contact information.

- d. Provide a list of institutions of higher education with which your firm has a signed term contract.
- e. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at:

<http://procurement.vcu.edu/our-services/university-purchasing/vascupp/>

- 8. Does your firm agree to accept the Bank of America Visa Corporate Purchasing Card for orders of \$5,000 or less?
- 9. Does your company accept the terms and conditions as presented in Section X, General Terms and Conditions and in Section XI, Special Terms and Conditions to govern the contract?
Yes ____ No ____

If "NO," identify the specific term and condition(s) and the reason for non-compliance.

- 10. Small, Women-Owned and Minority-Owned Business commitment for utilization.
 - a. The Offeror must submit complete information on Appendix I unless the Offeror is a Department of Small Business and Supplier Diversity (DSBSD). DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.
- 11. Method of Payment
 - a. The Offeror must complete and submit Appendix II to select an electronic payment method.

VII. PRICING SCHEDULE:

The hypothetical below will be used during the RFP evaluation process to determine the scores for the price evaluation criterion. Quantities indicated below are used for evaluation purposes only and shall not be interpreted as actual contract usage by VCU. Actual contract amounts shall be determined based on actual usage whether it is higher or lower than the amounts in the hypothetical. In the event of a mathematical error, the correct discount percentage or unit price shall prevail.

A. Equipment and Furniture:

	Annual			
	Expenditures		% Discount	Discounted Total
Broadcast Television	\$200,000.	less	_____ %	= \$ _____
Multimedia Presentation	\$700,000.	less	_____ %	= \$ _____
Multimedia Development	\$300,000.	less	_____ %	= \$ _____
Satellite Transmitting	\$300,000.	less	_____ %	= \$ _____

and Receiving

	Expenditures		% Discount	Discounted Total
Section C Total	\$100,000.	less	_____ % = \$	_____
Grand Total Sections A, B and C				\$ _____

VIII. EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated based upon the information provided in the Offeror’s Proposal using the following criteria: Offeror’s qualifications and experience; methodology/approach to providing the requirements stated herein; price; and the Offeror’s status as a Virginia certified SWaM Business or the Offeror’s plans to utilize Virginia DSBSD certified SWaM Businesses in the Offeror’s performance of the contract. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. VCU reserves the right to make multiple awards from the RFP. The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror’s response thereto.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

IX. REPORTING AND DELIVERY REQUIREMENTS:

By submitting a Proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The University encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Use of Subcontractors: If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts. **Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix I- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror’s response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES OWNED

BY WOMEN AND MINORITIES

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University
Procurement Services Office
Attn: SWAM Coordinator
912 W. Grace Street, POB 980327
Richmond, VA 23284
Email: swamreporting@vcu.edu

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

X. GENERAL TERMS AND CONDITIONS:

- A. **PURCHASING MANUAL:** This RFP is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the VCU Procurement Services Office. In addition, the manual may be accessed electronically at <http://procurement.vcu.edu/> or a copy can be obtained by calling VCU Procurement Services at (804) 828-1077.
- B. **APPLICABLE LAW AND COURTS:** This RFP and any resulting Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their Proposals, Offerors certify to the Commonwealth and to VCU that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4343.1*).

In every Contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:
 - a) Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race,

color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. ETHICS IN PUBLIC CONTRACTING: By submitting their Proposals, Offerors certify that their Proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their Proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their Proposals, Offerors certify that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their Proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a Proposal on the official VCU Form provided for that purpose may be a cause for rejection of the Proposal. Modification of, or additions to, the General Terms and Conditions of the solicitation may be cause for rejection of the Proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a Proposal.
- I. FINAL OF TERMS: If any prospective Offeror has questions about the specifications or other RFP documents, the prospective Offeror should contact the Services Category Manager whose name

appears on the face of the RFP no later than five (5) working days before the Proposal due date. Any revisions to the RFP will be made only by Addendum issued by the Services Category Manager.

J. PAYMENT:

1. To Prime Contractor:

- a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/Contract. All invoices shall show the VCU Contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b) Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.
- c) All goods or services provided under this Contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public institution is being billed.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, VCU shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this Section do not relieve VCU of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

f) To Subcontractors:

- a) Contractor awarded a contract under this RFP is hereby obligated:
 - i. To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from VCU for the proportionate share of the payment received for work performed by the Subcontractor(s) under the contract; or
 - ii. To notify VCU and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from VCU, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These

provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation of VCU.

- K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: VCU may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to VCU all such information and data for this purpose as may be requested. VCU reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. VCU further reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy VCU that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: VCU reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A Contract shall not be assignable by the Contractor in whole or in part without the written consent of the VCU Director of Procurement Services.
- O. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Contract.
 2. The VCU Procurement Services Department may order changes within the general scope of the Contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give VCU a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a) By mutual agreement between the parties in writing; or
 - b) By agreeing upon a unit price or using a unit price set forth in the Contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the VCU's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present VCU with all vouchers and records of expenses incurred and savings realized. VCU shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to VCU within thirty (30) days from the date of receipt of the written order from VCU. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the Contract price or time for performance shall be resolved

in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by the VCU Procurement Service Office or with the performance of the Contract generally.

- P. DEFAULT: In case of failure to deliver goods or services in accordance with the Contract terms and conditions, VCU after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which VCU may have in law or equity.
- Q. USE OF BRAND NAMES: Unless otherwise provided in this RFP, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable VCU to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the RFP.
- R. TRANSPORTATION AND PACKAGING: By submitting their Proposals, all Offerors certify and warrant that the price offered for FOB Destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity. Further, Offeror shall bear the risk of loss until the goods and equipment until VCU accepts Delivery of them.
- S. INSURANCE: By signing and submitting a Proposal under this RFP, the Offeror certifies that if awarded the Contract, it will have the following insurance coverages at the time the Contract is awarded. For construction contracts, if any Subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Offeror further certifies that the Contractor and any Subcontractors will maintain these insurance coverages during the entire term of the Contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify VCU of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the Contract shall be in noncompliance with the Contract.
2. Employers Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products

and completed operations coverage. VCU must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

T. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this RFP, VCU will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of ten (10) days.

U. DRUG-FREE WORKPLACE: During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor and/ or Vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

V. NONDISCRIMINATION OF CONTRACTORS: A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, disability, or against faith-based organizations or any other basis prohibited by state law relating to discrimination in employment. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

W. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in VCU. The eVA portal is the gateway for vendors to conduct business with VCU Institution and other public bodies. All Vendors desiring to provide goods and/or services to VCU shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All Bidders or Offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor Transaction Fees are determined by the date the original purchase order is issued and are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately thirty (30) days after the corresponding purchase order is issued and payable thirty (30) days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- X. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA). The Selected Offeror/Vendor acknowledges that for the purposes of this Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Selected Firm/Vendor agrees to abide by the limitations and requirements imposed on school officials. Selected Firm/Vendor will use the education records only for the purpose of fulfilling its duties under this Contract for University's and its students' benefit, and will not share such data with or disclose it to any third party except as provided for in this Contract, required by law, or authorized in writing by the University.

XI. SPECIAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- C. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- F. PROPOSAL PRICES: Proposal prices shall be in the form of a firm discount percentage or a firm unit price as applicable for each item during the contract period.
- G. CANCELLATION OF CONTRACT: The purchasing agency 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. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12)

months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

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

Licensed Class A Virginia Contractor No. _____ Specialty: _____
Licensed Class B Virginia Contractor No. _____ Specialty: _____
Licensed Class C Virginia Contractor No. _____ Specialty: _____

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

If an offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered.

- I. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- J. **DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The Owner will not assume any responsibility for receiving these shipments. Contractor shall check with the Owner and make necessary arrangements for security and storage space in the building during installation.
- K. **SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- L. **DRUG FREE WORKPLACE:** The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and

Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

- M. EXTRA CHARGES NOT ALLOWED: The proposal price shall be for complete installation ready for Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- N. FINAL INSPECTION: At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
- O. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From: _____

_____	_____	_____
Name of Offeror	Due Date	Time
_____	_____	
Street or Box Number	RFP No.	
_____	_____	
City, State, Zip Code +4	RFP Title	

Name of Contract / Purchase Officer or Buyer: Jackie Colbert

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

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

- P. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind 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.
- Q. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- R. LIMITATION OF LIABILITY: To the maximum extent permitted by applicable law, the Contractor will not be liable under this contract for any indirect, incidental, special or consequential damages, or damages from loss profits, revenue, data or use of the supplies, equipment and/or services delivered under this contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or

negligence on the part of the Contractor; or (c) circumstances where the contract expressly provides a right to damages, indemnification or reimbursement.

- S. MAINTENANCE MANUALS: The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- T. 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.
- U. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- V. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated in 1. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period:
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one (1) year period, the contract discounts which are applied to the Published List Price of the product(s) shall remain the same as in the initial term of the contract during all optional renewal terms except that deeper discounts may be offered if market conditions warrant increasing the discount percentage. Contract prices based on unit prices may be negotiated only at the time of renewal; however, in no case shall the costs for a succeeding one-year period exceed the prior year's contract price(s), increased or decreased by no more than the percentage increase or decrease the services category of the CPI-W section of the US Bureau of Labor Statistic's Consumer Price Index, for the latest twelve months for which statistics are available.
- W. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- X. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation.
- Y. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.
- Z. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- AA. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University

Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

BB. SECTION 508 COMPLIANCE: All information technology which, pursuant to this Contract, is purchased or upgraded by or for the use of any Commonwealth agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. If requested, the Contractor must provide a detailed explanation of how compliance with Section 508 of the Rehabilitation Act is achieved and a validation of concept demonstration. The requirements of this Paragraph along with the Non-Visual Access to Technology Clause shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the *Code of Virginia*.

CC. NONVISUAL ACCESS TO TECHNOLOGY: All information technology which, pursuant to this Agreement, is purchased or upgraded by or for the use of any State agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Agreement:

1. effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
2. the Technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
3. nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
4. the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if the head of the using agency, institution or political subdivision determines that (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available.

Installation of hardware, software, or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of nonvisual access software and peripheral devices.

If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration.

The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.1-807 through 2.1-811 of the *Code of Virginia*.

DD. DETERMINATION OF RESPONSIBILITY: The Contract will be awarded to the responsive and responsible Offeror with a Proposal, conforming to the RFP, will be most advantageous to VCU, technical and financial factors considered. A responsible Offeror is one who affirmatively demonstrates to VCU that it has adequate financial resources and the requisite capacity, capability, and facilities to perform the Contract, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive award under the solicitation and laws and regulations applicable to the procurement. VCU reserves the right to investigate the capabilities of Offeror, confirm any

part of the information furnished by an Offeror, and require other evidence to determine that the Offeror is responsible.

EE. REJECTION OF PROPOSALS & WAIVER OF MINOR INFORMALITIES/IRREGULARITIES:

VCU reserves the right to reject any or all Proposals in part or in total for any reason, to accept any Proposal if considered best for its interest, and to waive informalities and minor irregularities in Proposals received, commensurate with best public procurement practices.

FF. PROTEST: Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services
Virginia Commonwealth University
912 West Grace, 5th Floor
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act,, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror.

The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this paragraph shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP.

"Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

XII. CONTRACT ADMINISTRATION:

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and standards for the delivery, installation and on-going service and/or maintenance that may be required.

A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of

work and shall decide all other questions in connection with the work.

- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.

XII. ATTACHMENTS:

- A: Appendix I – Participation In State Procurement Transactions Small Businesses and Businesses Owned By Women and Minorities:

[http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP Website Link Appendix 1.pdf](http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP%20Website%20Link%20Appendix%201.pdf)

- B: Appendix II – Invoicing and Payment

[http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP Website Link Appendix 2.pdf](http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP%20Website%20Link%20Appendix%202.pdf)



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

RFP - Addendum

DATE: November 1, 2016

ADDENDUM NO. 01 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 7058821JC

Commodity/Title:	VASACUPP Audio Visual Term Contracts
Issue Date:	October 13, 2016
Proposal Due:	November 11, 2016 at 11:00 AM

The above is hereby changed to read: **See Attached.**

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

Jackie Colbert

Name of Firm

Signature/Title

Date

Questions for Clarification Submitted By Potential Offerors for RFP# 6946149JC

The questions submitted by potential proposers and the answers from VCU are below. The clarifications are in bold and italics.

1. Is it acceptable to exclude pricing for any manufacturers that do not offer products within our chosen categories?

It is a business decision whether your firm wants to propose to only sell "chosen" categories and manufacturers.

2. Can you provide any insight into the type of AV gear needed for this RFP? We carry a range of products and I am curious if you all are interested in more Commercial Audio/TV's/Home style components.

Please see Section VI, Item B.2.a on Page 11 of the RFP for a list of the largest volume manufacturers.

3. Since we are a local business (based in Charlottesville), would it help if we could physically swap out any defective gear within a short period of time (1 day)?

The VASCUPP AV contracts are used by institutions of higher education and localities throughout the Commonwealth of Virginia. It is a business decision what your company wants to propose about swapping out defective gear.

4. I see in the RFP that "installation services are required for approximately 90% of the VCU AV projects" and that bidders "must have a Class "A" Contractor's License"; would you be willing to accept proposals from vendors without a Class A license offering products for projects that do not require installation services?

The contractor must have a Class A Virginia Contractor's License. Having a Class A Contractor's License is a mandatory requirement of the RFP. Companies that do not have a Class A Contractor's License are non-responsive and not eligible for an award from the RFP.

5. We do not hold a Class "A" contractor's license. We hold a Class "B." Section e. states you must include "a copy of your firm's Class "A" Contractor's License with appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform the AV installation services." Section H. Contractor Registration states that either Class "A" or Class "B" is acceptable. Can you please clarify what is required?

Section H. does not state that either Class "A" or Class "B" is acceptable. Please see the answer to question #4 above.

6. Our company is undergoing SWaM recertification. How will our pending recertification impact our evaluation?

The SWaM's numerical score is for DSBSD registered firms only. If a firm is in the process of completing the registration, the points are only added to the total score after the registration is complete prior to the contract award. The points are not retroactive and are only added at the next milestone scoring during the RFP evaluation for firms that are still under consideration for the contract award.

7. On Page 9 of the VASCUPP Audio Visual Term contract RFP (proposal preparation and submission instructions) proposals are submitted electronically including any proprietary information and excluding any proprietary information. Can you please tell me what proprietary information means?

Proprietary information is confidential information that could be referred to as a trade secret. It is information that would put your organization at a competitive disadvantage if the information became generally known in the marketplace.

8. We are a small, minority business located in Maryland, and I was just wondering if we have to be located in VA to qualify for this. Any assistance you can provide would be greatly appreciated.

Your company does not have to be located in Virginia, but a small, minority business must be certified by DSBSD as a small, minority business to be recognized as a SWaM's business for the purposes of the RFP.

9. Can I submit a proposal for VASCUPP inclusion for AV rental and labor services only as I am no longer a reseller of AV equipment?

As specified in the Statement of Needs, the core requirement for RFP # 7058821JC is the purchase of AV equipment and the installation/support for that equipment. It is a business decision whether your firm wants to compete to provide only rental services for AV equipment.

10. Section VI, Item B.3.g – There is a requirement to provide costs associated with Section V., Item D.4. However, in looking at the RFP, there is not a Section V., Item D.4. Can you please provide the details of this "additional service" requirement?

Reference Page 13, Section VI., Item B.3.g.: Change the Item to the following to delete Item D.4.

Address in detail the additional services listed in Section V.D. of the Statement of Needs that are offered. What, if any, are the costs associated with the services listed in Section V., Item D.2?

11. Section VI, Item B.2 - There is a list of identified manufacturers to propose and price. Our question is are we able to add to the list to submit?

The manufacturers listed in Section VI, Item B.2.a are the largest volume manufacturers. The list is to solicit the deepest discounts for these largest volume manufacturers and competitive discounts off all other manufacturers and categories of AV equipment that your company sells.



November 11, 2016

Virginia Commonwealth University
Attn: Jackie Colbert
912 W Grace Street, 5th floor
Richmond, VA 23284-0327
jcolbert@vcu.edu
(804) 828-1077

RE: **RFP #7058821JC**

Dear Ms. Colbert,

On behalf of Virginia Integrated Communication (VIcom), and all the manufacturing partners we represent, it is our pleasure to present the enclosed response to Virginia Commonwealth University's Request for Proposals for **VASCUPP Audio Visual Term Contract**.

VIcom is an employee owned, SWaM, Audio Visual solution designer, and system integrator with a full range of products and services. VIcom offers expertise in the design, implementation and support of standalone and integrated solutions. Our highly certified and experienced team includes: Pre-Sales Engineering Services, Professional Services, Account Management and Technical Services. VIcom provides an end to end solution to support your agencies and institutions. VIcom has always strived to provide the best possible design and integration to meet our customer needs. VIcom can meet the requirements as outlined in this RFP for audio video products and services. VIcom has an extensive list of manufacturer and vendor partners in place which will assist us in providing the finest products in the audio visual industry. In addition, our company currently holds all the certifications and authorizations required to support the products offered by these manufacturers.

VIcom is certified by the Virginia Department of Small Business and Supplier Diversity SWaM business and is listed in the SWaM Business Directory under certification number 6782. We are accustomed to working with cooperative contracts and we also currently hold a spot on the latest VASCUPP contract.

VIcom, would like to thank VCU for allowing us to participate in the RFP and we appreciate the time invested to consider our response.

Sincerely,

Dennis Schliske, President
VIcom

Request for Proposals RFP #7058821JC

Issue Date: October 13, 2016

Title: VASCUPP Audio Visual Term Contracts

Send all Proposals To: Virginia Commonwealth University
RFP #7058821JC
Attention: Jackie Colbert
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: November 11, 2016 at 11:00 AM local time

Direct ALL inquiries concerning this RFP to: Jackie Colbert
jcolbert@vcu.edu

Questions concerning this RFP must be received via email no later than: October 27, 2016 at 2:00 PM local time.

This Request for Proposals & any Addenda are posted on the eVa website at: http://www.eva.virginia.gov

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL ONLY, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7058821JC, ATTN: Jackie Colbert, PO BOX 980327, RICHMOND, VA 23298-0327.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Signature below constitutes acknowledgement of all information contained through links referenced herein.

NAME AND ADDRESS OF COMPANY:

Vicom (Virginia Integrated Communication)

5361 Cleveland Street

Virginia Beach, VA Zip Code 23462

E-Mail Address: dschliske@vicom-corp.com

Telephone: (757) 490-7777

Toll free, if available

DUNS NO.: 048035872

REGISTERED WITH eVA: (X) YES () NO

VIRGINIA DSBSD CERTIFIED: (X) YES () NO

DSBSD CERTIFICATION #: 006782

Date: November 11, 2016

By (Signature In Ink): [Handwritten Signature]

Name Typed: Patti Williamson

Title: Director of Finance

Fax Number: (757) 499-3394

Toll free, if available

FEI/FIN NO.: 54-2049304

SMALL BUSINESS: (X) YES () NO

MINORITY-OWNED: () YES (X) NO

WOMEN-OWNED: () YES (X) NO

THIS SOLICITATION CONTAINS 29 PAGES.

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I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish multiple term contracts through competitive negotiations with qualified source(s) for a broad range of audio visual, multi-media and related products, services and maintenance.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the Contractor.

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 at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

II. GOVERNING RULES:

This solicitations is issued in accordance with the provisions of:

- A. Purchasing Manual for Institution of Higher Education and their Vendors (<https://vascupp.org>)
- B. Rules Governing Procurement of goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the commonwealth of Virginia (<https://vascupp.org>)

III. BACKGROUND:

The University is located on two downtown Campuses in Richmond, VCU enrolls more than 32,000 students in 211 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 14 degree-granting schools and one college. As one of the nation's top research universities, VCU attracts more than \$225 million a year in sponsored research funding.

Twenty-seven VCU graduate and professional programs are ranked among the best in the nation in U.S. News & World Report's "America's Best Graduate Schools." These include the No. 1 ranked sculpture and nurse anesthesia programs.

VCU Life Sciences has developed into a University-wide discipline that builds upon the University's traditional scientific strengths in the biological sciences, basic biomedical sciences, patient care, biomedical engineering and biotechnology. VCU Life Sciences is comprehensive in its involvement of all levels of students in the study of life sciences, from freshmen to students in the professional programs to Ph.D. candidates, and integrates diverse disciplines from all over the University, including the

academic medical center as well as arts and humanities. VCU Medical Center is one of the nation's leading academic medical centers and stands alone as the only academic medical center in Central Virginia. The medical center includes the 780-bed MCV Hospitals and outpatient clinics, MCV Physicians — a 600-physician-faculty group practice, and the health sciences schools of VCU. The VCU Medical Center offers state-of-the art care in more than 200 specialty areas, many of national and international note, including organ transplantation, head and spinal cord trauma, burn healing and cancer treatment. The VCU Medical Center is the site for the region's only Level 1 Trauma Center. As a leader in health care research, the VCU Medical Center offers patients the opportunity to choose to participate in programs that advance evolving treatment, such as those sponsored by the National Cancer Institute through VCU's Massey Cancer Center, Virginia's first NCI-designated cancer center.

VCU's nationally recognized theatre, music and dance programs offer more than 365 concerts, performances and recitals a year. The Anderson Gallery showcases regional art as well as work by international artists.

VCU is an urban leader, forging ties with business, industry and government in such innovative projects as the collocation of the schools of Business and Engineering, the da Vinci Center for Innovation in Product Design and Development and the Virginia BioTechnology Research Park.

The University and its medical center are the largest-single employer in the Richmond area, with more than 12,000 full-time and 6,000 part-time employees, including 1,900 full-time instructional faculty — many of them nationally and internationally recognized in their fields. John B. Fenn, Ph.D., research professor in the Department of Chemistry and affiliate professor of chemical engineering, was one of three international scientists to be awarded the 2002 Nobel Prize in chemistry.

IV. OFFEROR INFORMATION REQUESTS:

The opportunity for potential Offerors to present questions and obtain clarification relative to any facet of this solicitation is from the issue date of the RFP until October 27, 2016 at 2:00 PM EDT. Submit all questions to Jackie Colbert, jcolbert@vcu.edu. The questions and clarifications will be issued in an addendum to the RFP.

V. STATEMENT OF NEEDS:

A. Goods

1. The Contractor shall provide audio visual, multi-media, and related products, services and maintenance. The Contractor should provide access to every audio visual, multi-media and all related products and services that the company sells through the contract. Audio visual products and services added to the Contractor product mix after the award of the contracts may be incorporated into the contract. The Contractor shall only provide ENERGY STAR or similarly qualified equipment to Commonwealth of Virginia state agencies in any audio visual category where these energy efficient products are available.

RESPONSE: Vicom shall comply

2. The contract should provide for purchasing equipment in the following categories:

Broadcast Television Equipment

Multimedia Presentation Equipment

Multimedia Development Equipment

Satellite Transmitting and Receiving Equipment

Teleconferencing and Communication Equipment

Computer Presentation Equipment – Streaming and Webcasting

Broadband Distribution Equipment

Multi-Media Furniture

RESPONSE: Vicom shall comply

3. The Contractor should be able to install, maintain and service all products supplied in a professional manner while providing excellent customer service. The Contractor should anticipate that installation services are required for approximately 90.0% of the VCU AV projects.

RESPONSE: Vicom shall comply

4. The Contractor must have a Class "A" Contractor's license with the appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform required installation services for any work that is attached to real property.

RESPONSE: Vicom shall comply. See XVI.A. (Section 5 in the binder)

5. It is anticipated that the Contractor may offer prices for equipment and services expressed as a percentage discount off the manufacturer's list price for equipment and the Contractor's list price for services. The discounted price shall include all associated costs for equipment and services including the freight terms F.O.B. Destination/Prepaid and any travel and living expenses for technician services. Discounts shall be considered the minimum discounts for the duration of the contracts including any renewals. Audio visual products and services added to the Contractor product mix after the award of the contracts shall be incorporated into the contract at the same discount as products priced similarly within the product category.

RESPONSE: Vicom shall comply

6. During the last fiscal year from July 1, 2015 to June 30, 2016, public institutions of higher education in the Commonwealth of Virginia purchased approximately \$27,700,000 from the current VASCUPP audio visual contracts. This RFP is issued because the existing contracts do not have any renewal options remaining. New audio visual contracts are required to support on-going audio visual needs at public institutions of higher education in the Commonwealth of Virginia. It is expected that the combined spend by the public institutions of higher education in the Commonwealth of Virginia will remain approximately \$27,700,000 on an annual basis during the initial contract term and any subsequent renewal terms. Potential annual purchases by other state agencies and localities could increase the estimated annual spend by approximately \$10,000,000. This estimated volume is provided only as a guideline for preparing the discounts offered. It is not a guarantee of the contract volume. The Contractor shall supply at the discounts offered the quantities actually ordered by the VASCUPP institutions of higher education and any other users of the contracts. The resulting contracts are for audio visual requirements on an "as needed basis".

RESPONSE: Vicom shall comply

7. The contract should contain provisions for a select group of products for rent on an "as needed" basis. The Contractor should provide the necessary combination of services to include, but not limited to, a rental technician to run the equipment, delivery, set-up, and pick-up. Rental equipment may be subject to availability.

RESPONSE: Vicom does offer short term rentals on a case-by-case basis.

B. Design, Project Management, Installation/Integration, Commissioning and Closeout Standards

1. System Standardization

- a. When designing, quoting, and installing systems the Contractor must adhere to industry standards as well as all Buyer system and templates standards. Any deviation in system design, equipment, or configuration from the Buyer's standards must be pre-approved by the Buyer in advance.

RESPONSE: Vicom shall comply

2. Project Management

- a. All Buyer projects should be formally managed by a full time, in-house employee of the Contractor whose primary role is project management. The project manager shall be available to the Buyer at all times during the installation and be the point of contact person for the University. The project manager is to be knowledgeable of the specific project, all industry and professional standards and current with proper installation techniques. Prior to the University authorizing payment, the project manager shall be responsible for providing proof of performance, quality installation and that all equipment is accounted for as part of the official system sign-off. Sign-off must be obtained from the Contract Administrator or designee.

RESPONSE: Vicom shall comply

- b. All projects should strictly follow the schedule provided by the Buyer.

RESPONSE: Vicom shall comply

- c. All project deliverables should be delivered on the date indicated in the schedule.

RESPONSE: Vicom shall comply

- d. The Contractor must use the Buyers project management system to interface with the project unless no such system is available. The Contractor should use the interface to manage items including but not limited to:

- 1) Schedule
- 2) Identify and manage Risk
- 3) Store and retrieve project documents
- 4) Communications
- 5) Staging
- 6) Commissioning
- 7) Deliverables
- 8) Punch lists

RESPONSE: Vicom shall comply

3. Control Programming

- a. The Buyer owns all system programs such as control and audio DSP programs.

RESPONSE: Vicom understands

- b. All programming must be performed by a full time, in-house employee of the Contractor.

RESPONSE: Vicom shall comply

- c. All Contractor programmers should have a programming certification from the manufacturer providing the system or the Buyer must be notified if a non-certified

programmer is working on the program to approve.

RESPONSE: Vicom shall comply

- d. Contractor must adhere to all Buyer standards and templates for control programming.

RESPONSE: Vicom shall comply

4. System Integration

a. Staging

Contractors shall stage all new system integrations on the agreed upon date local to the Buyer to provide proof of performance. The following system deliverables are due at staging if applicable:

- 1) Full demonstration of system functionality as can be reasonably staged
 - a) For partial system upgrades, at a minimum the control programs functionality shall be virtually demonstrated.
 - b) All new equipment must at least be powered up to verify out of box functionality.

RESPONSE: Vicom shall comply

- 2) Control Program Deliverables
 - a) Functional control program
 - b) Functional control user interface

RESPONSE: Vicom shall comply

- 3) Equipment Documentation Deliverables
 - a) Manufacturer Name
 - b) Model Number
 - c) Serial Number
 - d) Mac Address

RESPONSE: Vicom shall comply

- 4) Complete Wiring Diagrams
- 5) The Contractor's programmer shall be present during system staging.

RESPONSE: Vicom shall comply

b. Installation

- 1) Installation crew must have the following upon arriving to the installation site:
 - a) Complete wiring diagrams and detailed knowledge of the system functionality
 - b) Scope of Work
 - c) Knowledge of location
 - d) Buyer's contact information
 - e) At least one member of the Contractor's on-site installation crew must have industry related certification.

RESPONSE: Vicom shall comply

c. Commissioning

- 1) The installed system must be fully tested by the Contractor with all possible sources and in every configuration prior to commissioning to the Buyer. This includes several system shutdowns and restarts after the final programs have been loaded.
- 2) Contractor to then demonstrate all system functionality and scope deliverables to the Buyer.

RESPONSE: Vicom shall comply

d. Project Closeout Deliverables due prior to system signoff

- 1) Un-compiled control program and user interface files individually by room.
- 2) Audio DSP program files individually by room.
- 3) As built wiring diagrams in .DWG and PDF formats individually by room
- 4) Any passwords associated with the equipment and system programming individually by room
- 5) Date equipment warranties begin and duration

RESPONSE: Vicom shall comply

C. Warranty and Maintenance

1. The Contractor should include a minimum of a one (1) year warranty from the date of acceptance on all equipment or in accordance with the standard manufacturer's warranty, whichever is greater. The warranty should cover all equipment, labor and wiring of a completed system for a minimum of one (1) year from the date of final acceptance.

RESPONSE: Vicom shall comply

2. All products purchased under the contract shall minimally include the Original Equipment Manufacturer (OEM) warranty that shall pass directly to the purchaser. Products that fail after acceptance and installation shall be covered under warranty. Products that are inoperative at installation shall either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair shall be at the sole discretion of the purchaser except in the event the purchaser fails to provide timely notice of product failure to the Contractor.

RESPONSE: Vicom shall comply

3. The Contractor should replace in-kind any equipment which fails within first thirty (30) days of purchase.

RESPONSE: Vicom shall comply

4. The Contractor should provide loaner equipment, if needed, similar to the product, which requires repair under warranty at no charge to the University.

1. After the warranty period, the Contractor should make service agreements available to the University. Either the Contractor or the manufacturer of the equipment may provide the maintenance.

RESPONSE: Vicom shall comply

D. Additional Services

1. When necessary, the Contractor should provide professional on-site consultation, system design, installation, service and maintenance on the audio visual and multi-media products. Sometimes these services may be required in conjunction with the purchase of products from the Contractor and sometimes only the consulting services, system design, installation or service and maintenance may be required.

RESPONSE: Vicom shall comply

2. As may be agreed upon with the University, the Contractor should organize and participate in technology shows. The purpose of the show is to present new products and provide information to University departments.

RESPONSE: Vicom shall participate in technology shows, as requested. We typically invite our manufacturers to showcase their new products in order for participants to experience hands-on demonstrations. Both Vicom Executives and Manufacturer's Reps are made available to provide information and answer questions.

3. When necessary, the Contractor should provide training to University departments on the operation of new equipment.

RESPONSE: Key users or administrators for the projects will be given an orientation for the operation of the equipment in a session held on-site at the conclusion of the installation. Additional training may be scheduled and conducted by a Vicom specialist. Additional training is available on request and will be quoted separately.

E. Order Placement

1. The Contractor shall provide a quote with the following requirements – product number, product description list price, contract discount, contract price, delivery lead time after receipt of order and contract number. Any labor quoted must indicate the number of hours times the hourly contract rate.

RESPONSE: Vicom shall comply

2. The Contractor shall accept a University Purchase Order for individual orders of any dollar amount and should accept the Bank of America Visa Corporate Purchasing Card for orders of \$5,000 or less.

RESPONSE: Vicom will accept credit card payments for projects of \$5,000 or less. For projects exceeding \$5,000 and pay by credit cards, will be assessed a credit card processing fee.

F. Procurement Requirements:

1. Freight terms shall be F.O.B. Destination/Prepaid with inside delivery; additional charges shall not be allowed.

RESPONSE: Vicom shall comply

2. The terms and conditions of the RFP govern the resulting contract and not any Contractor terms and conditions or software license agreement.

RESPONSE: Vicom understands

3. The proposal prices shall include all costs for the equipment and services including all applicable freight and travel and living expenses; extra charges will not be allowed.

RESPONSE: Vicom shall comply

4. The initial contract term is one (1) year with four (4) annual, optional renewal terms.

RESPONSE: Vicom understands

5. Any authorized user of a cooperative contract awarded from the RFP may choose at their discretion to waive specific requirements in Section V as needed. The contractor must receive written approval from the authorized user to waive a requirement and that written permission

is applicable to the specific authorized user alone.

RESPONSE: Vicom understands

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. Proposal Submission Instructions:

1. Complete and return Page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror.

RESPONSE: Vicom shall comply. See opening page to this RFP document (Section 1 in the binder).

2. Complete and return signed addenda acknowledgments (if applicable).

RESPONSE: Vicom shall comply. See Section 3 in the binder.

3. Utilization of the words “shall” or “must” indicates a mandatory requirement.

RESPONSE: Vicom understands

4. Submit one (1) original hard copy (paper) of the entire proposal, including all attachments and proprietary information. The original proposal must be clearly marked on the outside of the proposal. Submit one (1) unsecured, original electronic copy (on a disc or flash drive) of the entire proposal including all attachments and INCLUDING ANY PROPRIETARY INFORMATION and one (1) unsecured, original electronic copy (on a disc or flash drive) of the entire proposal including all attachments and EXCLUDING ANY PROPRIETARY INFORMATION. These discs or flash drives must be clearly marked on the outside whether it includes or excludes proprietary information. No other distribution of the proposal shall be made by the Offeror.

RESPONSE: Vicom shall comply

5. Proposal Presentation:

- a. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

RESPONSE: Vicom shall comply

- b. All information requested by this Request for Proposals on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an Offeror fails to submit all information requested, the Purchasing Agency may require prompt submission of missing information after the receipt of Contractors proposals.

RESPONSE: Vicom shall comply

- c. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

RESPONSE: Vicom shall comply

- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to

cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

RESPONSE: Vicom shall comply

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

RESPONSE: Vicom shall comply

6. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal.** Ownership of all data, materials and documentation originated and prepared for VCU pursuant to the RFP shall belong exclusively to the University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 43F of The Governing Rules, in writing, either before or at the time the data or other material is submitted.

RESPONSE: Vicom shall comply

7. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.

RESPONSE: Vicom shall comply

8. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team.

RESPONSE: Vicom shall comply

9. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document.

Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

RESPONSE: Vicom shall comply

B. Specific Proposal Requirements:

1. Proposals should be as thorough and detailed as possible so that VCU may properly evaluate your capabilities to provide the required goods/services.

RESPONSE: Vicom shall comply

2. Proposed Price.

- a. Describe the proposed discount pricing structure for the required equipment categories listed Section V, Item A. 2. Provide a list of the brands of AV equipment, equipment categories and the discount from the manufacturer list price by brand and equipment category offered to include but not limited to the manufacturers that VCU uses below. VCU prefers that the deepest discounts are for the largest volume manufacturers listed below with competitive discounts off other manufacturers and types of AV equipment that your company sells.

AVF

Apple

Biamp

Chief

Cisco

Clearone

Compulock

Crestron

Dalite

Dell

Epson

Ergotron

Extron

Icon

JBL

Logitech

Middle Atlantic

NEC

Netgear

Planar
QSC
Radio Design Labs
Sharp
Shure
Smart Technologies
Sony
Triplite
Vaddio
Vutec

Discounts offered must at minimum meet any educational pricing discounts such as Crestron A+, Extron Education contract and Epson brighter futures pricing.

RESPONSE: Vicom shall comply. See Section 6 in the binder.

Proposed pricing structure

Investment prices for equipment are expressed as a percentage discount off the manufacturer's list price. Installation and implementation are expressed in a discounted hourly and daily rate. The discounted prices include all associated costs for equipment and services including the freight terms F.O.B. Destination/Prepaid and any travel and accommodations for technician services. These discounts shall be considered the minimum discounts for the duration of the contracts, including any renewals. Vicom understands that audiovisual products and services may be added to the product mix after the award of the contract and shall be incorporated into the contract at the same discount as products priced similarly within the product category.

- b. What is the proposed pricing for maintenance after the warranty period? Are any costs associated with installation and system implementation?

RESPONSE: 2nd year maintenance will be 8% of the original equipment purchase price and the 3rd year will be 12% of the original equipment price. Please contact an Account Executive for any years that extend past the 3rd year.

Some products require a maintenance contract directly from the manufacturer. In these cases, those charges will be in addition to the proposed maintenance structure as mentioned above.

Institutions or agencies that purchase the extended warranty beyond year one will not be charged for any de-installation, re-installation, or implementation associated with warranty issues.

Institutions or agencies that decline the extended warranty option will be charged for additional installation or implementation requirements beyond the initial warranty period.

- c. Does the offer from your firm include the option to rent equipment? If your firm can provide rental equipment on an "as needed" basis, what are the proposed prices?

RESPONSE: Vicom does offer short term rentals on a case-by-case basis. These rentals may include (but not limited to) projectors, portable screens, displays, etc.

Sample pricing: Projectors \$100/day, Portable Screens \$25/day, etc.

- d. For evaluation purposes only, a hypothetical Pricing Schedule is included in Section VII of the RFP. Please fill out and submit the Pricing Schedule with the RFP offer.

RESPONSE: Vicom shall comply

3. Provide specific plans and approach for providing the proposed services as specified in the Statement of Needs including a statement of understanding that your firm shall comply with the mandatory requirements and indicating the desirable specifications that your firm agrees to provide. Mandatory requirements are designated by the words shall or must and desirable services are designated by the words should or may. The plans should include, but need not be limited to:

- a. Describe the audio visual and multi-media products offered in the following categories:

Broadcast Television Equipment

Multimedia Presentation Equipment

Multimedia Development Equipment

Satellite Transmitting and Receiving Equipment

Teleconferencing and Communication Equipment

Computer Presentation Equipment - Streaming and Webcasting

Broadband Distribution Equipment

Multi-Media Furniture

RESPONSE: Vicom shall comply. See Section 6 in the binder.

- b. Indicate that your firm understands that individual University purchase orders will be issued for individual requirements on an "as needed" basis.

RESPONSE: Vicom understands

- c. Confirm that your firm agrees to freight terms F.O.B. Destination/Pre-paid.

RESPONSE: Vicom agrees

- d. Provide plans to provide the equipment and services specified in Section V.B.

RESPONSE: See XV.E. (Section 4 in the binder).

- e. Submit a copy of your firm's Class "A" Contractor's License with appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform the AV installation services.

RESPONSE: Vicom shall comply. See XVI.A. (Section 5 in the binder).

- f. Describe the proposed approach for the provision of warranty and maintenance under the contract.

RESPONSE: Vicom shall comply. See XV.E. (Section 4 in the binder).

- g. Address in detail the additional services listed in Section V.D. of the Statement of Needs that are offered. What, if any, are the costs associated with the services listed in Section V., Item D.2 and D.4.

RESPONSE: Vicom shall comply. Vicom has included products and services for audio visual, as noted in our proposal.

Vicom can provide Consulting Services and System Design which would be priced according

to the project requirements.

Maintenance pricing for additional coverage after the 1st year has been provided in our proposal in Section VI.B.2.b. for years 2 and 3.

Vicom will participate in Technology shows, as requested, at no charge to the agency or institution.

Vicom will provide Initial System Orientation on basic functionality at the conclusion of the installation at no charge. Additional training from Vicom can be scheduled, as needed and priced separately, at the rate of \$100 per hour.

- h. Provide a sample quote that provides all of the following information: product number, product description, list price, contract discount, contract price, delivery lead time after receipt of order and contract number.

RESPONSE: Vicom shall comply. See Section 7 in the binder.

- i. Provide an implementation schedule indicating how long after the award of the contract it shall take your company to begin accepting orders from authorized users of the contract and delivering audio visual products and services.

RESPONSE: Vicom will accept orders immediately upon the notification of the award. Delivery is dependent upon receipt of hardware, installation schedule, and the agency or institution's schedule.

- 4. Utilization of the words "shall" or "must" in Section V, Statement of Needs indicates a mandatory requirement:

Does / Shall your company comply with mandatory requirements as presented in Section V, Statement of Needs?

Yes No

If "NO," identify the specific requirement and the reason for non-compliance.

- 5. Utilization of the words "should" or "may" in Section V, Statement of Needs indicates a non-mandatory requirement.

Does / Shall your company comply the non-mandatory requirements as presented in Section V (i.e. "should" becomes "shall")?

Yes No

- 6. If "NO," identify the specific requirement and the reason for non-compliance.

- 7. Submit information about the qualifications and experience that your company has to provide the required products and services.

- a. Describe the firm's qualifications and experience providing the required products and services during the last three (3) years. Information provided should include, but is not limited to, comparable accounts in higher education and the scope of the services. Include information for a minimum of three (3) similar accounts, describing the types of projects and the scope of the services provided. Please include contact information with the name, address, email address and current phone number.

RESPONSE: Vicom shall comply. See XV.D. (Section 4 in the binder)

Old Dominion University (ODU)

Dwayne Smith

1316 Perry Library

Norfolk, VA 23529
dsmith@odu.edu
(757) 683-5940

Virginia Commonwealth University (VCU)

Jeff Smith
901 Park Ave
Richmond, VA 23284
jssmith2@vdu.edu
(804) 828-1099

Federal Reserve Bank of Richmond

Greg Boyd
701 E Byrd Street
Richmond, VA 23219
greg.boyd@rich.frb.org
(804) 697-8855

City of Norfolk

Mercinda Fiedorczyk
401 Monticello Ave, Suite 300
Norfolk, VA 23510
mercinda.fiedorczyk@norfolk.gov
(757) 823-4262

Virginia Community College System (VCCS)

David Cooper
300 Arboretum Place, Suite 200
Richmond, VA 23236
dcooper@vccs.edu
(804) 819-4696

Hampton Roads Sanitation District (HRSD)

April Cooke
1434 Air Rail Avenue
Virginia Beach, VA 23455
acooke@hrsd.com
(757) 318-4324

City of Chesapeake

David Bakhshae
306 Cedar Road, 5th Floor
Chesapeake, VA 23322
dbakhshae@cityofchesapeake.net
(757) 382-6133

Virginia Lottery

Mitch Belton
900 East Main Street
Richmond, VA 23219
mbelton@valottery.com
(804) 692-7136

- b. Specify any technicians your company intends to assign to the VASCUPP contract. Provide information to include but is not limited to the names, qualifications, and experience of the technicians to be assigned to the contract. Resumes of staff to be assigned to the contract may be used. Submit relevant professional certifications for the technicians proposed to work on contract projects.

RESPONSE: Vicom shall comply. See XV.G.3. and XVI.F. (Section 4 in the binder).

- c. Does the offer include a single primary point of contact for the VASCUPP institutions for sales, support and problem resolution? If so, please provide the name and contact information.

RESPONSE: Yes

**Dennis Schliske, President
5361 Cleveland Street
Virginia Beach, VA 23462
dschliske@vicom-corp.com
(757) 490-7777**

- d. Provide a list of institutions of higher education with which your firm has a signed term contract.

RESPONSE: Vicom currently or has done contract-by-contract projects, not term contract business with VCU, UVA, ODU, W&M, Hampton University, EVMS, Regent University, Virginia Wesleyan, TCC, CNU, Paul D Camp Community College, Thomas Nelson Community College, and NSU.

- e. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at:

<http://procurement.vcu.edu/our-services/university-purchasing/vascupp/>

RESPONSE: The below is an average over the past 5 years (2012-2016)

**George Mason University
\$N/A
Radford University
\$N/A
Virginia Military Institute
\$N/A
James Madison University
\$N/A
University of Virginia
\$113,079
Virginia Tech
\$138,659
Old Dominion University
\$401,872
Virginia Commonwealth University
\$823,969
William and Mary
\$500**

- 8. Does your firm agree to accept the Bank of America Visa Corporate Purchasing Card for orders

of \$5,000 or less?

RESPONSE: Yes

9. Does your company accept the terms and conditions as presented in Section X, General Terms and Conditions and in Section XI, Special Terms and Conditions to govern the contract?

Yes X No _____

If "NO," identify the specific term and condition(s) and the reason for non-compliance.

10. Small, Women-Owned and Minority-Owned Business commitment for utilization.
- a. The Offeror must submit complete information on Appendix I unless the Offeror is a Department of Small Business and Supplier Diversity (DSBSD). DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

RESPONSE: Vicom is a DMBE SWAM certified small business. Our SWAM number is 6782.

11. Method of Payment

- a. The Offeror must complete and submit Appendix II to select an electronic payment method.

RESPONSE: Vicom shall comply. See Section 2 in the binder.

VII. PRICING SCHEDULE:

The hypothetical below will be used during the RFP evaluation process to determine the scores for the price evaluation criterion. Quantities indicated below are used for evaluation purposes only and shall not be interpreted as actual contract usage by VCU. Actual contract amounts shall be determined based on actual usage whether it is higher or lower than the amounts in the hypothetical. In the event of a mathematical error, the correct discount percentage or unit price shall prevail.

A. Equipment and Furniture:

	Annual Expenditures		% Discount		Discounted Total
Broadcast Television	\$200,000.	less	<u>25</u> %	= \$	<u>150,000</u>
Multimedia Presentation	\$700,000.	less	<u>33</u> %	= \$	<u>469,000</u>
Multimedia Development	\$300,000.	less	<u>39</u> %	= \$	<u>183,000</u>
Satellite Transmitting	\$300,000.	less	<u>10</u> %	= \$	<u>270,000</u>

and Receiving

Teleconferencing and Communication \$1,300,000. less 30 % = \$ 910,000

Computer Presentation \$1,900,000. less 10 % = \$ 1,710,000

Broadband Distribution \$200,000. less 25 % = \$ 150,000

Multi-Media Furniture \$ 150,000. less 39 % = \$ 91,500

Section A Total \$ 3,933,500

B. Services:

Annual Maintenance Contracts \$100,000 less 5 % = \$ 95,000

Hourly Service Rates:

	Annual Number Of Hours	Hourly Rate	Annual Total
Maintenance After The Warranty	200 hours	X \$ <u>75</u> =	\$ <u>15,000</u>
Installation	700 hours	X \$ <u>75</u> =	\$ <u>52,500</u>
Technical Assistance	50 hours	X \$ <u>75</u> =	\$ <u>3,750</u>
Training	25 hours	X \$ <u>100</u> =	\$ <u>2,500</u>
Section B Total			\$ <u>168,750</u>

C. Rental Equipment:

	Annual Expenditures		% Discount		Discounted Total
Section C Total	\$100,000.	Less	<u>N/A</u>	%	= \$ <u>N/A</u>
Grand Total Sections A, B and C					\$ <u>4,102,250</u>

VIII. EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated based upon the information provided in the Offeror’s Proposal using the following criteria: Offeror’s qualifications and experience; methodology/approach to providing the requirements stated herein; price; and the Offeror’s status as a Virginia certified SWaM Business or the Offeror’s plans to utilize Virginia DSBSD certified SWaM Businesses in the Offeror’s performance of the contract. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. VCU reserves the right to make multiple awards from the RFP. The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror’s response thereto.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

IX. REPORTING AND DELIVERY REQUIREMENTS:

By submitting a Proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The University encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Use of Subcontractors: If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts. **Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix I- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror’s response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

**REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES
OWNED BY WOMEN AND MINORITIES**

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University
Procurement Services Office
Attn: SWAM Coordinator 912
W. Grace Street, POB 980327
Richmond, VA 23284
Email: swamreporting@vcu.edu

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

X. GENERAL TERMS AND CONDITIONS:

- A. **PURCHASING MANUAL:** This RFP is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the VCU Procurement Services Office. In addition, the manual may be accessed electronically at <http://procurement.vcu.edu/> or a copy can be obtained by calling VCU Procurement Services at (804) 828-1077.
- B. **APPLICABLE LAW AND COURTS:** This RFP and any resulting Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their Proposals, Offerors certify to the Commonwealth and to VCU that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4343.1*).

In every Contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:

- a) Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their Proposals, Offerors certify that their Proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their Proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their Proposals, Offerors certify that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their Proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a Proposal on the official VCU Form provided for that purpose may be a cause for rejection of the Proposal.

Modification of, or additions to, the General Terms and Conditions of the solicitation may cause for rejection of the Proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a Proposal.

I. FINAL OF TERMS: If any prospective Offeror has questions about the specifications or other RFP documents, the prospective Offeror should contact the Services Category Manager whose name appears on the face of the RFP no later than five (5) working days before the Proposal due date. Any revisions to the RFP will be made only by Addendum issued by the Services Category Manager.

J. PAYMENT:

1. To Prime Contractor:

- a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/Contract. All invoices shall show the VCU Contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b) Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.
- c) All goods or services provided under this Contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public institution is being billed.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, VCU shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this Section do not relieve VCU of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

f) To Subcontractors:

- a) Contractor awarded a contract under this RFP is hereby obligated:
 - i. To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from VCU for the proportionate share of the payment received for

work performed by the Subcontractor(s) under the contract; or

- ii. To notify VCU and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from VCU, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation of VCU.
- K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: VCU may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to VCU all such information and data for this purpose as may be requested. VCU reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. VCU further reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy VCU that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: VCU reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A Contract shall not be assignable by the Contractor in whole or in part without the written consent of the VCU Director of Procurement Services.
- O. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Contract.
 2. The VCU Procurement Services Department may order changes within the general scope of the Contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give VCU a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a) By mutual agreement between the parties in writing; or
 - b) By agreeing upon a unit price or using a unit price set forth in the Contract, if the work

to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the VCU's right to audit the Contractor's records and/or to determine the correct number of units independently; or

- c) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present VCU with all vouchers and records of expenses incurred and savings realized. VCU shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to VCU within thirty (30) days from the date of receipt of the written order from VCU. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the Contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by the VCU Procurement Service Office or with the performance of the Contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the Contract terms and conditions, VCU after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which VCU may have in law or equity.
- Q. USE OF BRAND NAMES: Unless otherwise provided in this RFP, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable VCU to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the RFP.
- R. TRANSPORTATION AND PACKAGING: By submitting their Proposals, all Offerors certify and warrant that the price offered for FOB Destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity. Further, Offeror shall bear the risk of loss until the goods and equipment until VCU accepts Delivery of them.
- S. INSURANCE: By signing and submitting a Proposal under this RFP, the Offeror certifies that if awarded the Contract, it will have the following insurance coverages at the time the Contract is awarded. For construction contracts, if any Subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the

Code of Virginia. The Offeror further certifies that the Contractor and any Subcontractors will maintain these insurance coverages during the entire term of the Contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify VCU of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the Contract shall be in noncompliance with the Contract.
 2. Employers Liability - \$100,000.
 3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. VCU must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- T. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this RFP, VCU will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of ten (10) days.
- U. DRUG-FREE WORKPLACE: During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor and/or Vendor.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.
- V. NONDISCRIMINATION OF CONTRACTORS: A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, disability, or against faith-based organizations or any other basis prohibited by state law relating to discrimination in employment. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after

the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

W. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in VCU. The eVA portal is the gateway for vendors to conduct business with VCU Institution and other public bodies. All Vendors desiring to provide goods and/or services to VCU shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All Bidders or Offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor Transaction Fees are determined by the date the original purchase order is issued and are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately thirty (30) days after the corresponding purchase order is issued and payable thirty (30) days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

X. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA). The Selected Offeror/Vendor acknowledges that for the purposes of this Contract it will be designated as a “school official” with “legitimate educational interests” in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Selected Firm/Vendor agrees to abide by the limitations and requirements imposed on school officials. Selected Firm/Vendor will use the education records only for the purpose of fulfilling its duties under this Contract for University’s and its students’ benefit, and will not share such data with or disclose it to any third party except as provided for in this Contract, required by law, or authorized in writing by the University.

XI. SPECIAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually

agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.

- C. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- F. PROPOSAL PRICES: Proposal prices shall be in the form of a firm discount percentage or a firm unit price as applicable for each item during the contract period.
- G. CANCELLATION OF CONTRACT: The purchasing agency 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. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- H. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars (\$120,000) or more, or if the total value of all such contracts undertaken by the offeror within any 12-month period is seven hundred and fifty thousand dollars (\$750,000) or more, the offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR". If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than one hundred and twenty thousand dollars (\$120,000), or if the total value of all such contracts undertaken by offeror within any 12-month period is between one hundred and fifty thousand dollars (\$150,000) and seven hundred and fifty thousand dollars (\$750,000), the offeror is required to be licensed as a "CLASS B CONTRACTOR". If such a contract is for one thousand dollars (\$1,000) or more but less than seventy-five hundred dollars (\$7,500), or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR". The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The offeror shall place on the outside of the envelope containing the proposal and shall place in the proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2705068477 Specialty: ESC
 Licensed Class B Virginia Contractor No. _____ Specialty: _____
 Licensed Class C Virginia Contractor No. _____ Specialty: _____

If the offeror shall fail to provide this information on his proposal or on the envelope containing the proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of proposals, he shall be deemed to be in violation of Section 54.1-1115 of the Code of Virginia (1950), as amended,

and his proposal will not be considered.

If an offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered.

- I. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- J. DELIVERY AND STORAGE: It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The Owner will not assume any responsibility for receiving these shipments. Contractor shall check with the Owner and make necessary arrangements for security and storage space in the building during installation.
- K. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- L. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

 The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

 The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- M. EXTRA CHARGES NOT ALLOWED: The proposal price shall be for complete installation ready for Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- N. FINAL INSPECTION: At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
- O. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From: _____

Name of Offeror	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code +4	RFP Title	

Name of Contract / Purchase Officer or Buyer: Jackie Colbert

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be

disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

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

- P. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind 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.
- Q. **INSTALLATION:** All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- R. **LIMITATION OF LIABILITY:** To the maximum extent permitted by applicable law, the Contractor will not be liable under this contract for any indirect, incidental, special or consequential damages, or damages from loss profits, revenue, data or use of the supplies, equipment and/or services delivered under this contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the Contractor; or (c) circumstances where the contract expressly provides a right to damages, indemnification or reimbursement.
- S. **MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- T. **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.
- U. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- V. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated in 1. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period:
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one (1) year period, the contract discounts which are applied to the Published List Price of the product(s) shall remain the same as in the initial term of the contract during all optional renewal terms except that deeper discounts may be offered if market conditions warrant increasing the discount percentage. Contract prices based on unit prices may be negotiated only at the time of renewal; however, in no case shall the costs for a succeeding one-year period

exceed the prior year's contract price(s), increased or decreased by no more than the percentage increase or decrease the services category of the CPI-W section of the US Bureau of Labor Statistic's Consumer Price Index, for the latest twelve months for which statistics are available.

- W. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- X. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation.
- Y. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.
- Z. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- AA. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.
- Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.
- BB. SECTION 508 COMPLIANCE: All information technology which, pursuant to this Contract, is purchased or upgraded by or for the use of any Commonwealth agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. If requested, the Contractor must provide a detailed explanation of how compliance with Section 508 of the Rehabilitation Act is achieved and a validation of concept demonstration. The requirements of this Paragraph along with the Non-Visual Access to Technology Clause shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the *Code of Virginia*.
- CC. NONVISUAL ACCESS TO TECHNOLOGY: All information technology which, pursuant to this Agreement, is purchased or upgraded by or for the use of any State agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Agreement:
1. effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
 2. the Technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;

3. nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
4. the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if the head of the using agency, institution or political subdivision determines that (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available.

Installation of hardware, software, or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of nonvisual access software and peripheral devices.

If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration.

The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.1-807 through 2.1-811 of the Code of Virginia.

DD. DETERMINATION OF RESPONSIBILITY: The Contract will be awarded to the responsive and responsible Offeror with a Proposal, conforming to the RFP, will be most advantageous to VCU, technical and financial factors considered. A responsible Offeror is one who affirmatively demonstrates to VCU that it has adequate financial resources and the requisite capacity, capability, and facilities to perform the Contract, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive award under the solicitation and laws and regulations applicable to the procurement. VCU reserves the right to investigate the capabilities of Offeror, confirm any part of the information furnished by an Offeror, and require other evidence to determine that the Offeror is responsible.

EE. REJECTION OF PROPOSALS & WAIVER OF MINOR INFORMALITIES/IRREGULARITIES:

VCU reserves the right to reject any or all Proposals in part or in total for any reason, to accept any Proposal if considered best for its interest, and to waive informalities and minor irregularities in Proposals received, commensurate with best public procurement practices.

FF. PROTEST: Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services
Virginia Commonwealth University
912 West Grace, 5th Floor
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act,, Chapter 4.10 (§23-38.88 et seq)

of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror.

The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this paragraph shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP.

“Days” as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

XII. CONTRACT ADMINISTRATION:

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and standards for the delivery, installation and on-going service and/or maintenance that may be required.

- A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work.
- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.

XII. ATTACHMENTS:

- A: Appendix I – Participation In State Procurement Transactions Small Businesses and Businesses Owned By Women and Minorities:

http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP_Website_Link_Appendix_1.pdf

- B: Appendix II – Invoicing and Payment

http://procurement.vcu.edu/media/procurement/pdf/document-library/RFP_Website_Link_Appendix_2.pdf

XIV. EXECUTIVE SUMMARY:

Thank you for the opportunity to respond to RFP # 7058821JC

A. Goal:

The goal of the Vicom response is to inform VCU of our capabilities, products and services as they relate to the organizations that are eligible for audio visual engagements provided by this RFP. Resulting in VCU offering Vicom an award. The result, Vicom a SWaM Company, will market this resulting award to SLED accounts for procurement of Audio Visual Products and Services.

B. The Environment:

Each individual entity including State Agencies, Local Governments, School Systems, Colleges, and Universities (SLED Accounts) will need to make their own decisions on purchases.

Each SLED Account will determine whether there is a need for Audio Visual Products and Services; then, engage Vicom to work with them on the specific engineered design.

Vicom is a proven, first class Audio Visual solution integrator that wishes to expand our presence into SLED Accounts.

SLED Accounts will determine if they are a candidate to proceed with the leveraging of the Audio Visual VASCUPP bid. The primary objective for them is the desire to implement, improve, upgrade, augment or replace existing Audio Visual equipment in their locations; which would improve collaboration and communication capabilities.

Vicom will vigorously market this contract to inform the end-user accounts of its availability, flexibility and Vicom's capability to design an excellent solution to ultimately achieve end-user objectives and success.

C. Marketing:

In this response, Vicom has outlined our "go to market" strategy to assist VCU and their objectives by leveraging our sales and engineering teams and work directly with the SLED Accounts to provide an excellent design & implementation of Audio Visual Products and Vicom Service Support.

Vicom works with clients individually which allows us to understand the specific needs of each organization, offers solutions that are specifically engineered and designed to fulfill the needs of the client and is uniquely positioned to leverage vendor partners which will assist in VCU's goal of having more A/V engagements over the next five years.

Vicom will contact the SLED Accounts interested by phone, email and regular mail. We will schedule appointments, uncover opportunities and develop customer engagements. A continued VASCUPP award would greatly strengthen that position.

D. Methodology:

Vicom has a proven methodology when providing A/V solutions. Vicom A/V solutions begin with a site survey conducted by Vicom personnel; then, utilize the information provided by the end-users and our Design Engineers. This allows us to integrate the best possible equipment to fulfill the need of the agency or organization.

Vicom's experience in AV, Data, Voice, Video, Security and Infrastructure Cabling allows our design team to better understand how different technologies impact the integration of products. This team approach allows us to properly evaluate the capabilities of each offering and provide proper solutions.

E. Pricing:

In our response, Vicom has established a ceiling price in the form of a "percentage off" of list price for each category and manufacturer. This is the minimum discount level and could be significantly improved with each engagement depending on size, time of year, visibility, current or temporary promotions, etc. Therefore, the actual discounts could be increased which would ultimately minimize the investment required by the client.

F. Conclusion:

Vicom, a SWaM Company (Cert # 6782), understands the environment, how to engage contracts and will vigorously market the VASCUPP Contract. We will successfully market AV Products and Services by utilizing Vicom's proven methodology, leveraging our partnerships with multiple manufacturers and by offering great pricing tailored to specific requirements and solutions.

Vicom is ready to continue to work with VCU to make this a successful contract.

XV. VICOM PROFILE

A. Corporate Overview

Vicom is a locally owned ESOP and SWaM business that provides full-service design and integration in Audio/Visual, Voice, Data and Security Products.

Vicom's Audio/Visual Team provides a full range of world-class products to organizations and will design, deliver and install the correct level of products to customers based on their requirements. Technology is only part of our solution. Vicom, for the past 15 years, has provided dependable, highly responsive service and support, complete with the solution when desired by the client. The end-result of our engagement process is superior customer satisfaction.

Our support portfolio includes comprehensive Integration Services – including all segments of Room Integration Products, Support Services for immediate resolution of issues through our Extended Maintenance Programs, and a variety of Training programs.

In addition to our strong support from the Vicom team, our company has strong direct vendor partnerships that can provide an additional layer of support for our products and services. Some of our primary partnerships are the following industry leaders: Polycom, CISCO, Panasonic, Crestron, AMX, SMART Technologies, InFocus, Da-Lite, Chief, Spectrum, and Extron. These partnerships, coupled with the investments in our employees for training and certification will allow us to support all functions as outlined in the RFP now and in the future. Our AV Engineers meet with over 50 manufacturers each year to discuss trends in technology and new solutions being introduced. Our Engineers and Service/Support Staff are factory trained on the products that we provide to our customers and hold certifications including, but not limited to:

- a. CTS Certified Technology Specialists
- b. BISCO RCDD

- c. CVE Certified Video Conferencing Engineers
- d. Certified Crestron Programmer
- e. Certified AMX Programmer
- f. DMC-D DigitalMedia Certified Designer
- g. DCJS Department of Criminal Justice Services Certified
- h. EAVA Extron AV Associate Certification
- i. SCTP Stream Control Transmission Protocol
- j. SMART Technologies Master Trainer
- k. SMART Technologies Certified Service Technicians

Our experience and expertise in the SLED market is very broad across the Commonwealth of Virginia in many different localities. VIcom has established itself as a “go to” partner for many of the local Universities, K12 Public & Private school systems, and Cities / Counties from our Virginia Beach and Richmond offices. VIcom has provided new equipment and solutions to existing schools and office facilities, as well as providing equipment and services on large projects and new construction projects, where VIcom designed and integrated the AV solutions.

VIcom is confident that we can meet the needs of the Commonwealth of Virginia through this contract and the current AV Contract that we have been awarded through Virginia Commonwealth University (VASCUPP Contract #4394459JC-13).

a. Corporate Identity

VIcom, organized in August 2001, is a locally owned and operated ESOP and SWaM business in Virginia. There is not an additional parent organization. VIcom currently has two strategically placed locations which service the Commonwealth, giving us the scope and reach to support A/V installations throughout the various regions of the state. VIcom is also a member of The Small Business Association.

VIcom web site – www.VIcom-Corp.com

VIcom addresses:

VIcom Corporation – Corporate Office

5361 Cleveland Street

Virginia Beach, VA 23462

Presales Engineering & Sales: Tel: (757) 490-7777 | Fax: (757) 499-3394

Service: Tel: (757) 481-8100 | Email: dispatch@VIcom-corp.com

VIcom Corporation – Richmond Office

1580 E. Parham Road

Richmond, VA 23228

Presales Engineering & Sales: Tel: (804) 261-3836 | Fax: (804) 261-4131

Service: Tel: (804) 716-4600 | Email: ricdispatch@VIcom-corp.com

VIcom Important Identification Numbers:

FEIN #:	54-2049304
State Corporation Commission #:	0563548-7
Duns #:	048035872
Class “A” Contractors License #:	2705-068477A

DCJS #: 11-6695
Current VASCUPP #: 4394459 JC-13
SPIN #: 143026749
SWaM Certificate #: 6782

See XVI (Section 5 in the binder) for required documents.

b. Organization and Structure

VIcom is a strategically structured company which provides technology to improve collaboration and communication. VIcom has two business units and appropriate teams to provide current and relevant technologies. One team is primarily (AV) Audio/Visual and includes a strong portion of Video expertise and capabilities. The second team is primarily (V/D/S) Voice / Data / Security. In response to this bid VIcom is focusing only on Audio/Visual products and services. The Principles, Administrative Staff and Sales Managers support and reside over both teams in each location. The Design Engineers, Installation Engineers, Programmers, Trainers, and the Service & Support Technicians in each location all have specialties and certifications in their area of expertise.

With two (2) separate office branches, located in Virginia Beach and Richmond, the company is geographically positioned to cover the Commonwealth of Virginia. In addition, additional staffing of remote Engineers and Technicians is scattered throughout the Commonwealth and can reach most areas within a reasonable amount of time. We currently have a company size of 80 +/- employees, including certified technicians and deploy over 25 service and delivery vehicles.

VIcom considers its employees our #1 resource. They are what makes us who we are, and we focus and strive to keep a trained and certified workforce. Our typical business model is to provide installation and service using our own trained staff. There are times, most often in support of manufacturer specific software, that our customers will receive support from our Vendor Partners through a “teaming agreement” with VIcom. This rarely occurs, but is typically used in engagements with high visibility and when the products are on the early adoption phase of their lifecycle.

c. Locations

VIcom has two (2) brick and mortar locations and both locations are fully staffed with local Management, Administration, and Service, Presales engineers, Sales and Warehouse personnel. Both locations have a warehouse and configuration center as well as multiple delivery vehicles. The offices are located at:

VIcom Corporation – Corporate Office

5361 Cleveland Street

Virginia Beach, VA 23462

Presales Engineering & Sales: Tel: (757) 490-7777 | Fax: (757) 499-3394

Service: Tel: (757) 481-8100 | Email: dispatch@VIcom-corp.com

VIcom Corporation – Richmond Office

1580 E. Parham Road

Richmond, VA 23228

Presales Engineering & Sales: Tel: (804) 261-3836 | Fax: (804) 261-4131

Service: Tel: (804) 716-4600 | Email: ricdispatch@VIcom-corp.com

d. Strategic Relationships

VIcom plans to perform most all of the work with VIcom employees, however specific

subcontractors may be used on occasion as the need arises and where DSBSD can be leveraged.

Because we are a true integrator, we understand how to integrate products provided from a multitude of manufactures and have experience in combining solutions to make the overall installation a success. This approach allows us to decrease downtime and interruption of service.

Vicom also has several strategic Distribution relationships, providing us several sources to acquire product and services.

Vicom is a USAV Dealer, which bonds a select group of qualified ProAV integrators into an elite nationwide industry team. This team of integrators is located throughout the U.S. and expands partnerships with top ProAV manufacturers and service providers, and leading industry associations. This partnership of USAV ProAV Integrators provide clients with the benefit of a nationwide network of specialists and personal relationships with local AV experts.

Vicom is continually working to maintain and exceed all of our vendor requirements. Vicom has over thirty (30) key manufacturer relationships that require certifications to market their products and services, and maintain partner levels. With regards to this RFP Vicom has partnered with all of the manufacturers that we carry under the AV banner.

B. Financial Information

Below is the total annual audio visual revenue for the past 3 years. Additional information is available upon request.

\$ 18.461 Million	2013	\$ 12.463 Million in Audio / Visual
\$ 19.944 Million	2014	\$ 12.621 Million in Audio / Visual
\$ 22.022 Million	2015	\$ 13.184 Million in Audio / Visual

C. Future, Long Term Vision and Strategic Plans

Vicom is an ESOP and SWaM company, with 15 years of history in marketing of A/V and other technologies, and we have been very successful. As part of our Future, Long Term Vision and Strategic Plans, it is our duty to maintain existing client relationships and to expand and grow new client relationships in both the Virginia Beach and Richmond Offices, to drive revenue and profit growth.

Our history indicates that we have grown organically and in addition, we have grown in market share by acquisition.

Our Mission Statement:

“to be recognized as the premier supplier of high quality products...”

“to identify and implement cutting edge technologies to realize strategic initiatives...”

“to maintain our ability to provide the most responsive service in the industry...”

The current direction of possible future plans for another office in the Western and/or Northern regions of Virginia is being discussed but currently not an action item. Planned growth is based on previous expansion from Virginia Beach to the Richmond area, physical growth from 10 employees in 2000 to 80+ employees currently and the creation of the ESOP – Employee owned company.

Vicom has many new and existing clients that would appreciate to continue leveraging this contract with Vicom. Currently, we have had great success with our customers utilizing the VASCUPP contract in place, through direct contracts or with use of other cooperative contacts. Vicom welcomes the opportunity to continue working with VCU as an additional means to market our

products and services to the SLED agencies of the Commonwealth.

VIcom regularly attends InfoComm, an internationally recognized forum for the Audio/Visual industry. This is done annually to evaluate current and upcoming audio visual technologies. Many audio visual manufacturers visit VIcom throughout the year to train our staff on new products and software. VIcom's audio visual design staff is constantly attending manufacturer training via webinars, off-site training classes and certification level training. As technology advances, VIcom is educated on the new technology. Over the years, VIcom has witnessed tremendous advances in the technology we represent. These advances have changed the design of our systems while providing a higher value to our customers. We expect even more changes in the future and accept these new and exciting challenges.

VIcom regularly evaluates new technology in a lab type setting prior to rolling it out to customers. The technology is evaluated by several criteria -- Value to clients, Capability, integration complexity, Reliability, Network requirements, and Cabling requirements. VIcom most recently evaluated the transmission of 4K resolution over different types of category cabling at maximum distances.

Because VIcom is also an IT organization, (Voice/Data/Security) with a dedicated IT Staff, we believe this gives us a strategic advantage over non-IT, AV based companies. The majority of audio visual equipment can be connected, monitored and managed over IT networks, and virtually all video communication traffic is done via IT networks. We believe our in-depth knowledge of IT networks allows us to provide superior service to customers with AV equipment connected to networks or running on cloud-based services.

VIcom is unique in our SWaM status, our multi manufacturer authorization, and our integration and collaboration capabilities, and that assist us in our plans for future growth.

D. Customer References

Old Dominion University (ODU)

Dwayne Smith
1316 Perry Library
Norfolk, VA 23529
dlsmith@odu.edu
(757) 683-5940

Overview of projects and scope of services provided: VIcom has provided several system throughout the campus of ODU. Systems include classrooms, conference rooms, digital signage, specialized meeting spaces, video wall solutions, and entire building paging systems.

Virginia Commonwealth University (VCU)

Jeff Smith
901 Park Ave
Richmond, VA 23284
jssmith2@vdu.edu
(804) 828-1099

Overview of projects and scope of services provided: VIcom provides audio visual systems for classrooms, conference rooms, offices, lecture halls, and auditoriums. We have also provided solutions for sound masking/speech privacy systems and video systems for clinical research spaces.

Federal Reserve Bank of Richmond

Greg Boyd
701 E Byrd Street
Richmond, VA 23219
greg.boyd@rich.frb.org
(804) 697-8855

Overview of projects and scope of services provided: Through an exclusive contract with the Federal Reserve Bank of Richmond, Vicom has provided all audio/video support for the bank since November of 2012. The contract was just renewed for another three years. As part of this contract, Vicom also provides tactical upgrades, which include designing and building of new AV systems in many different types of spaces ranging from small huddle rooms to auditoriums. Additionally, Vicom was chosen to upgrade the bank's camera system from analog to IP based security cameras. Done in two phases, this project involved the replacement of over 500 cameras in this highly secure environment.

City of Norfolk

Mercinda Fiedorczyk
401 Monticello Ave, Suite 300
Norfolk, VA 23510
mercinda.fiedorczyk@norfolk.gov
(757) 823-4262

Overview of projects and scope of services provided: Vicom provided system solutions for the new Slover Memorial Library. The Slover Library consists of three buildings – the Historic Seaboard Building; the Slover New Addition; and the Retail Space - Selden Arcade. The Slover Library contains technology-enabled spaces rich with audio visual systems including: training rooms, conference rooms, public computing spaces, staff offices, general public seating areas, digital interactive areas, as well as the masterful meeting room on the sixth floor which has a topnotch array of A/V capabilities.

Virginia Community College System (VCCS)

David Cooper
300 Arboretum Place, Suite 200
Richmond, VA 23236
dcooper@vccs.edu
(804) 819-4696

Overview of projects and scope of services provided: Vicom has provided several difference solutions for VCCS to include digital signage, multiple AV installs and door access control. The audio visual installation range from huddle rooms to board rooms. There are also Crestron systems in conference rooms to include room combining solutions.

Hampton Roads Sanitation District (HRSD)

April Cooke
1434 Air Rail Avenue
Virginia Beach, VA 23455
acooke@hrsd.com
(757) 318-4324

Overview of projects and scope of services provided: Vicom began providing Video Conferencing and Audio Visual solutions for HRSD in 2011. We have designed and installed Video Conferencing at local and remote offices to provide VTC for Commission meeting, management meetings and Apprentice Training. The VTC solution included Polycom VTC with Crestron control systems and audio for the room. In addition, we provided all of the AV for the new facility which was opened in 2012. Vicom has also provided HRSD with

Audio Visual solutions for numerous conference rooms, Room Audio Conferencing, Video Recording, Digital Signage and Wayfinding system for the main entrance to their South Shore facility. We are in the process of expanding their Apprentice Training locations to include additional VTC classrooms to provide centralized training from the main locations. We are also working with them to provide a Skype for Business solution for connecting to other small offices within the organization and to existing Polycom VTC systems.

City of Chesapeake

David Bakhshae
306 Cedar Road, 5th Floor
Chesapeake, VA 23322
dbakhshae@cityofchesapeake.net
(757) 382-6133

Overview of projects and scope of services provided: VIcom has worked with several departments within the City of Chesapeake. We have provided video conferencing and audio visual solutions for the police and fire departments. The Police precincts are used for local and remote training and meetings. The VTC solution includes Polycom with Crestron control systems, SMARTBoards and audio for the room. In addition, we provided all of the AV for all Public Library Branches since 2006. VIcom has also provided City of Chesapeake with audio visual solutions for numerous conference rooms, room audio conferencing, video recording, digital signage and cameras. We are in the process of expanding the Video Arraignment Solution to additional courtrooms in Chesapeake. We have also provided a Digital Signage solution which is used at TV Operations to broadcast announcements on the City's Public Service Channel 47.

Virginia Lottery

Mitch Belton
900 East Main Street
Richmond, VA 23219
mbelton@valottery.com
(804) 692-7136

Overview of projects and scope of services provided: Utilizing the VASCUPP contract, the Virginia Lottery has used VIcom to add and upgrade many AV systems at the banks current headquarter location, and at their Prize Zone locations throughout the state. VIcom has also been selected to provide all audio video systems at the Lottery's new headquarters. This project is currently nearing completion.

E. Performance Standards Methodology

VIcom has consolidated its Corporate Software Platform into a system that is completely integrated. This allows us to have our Accounting Information, Service Dispatch, Customer Management, Helpdesk, Remote Monitoring, Customer Documentation and Inventory information to be accessible and linked together. VIcom can track service calls and sales activity from the same system, allowing our account representatives a visual status of all aspects of their accounts. We track each event from the process of sales order through to the completed integration and follow up service if required.

VIcom also has not forgotten about the simple process of customer communication. We have a Customer Relationship Management Plan that includes sending out customer satisfaction surveys, monthly and or quarterly reviews and customer focused reports detailing response times and performance standards.

Vicom uses the following approach to successfully provide Project Management and Control towards the project completion:

Phase I: Needs Analysis and Preliminary Design

This is the stage where a detailed Needs Analysis is performed and an overall system design is proposed. Typically this would include a site visit by an expert in the design and planning of facilities and a series of meetings with customer representatives.

Phase II: Detailed Design

A “Site Manager” is assigned at the start of Phase II and will follow this installation to its successful completion. This individual will be responsible for all technical questions and concerns relating to content and performance.

Phase II involves the Pre-Design Survey with a Site Manager confirming all site-specific details. The Site Manager’s responsibilities include verification of power requirements, cabling needs and access, and firmly establishing any pre-existing functionality that needs to be maintained. The engineering design is undertaken and a detailed list of materials is generated.

Phase III: Implementation

The Implementation Phase begins with Technical Project Management Services. These services include the purchasing and coordination of all materials and deliverables, ongoing communications with customer representatives regarding planning and scheduling of the project implementation.

All new materials will be received at Vicom facilities where they are inspected and tested. All equipment components, cables, and hardware would then be delivered to the customer for installation by a team of Vicom Integration Services personnel, including Engineers, Technicians and/or Product Specialists. All control software will be designed and coded. The control system will be staged with all of the new equipment provided by Vicom to ensure proper operation, as far as is practical.

As defined in Phase II, integration consists of installing all components as required for the project. Vicom will supply the necessary wiring and cabling to properly connect these components. Components would then be connected to the facility AC power through the existing receptacles. The customer is responsible for any network and/or AC power requirements. These activities must be accomplished in accordance with the installation schedule.

Upon completion of installation, the Vicom Team will conduct thorough on-site systems testing and tweaking as necessary to ensure proper functionality and control are established to achieve project requirements.

Phase IV: Training and Support

Key users or administrators for the project will be given an orientation in the operation of the equipment during a room-by-room system demonstration and checklist review. The orientation will be held on-site at the conclusion of the installation and testing by Vicom. Additional on-going training is also available on request and will be quoted separately.

Vicom understands how important professional development is in the IT community and how important it is to have the skills to support and manage solutions once it has been installed. Vicom believes this is so important that we have hired an Education Consultant and Trainer.

Dr. Michael Rossi has been with Vicom since 2010, providing E-Rate consulting, training and sales support. The response from our customers, and the success of this program, has allowed us to expand our offering and support. Our partnerships with manufacturers have provided us with the ability to offer the desired training with the installation of these products.

F. Broad Expertise, Single Vision

Vicom represents the single largest, and most diverse collection of integrated systems and communications experts in Hampton Roads. Vicom is strategically organized to allow experts from each technology division (AV, Video, Voice, Data, and Security) to engage in projects as needed while promoting collaboration between divisions to further strengthen the development, implementation and support efforts. Vicom's unique composition of fully-capable AV and Voice/Data/Security divisions allows Vicom to provide truly Unified Solutions.

Vicom specializes in the management and support of information technology products and services and our clients recognize the benefits of allowing an IT management company to maintain and support the business critical systems and processes that keep your institution productive. Vicom's IT Services delivers the solution with expert technical assistance and network support for any size organization, ensuring high network uptime and security, as well as fast and courteous issue resolution.

Vicom is equipped with engineering expertise and versatile professional support that is structured to provide specialized solutions that focus on these specific needs. Vicom can provide Onsite Support, Remote Support, Network Maintenance, Server Maintenance, Critical Component Monitoring, Email Alerting, and Support Services on all servers and network related equipment.

Unique advantages to utilizing Vicom's services include the following:

- a. Expertise in numerous facets of Network/IT Mgmt., including Voice & Data communications
- b. Collection of diverse staff resources to rely on including Professional Services, Technical Services and Engineering Services
- c. Tailored plan and flexible contract structure that can be modified based on needs
- d. Consistent, dedicated support staff
- e. Proactive Support
- f. ConnectWise Ticket and Customer Management platform
- g. LabTech Remote Monitoring and Remote Management platform
- h. Logistic Coordinator assigned to your account
- i. NOC - Network Operations Center staffed for quick remote support.

Vicom's Service Department and Network Operations Center (NOC) provides a full staff of support engineers and technicians on duty to receive your call. Vicom has extended our service support hours with the addition of support personnel on both the east and west coasts. The process of opening a ticket is simple; you can either email or call our dispatch operators. If you email us, a ticket will be opened automatically and a response email with confirmation will be sent in reply. If you choose to call our office, the ticket will be entered by our dispatch coordinator and then an email response will be sent in reply.

Our new ticketing platform is easy to use and can provide the customer with updates. Any work done on your ticket will generate an automatic email to the customer with information regarding ticket status and/or update from support personnel currently working on the request. If you need to add update information, the customer can simply reply to ticketing confirmation and the ticket will be automatically updated with your information. Tickets are also marked with the appropriate business impact level.

G. Service and Support Management

1. Post Implementation and Account Management Plan

Service implementation would include the formation of an assigned team of technical and support personnel. This team will have clearly defined roles and responsibilities directly tailored to the final scope of services proposed.

Vicom utilizes the business process automation software suite consisting of ConnectWise, Screen Connect, LabTech and Quosal.

An exclusive ConnectWise service board will be generated for service requests specific to the servicing of this award.

To achieve service level targets two methods of reporting are available. For high priority incidents (P1 & P2) calling into the service department via a dedicated phone number is recommended. The call will be triaged and classified by priority. For lower priority (P3 & P4) and requests, an email to a dedicated email account is preferred.

Both of these reporting methods will generate a service ticket. Tickets are assigned based on priority and remediated with adherence to the published service level agreements.

The following tables define Vicom’s priority matrix for incidents and requests. These priorities are based on practical application of AV/VTC Systems and they are mapped within our service automation system.

Tickets are initially categorized as either an **Incident** or **Requests**.

- **Incident** tickets are for AV/VTC service interruptions.
- **Requests** are for new install functionality that takes less than 4 hours to implement. They are covered by time and material billing parameters. Requests that take more than 4 hours to implement are considered new projects, are scoped and quoted/billed on a fixed-fee basis.

Incident tickets are prioritized by **Severity** and **Impact**, as defined in the chart below.

Requests are prioritized as either **Standard** or **Urgent**.

		NUMBER OF USERS AFFECTED		
		High Severity Entire company is affected	Medium Severity Departments or workgroups are affected	Low Severity One user or small group is affected
Business Impact	High Impact Major business processes are stopped	Critical Priority 1	High Priority 2	Medium Priority 3
	Medium Impact Business is degraded, but there is a reasonable workaround	High Priority 2	Medium Priority 3	Low Priority 4

Low Impact
Operational but restricted
or hampered

Medium Priority 3	Low Priority 4	Low Priority 4
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Figure 1 – Incident Priority Matrix

VIcom addresses tickets based on Service Level Agreements (SLAs). Once a Ticket’s priority has been established, an SLA timer begins for the Ticket. The chart below defines each priority and the expected SLA response and resolution times.

Priority	Incident Severity	Definition	Initial Contact Response Time	Desired Time to Resolution (Business Hours)	Examples
1	Critical	Complete loss of functionality. Outage prevents emergency response or life-saving dispatch	1 hour	2-4 Hours	National or local Disaster/Emergency situation that requires 911 level Response Systems; Remote Medical Diagnosis
2	High	Significant degradation of service. Affecting multiple users or high profile room	4 hours	12-16 hours	Video Bridge inoperable or AV System Server inoperable. C-Level Meeting Room inoperable. General Rooms inoperable with pending large scheduled event.
3	Medium	Service degradation (operations are being conducted with work around in place)	8 hours	3 business days	Loss or sound\microphones. Inoperable control panel. Loss of all display(s).
4	Low	Small service degradation (operations are being conducted with inconvenience)	8 hours	4-6 business days	Isolated system failure, system is usable. Unable to share content Partial loss of display, but another display is operable.
N/A	Request	General user request for non-priority tasks	8 hours	Scheduled per occurrence	Firmware update request. System Cleaning. Additional Training.

Figure 2 – Service Level Expectations

2. Account Management Plan

VIcom would like all request to come into our facilities in the form of an email or phone inquiry.

Sales inquiry email is established so that no request goes unnoticed. The email is sent to a group within VIcom who will dispatch the request to Account Executives to contact the individual agencies and organizations.

VIcom is project based and if the inquiry requires a quote turnaround & no integration or installation the lead will be sent to our inside team for quote generation.

If the quote or inquiry requires design, and detailed qualification (recommended on all

projects) the Account Executive will set up the appropriate con calls or client visits necessary with members of our Engineering Design team.

Engagements will begin with the opportunity being input into our tracking system, along with all documents that are supplied to us by the end users. These include drawings of the proposed idea, architectural drawings, any compliance information and site specific information.

The Design Engineers will then create a proposal using the contract discounts and service rates.

The Account Executive and the Design Engineer will then present the proposal to the appropriate contacts at the agency or organization.

Follow-up meetings and con-calls necessary to fine tune the design are sometimes needed as more information becomes available to the end users.

Once the agency is satisfied with the proposal which will include a SOW, BOM, Assumptions, Pricing, we are hopeful for the next step being a PO from eVA.

Product acquisition, installation, testing, signoff will all follow.

Sales email request VASCUPPsales@Vicom-corp.com

Vicom’s approach to the award of said contract will be unique to our offerings. We will target the higher education institutions or divisions, as well at the local governments in our immediate areas near our offices first and then branch out from there. Project Team

3. Project Team

Below is a list of key members of the project team to include Account Executives, Engineers, Integration Managers, Project Managers, Technicians, etc.

Dennis Schliske	President	VASCUPP Contracting Manager (RD/VB)
Rob Krupp	Managing Director	VASCUPP Contracting Manager (RD)
Bart Cardea	Account Executive	Contact & manage client relationships, VB
Melanie McCaleb	Account Executive	Contact & manage client relationships, VB
Dr. Michael Rossi	Account Executive	Contact & manage client relationships, VB
Jim Mattson	Account Executive	Contact & manage client relationships, RD
Steve Shubick	Account Executive	Contact & manage client relationships, RD
Kathy Adkins	Business Development Mgr	Virginia Beach/Hampton Roads Area
Kenny Bowman	Business Development Mgr	Richmond Area
Avery Prindall	A/V Engineer	Work with client to develop solutions
Matt Ayers	A/V Engineer	Work with client to develop solutions
Nate Brown	A/V Engineer	Work with client to develop solutions
Rick Cunningham	Voice/Data/Security Mgr.	Virginia Beach Office
Rebecca Johnston	Project Manager	Coordinate engagements, VB
Janice Lohmann	Project Manager	Coordinate engagements, RD
Aaron Knighten	Systems Engineer	Remote & Onsite Technical Support
Michael Floyd	AV Services Tech	Lead Service Tech: Fed, State, Local Gov
Mike Talbot	AV Services Tech	Virginia Beach Office
Todd Ryan	AV Services Tech	Virginia Beach Office
Michael Waldbaum	Programmer	Work with client on system programming
Sharon Mason	Video Engineer	Virginia Beach Office
Greg Payne	Professional Services	Virginia Beach Office
Nick Schliske	AV Manager-Integration	Virginia Beach Office
Paul Foreman	AV Manager-Integration	Richmond Office

Chris Anderson	Senior AV Service Tec	Richmond Office
Kevin Spagnolo	Comm. & AV Services Tech	Richmond Office
Christopher Olsen	Senior AV Operation Tech	Virginia Beach Office
Jim Meincke	Service Operations Mgr.	Virginia Beach Office

Account Managers are responsible for initiating customer relationships and inputting any and all projects into our CRM. This will generate the start of our entire integration process described above. Once a project is entered into the system, a ticket is created to get a Pre-Sales Engineer involved to develop the solution for the client. The Account Manager will then arrange for the engineer to go on-site to access the facility requirements. The Engineer will then produce a design which includes everything needed to supply the customer with a full solution to meet their needs and then our CRM will notify the Account Manager and Sales Manager that the opportunity is ready to be proposed to the customer. The Account Manager will then create a SOW and pricing which is delivered to the customer as a Proposal.

Delivery is simple. The Account Manager, and sometimes the Engineer, will schedule a an appointment to sit down and review the solution with the customer, making sure they fully understand the entire solution and answering any questions they may have about moving the project forward. Once the customer approves the proposed solution and signs the SOW/Proposal, the Account Manager marks the opportunity "Won" in our CRM and it is then moved automatically into the next stage of our system. Accounting makes sure that the financial requirements are met and then they move it into a status that allows for the products to be ordered. Our CRM then shows this project on our Project Board as "waiting on product". Once all product is received, the project shows up as "ready to be scheduled" and a Project Manager is assigned. That Project Manager will contact the customer and schedule all the resources needed to proceed with the installation of the project, on time and within budget.

The Account Manager responsible for this contract will be working on it at least 40-50% of the time, following all phases, until all entities are contacted and every opportunity explored. Service Technicians and Engineers are made available to work on these and all opportunities as they come in. The Sales Managers, working along-side the Engineers and Engineering Managers, work together to make sure we meet our customers' needs in a timely manner.

See Section XVI.F. for employee bios and resumes (Section 5 in the binder).

XVI. Supplemental Documents

A. State Corporation Commission

Vicom is a corporation with the following SCC identification number: 0563548-7

B. Contractor's License

COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPRES ON
04-30-2018

NUMBER
2705068477

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
***CLASSIFICATIONS* ESC**



VIRGINIA INTEGRATED COMMUNICATION
VICOM
5361 CLEVELAND ST
VIRGINIA BEACH, VA 23462




James W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)
(DETACH HERE)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation
CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

***CLASSIFICATIONS* ESC**
NUMBER: 2705068477 EXPIRES: 04-30-2018

VIRGINIA INTEGRATED COMMUNICATION
VICOM
5361 CLEVELAND ST
VIRGINIA BEACH, VA 23462



Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (05/2015)

C. DCJS

Commonwealth of Virginia



Department of Criminal Justice Services
certifies that

Virginia Integrated Communication
T/A: VICOM

has complied with Chapter 27,
Title 9, Code of Virginia
Providing for Licensing as a

Private Security Service Business

BU06 Electronic Security Services

11-6695

License ID #

06/30/2017

Expiration Date

Teresa Goach

Director, Division of Regulatory Affairs

D. SPIN



Schools and Libraries Division

FORM 471 RECEIPT ACKNOWLEDGMENT LETTER
(Funding Year 2015: 07/01/2015 - 06/30/2016)

April 24, 2015

Ronald Hughes
Virginia Integrated Communication
5361 Cleveland St.
Virginia Beach, VA 23462

Re: SPIN - 143026749

This notification is an acknowledgment that USAC has received FCC Forms 471, "Services Ordered and Certification Form," containing Funding Request Numbers (FRNs) that list your Service Provider Identification Number (SPIN). Please keep a copy of this letter for your records.

Your school or library customers, as noted below, have applied for Universal Service support for their advanced telecommunications needs. The total amount of the pre-discount costs for the funding requests contained in this letter is \$31,492.58. You may receive additional letters that feature funding requests received by USAC in other FCC Form 471 applications.

The FRNs listed in this Form 471 Receipt Acknowledgment Letter (RAL) were successfully filed within the application filing window.

REMINDERS REGARDING THE RAL

- This letter does NOT contain any decisions concerning requests for discounts.
- See "Guide to USAC Letter Reports" posted in the Reference Area of our website for a description of each individual field in the following Form 471 RAL Line Item Request Report (Report).
- Work with your customers to provide assistance with submission of complete Item 21 information.

Review the attached Report for any errors. If you identify any errors, we recommend that you contact your customers as soon as possible so that they may request allowable corrections as described in their letter and on our website.

Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685
Visit us online at: www.usac.org/sl

E. SWaM



Home >> Small, Women and Minority (SWaM) Vendors Search >> SWaM Search Results

Small, Women and Minority (SWaM) Vendors Search

[<< Return to the SWaM Vendors Search](#)

Search by **company name = vicom**
The following result(s) sorted by company name.

Total 1 search result(s)

SWaM Type	SWaM Cert#	Expiration Date	Company Name/Mailing Address	Pcard	Description of Services
S	6782	09-13-2019	VIRGINIA INTEGRATED COMMUNICATION INC Doing Business As: VICOM 5361 CLEVELAND ST VIRGINIA BEACH, VA 23462 Contact: PATTI WILLIAMSON Phone: (757)490-7777 Fax: (757)499-3394	N	NIGP Code and Description 72600 VIDEOCONFERENCING/TELEPHONE SYSTEMS SALES & SERVICE 83885 83834 98512 93937

Note

- MS or WS in the SWaM Type column indicates the business also has small business certification.
- Before printing, ensure that your browser print setup is set to landscape.

Expiration date with * indicates that business is pending for recertification.

Expiration date with ** indicates that business currently has 'Provisionally Approved' status. The Department of Small Business and Supplier Diversity (SBSD) must receive all required supporting documents 15 days prior to the expiration date to allow processing or the certification will automatically expire.

Company name with *** indicates that business is a "Service Disabled Veteran owned" business.

F. Key Personnel, Bios and Resumes

Rob Krupp – Managing Director (Richmond):

Responsible for managing all aspects of the Richmond Region, most importantly focused on VIcom's service delivery, customer service and integration capabilities. In addition, Rob directs all sales efforts, while coordinating the region's technical and account management team members for cohesive communication and performance for our customers. He is involved in all facets of strategy development to improve operations and support infrastructure, open new sales avenues, and drive growth.

Steve Shubick – Senior AV Account Manager (Richmond):

Since joining the VIcom team in the Richmond branch in January 2012, Steve has successfully discovered and expanded relationships in a wide variety of accounts in Central Virginia. Included among those accounts are local businesses, trade organizations, K-12, Higher Education, Fortune 500 and Local, State and Federal Government. Steve has over 25 years of sales, executive management, marketing and project management experience. His diversified background and technical acumen allows him to understand the many challenges faced by his customers. Steve holds various sales and management certifications as well as manufacturer sales and technical training from many companies including Polycom, SMART, Crestron, BiAmp, ClearOne, Barco, and others.

Paul Foreman - Integration/Service Manager (Richmond):

Paul has grown up in the sound and communications industry. Starting in his teens, Paul has worked as a technician, systems designer, manufacturer's representative, consultant, and in various management capacities. He has been an instructor for the National Systems Contractors Association, and served as a presenter for the Virginia Society AIA, Virginia Educational Facilities Planners Association, and at multiple worship technology seminars throughout the years. He started with VIcom in 2012 as an Account Executive, and moved to Integration/Service Manager in early 2014.

Dave Melton - Project Manager/Logistics Coordinator (Richmond):

With nearly 30 years of technology experience, Dave brings comprehensive real-world experience to his Project Manager role. He benefits from having prior installation, logistics, and operations experience which allow him to understand the day to day challenges faced by both VIcom's integration team and our customers. In addition to practical experience, Dave carries a wide industry and technical certifications.

Amanda Newton- Service Coordinator/Contract Administrator (Richmond):

In her role as Service Coordinator, Amanda is responsible for managing, prioritizing and dispatching service calls. By utilizing our service ticket tracking system, she is able to effectively manage a wide variety of requests with maximum efficiency. With nearly 15 years of service, office management and operations experience, she brings a comprehensive skillset and an unwavering desire to provide premium customer service.

Chris Anderson – Senior AV Services Technician (Richmond):

Chris has served as the primary AV technician for the Federal Reserve for several years. His intimate knowledge of The Bank's systems, processes, access procedures and security requirements allow him to work efficiently and effectively. He has many years of experience in the AV industry and holds certifications from AMX, Crestron, BiAmp, ClearOne and others.

Nate Brown – AV Pre-Sales Engineer (Richmond):

With decades of experience in the AV industry, Nate is well qualified to properly and cost effectively engineer AV systems. Prior to joining VIcom, Nate ran his own AV services company and served a wide variety of private and public sector accounts. He has a broad base of knowledge and is a Certified Crestron programmer. He holds certifications and has completed training on a wide variety of audio video products.

Jim Mattson – Senior AV Account Manager (Richmond):

Since joining the VIcom team in the Richmond branch in August 2016, Jim has successfully identified and solidified relationships in Central, Western and Northern Virginia. Included among those accounts are local businesses, trade organizations, K-12, Higher Education, Enterprise, SMB and Community Service Boards. Jim has over 25 years of sales, executive management, marketing and project management experience as well as 15 years' experience as AV end-user in the corporate market. Jim's background with diverse users and technologies lends practical knowledge to all collaboration and communications projects. Jim holds various sales and management certifications as well as manufacturer sales and technical training from many companies including Polycom, Cisco, Crestron, Extron, Cyviz, Planar, BiAmp, ClearOne, Barco, and others.

Melanie McCaleb – Account Executive: Melanie has recently joined the VIcom team but has over 15 years of experience in the Audio Visual Industry. She has been an Account Executive for the past 6 years and has held numerous technical positions prior to that to include an Installation Technician, Project Manager, Systems Programmer, and AV Systems Design / CAD Engineer. Her unique technical background gives her the ability to conceptualize systems for clients based on customer needs and budgets. Melanie has completed work for multiple clients including Norfolk State University, Virginia Beach City Public Schools, City of Suffolk, and Dollar Tree. She has earned industry certifications from InfoComm International®, Extron School of AV Technology, SMART Technologies, and was a Crestron Certified Programmer.

Kathy Adkins – Business Development Manager

Kathy Adkins joined the VIcom team in May 2003, after spending 21 years in sales and management for a local technology company. During her tenure in the Information Technology Industry, Kathy held positions as Marketing Manager, Training Division Manager and Business-2-Business Sales.

With 12 years of experience in the Audio Visual/Video industry, in her role at VIcom as Major Account Executive, Kathy supported accounts for the corporate, education and local government sector. She worked with VIcom's engineers, technicians and vendors to develop and deliver the best solutions to her clients. Kathy has developed numerous major accounts in the public and private markets, and has managed enterprise projects at the local and national level.

In Kathy's newest role as VIcom's Business Development Manager, she is working to build strategic relationships with new businesses and current VIcom customers in the Hampton Roads area. In addition Kathy will be working with our Sales, Marketing and Manufacturers to increase market awareness of new technologies and market trends.

Avery Prindall – Manager, AV Engineering Services

Avery joined VIcom in 2004. He and his team assist the VIcom AV sales team with creating unique customer focused solutions that fit their specific requirements and budget. As a manager, Avery also assists with managing the engineering workload, progress tracking & reporting, developing company methods & procedures, evaluating products & solutions, creating & managing vendor relations, keeping pricing current, training employees on new software & processes, staff certifications, continued education, following industry standards, attending management meetings and performing reviews.

In addition to managing the Engineering Services group, Avery also works as an AV Systems Design Engineer. Over the years he has designed thousands of audio-visual systems for VIcom customers. These systems range from a simple projector systems to executive style videoconference facilities and large auditorium systems. He has also assists with designing the demo room systems for the VIcom offices in Virginia Beach and Richmond.

Matt Ayers – AV Pre-Sales Engineer: Matt joined the VIcom team in October 2003 after spending 5 years on active duty in the US Navy as an aircraft electrician and 2 years as a lead technician installing home theater systems where he learned the ropes in the audio/video industry. He joined the US Navy Reserves in September 2002 and continues serving to present day. After his arrival at VIcom as an Associate AV Technician, Matt held positions such as AV Service Technician, Project Manager and AV Service Department Manager before being assigned to his current role in AV Engineering Services in 2009. Matt has conferred

with higher education, K-12 schools/districts, corporate, medical and government officials to design AV systems and develop solutions for problems such as travel constraints, remote collaboration, interactive and distance learning, recording, archiving and more.

Nick Schliske – AV Integration Manager: Nick rejoined the VIcom team in December of 2015. He spent his previous 5 years as a part of the Technical and Professional Services Division with VIcom’s Teaming Partner, iSoft Solutions – whose focus is on government sectors. Nick started out as a Lead Installer, then became Project Manager, and was eventually promoted to Manager of the Technical and Professional Division. As a Project Manager and Division Manager for iSoft Solutions, Nick gained experience in all phases of AV integration, including installation, service, programming, project management and division team management. In December of 2015 Nick decided to pursue an opportunity to join the AV Integration team at VIcom to assist in the team’s growth and elevate their overall success and reputation within the industry.

Rebecca O. Johnston, PMP - Integration Senior Project Manager: Rebecca has 18 years of combined project management and marketing experience within the convergence and software fields of the Information Technology sector. Her background includes sales and service support. She is accredited with PMP and ITIL Foundation certifications. Her future focus will encompass business analysis as well as creating VIcom’s PMO group within the Integration department to better overall process, project, and program management company-wide. She serves as Team Lead for all voice, data, security, and audiovisual projects while mentoring Project Coordinators to grow within the company.

Marcus Cotton – Professional Services: Marcus joined the VIcom team in June of 2006. He spent his first 3 years in the Audio/Video and service group. As a Senior Lead Tech, Marcus gained experience in cabling, installing, testing, and providing maintenance. In 2009 Marcus was promoted to Project Manager where he managed audio/video projects, changed orders and updated drawings. In 2012, Marcus was again promoted to Supervisor of Video and AV Services where he managed the Video and service team. Currently, Marcus’s talents are being procured in an AV Professional Services position.

TJ Kolhagen – Professional Services Engineer: TJ joined the VIcom audio visual team in September of 2014. He has spent his time at VIcom as on site PM, field engineer and software programmer. Prior to TJ coming to VIcom his most recent roles were software development and system design for audio visual installations in the government and military sector.

Jim Meincke – Service Operations Manager: Jim has 31 years in the electronics and information technology fields. He started his career in the US Navy as a data systems technician moving to the defense sector and continuing to work on military and client/server systems. After 12 years of defense related IT and electronics he moved to the commercial sector and has performed a variety of roles including network engineering, project management, system architecture and sales, network management and help desk management. Jim has been with VIcom since December 2014 and was previously with Electronic Systems for 15.5 years.

Kathy Adkins
Business Development Manager
(757) 481-8144

Current Responsibilities:

Building strategic relationships with new businesses and current Vicom customers and working with Vicom's Sales, Marketing and Manufacturers to increase market awareness of new technologies and market trends

Academic Background and Training:

- Polycom Video Conferencing Training
- Polycom Multi Conference Bridge Training
- Smart Technologies Training
- Avaya Sales Training
- DCJS Electronic Security Sales Training
- Bachelor of Science, East Carolina University

Professional Certifications:

- Polycom VTC Sales Certification
- Polycom MGC Bridge Certification
- Polycom Conference Phones
- SMART Certified Sales Professional
- DCJS Electronic Security Sales Certification
- Extreme Networks Certified Sales Professional (ECSP)

Technical Experience:

More than 20 years of experience in the IT industry in sales, marketing, training, and management.

Sales Specialist for all Video and Audio Visual Products including:

- Polycom
- SMART Technologies
- Crestron
- AMX

Sales Specialist for all Voice and Telephony Products including:

- Avaya VoIP

Melanie McCaleb
Account Executive
(757) 481-1829

Current Responsibilities:

Accountable for sales, business development, and client management. Work with new and existing clients to discuss their needs and to explain how these needs could be met by specific products and services that Vicom provides. Regularly research and become knowledgeable of new technology in order to fully define capabilities and limitation in designed solutions. Prepare, deliver and present detailed proposals of the engineered solution. Collaborate with colleagues (Project Managers, Engineers, Field Technicians, etc.) to exchange all ideas and strategies, to provide the best possible experience to the client. Offer continued support throughout the life of a project and follow up after installation to ensure all requirements were met and/or follow up with any assistance necessary to guarantee client satisfaction.

Experience:

Melanie has recently joined the Vicom team but has over 15 years of experience in the Audio Visual Industry. She has been an Account Executive for the past 6 years and has held numerous technical positions prior to that to include an Installation Technician, Project Manager, Systems Programmer, AV Systems Designer, and CAD Engineer. Her unique technical background gives her the ability to conceptualize systems for clients based on customer needs and budgets.

Certifications and Training:

InfoComm International®, Extron School of AV Technology, SMART Technologies Certified Sales Professional for Software and Hardware, Polycom Telepresence, Polycom Voice, Polycom Mobility and Video Endpoint, and was a Crestron Certified Programmer.

Jim Mattson
Senior AV Account Manager
804-716-4610

Current Responsibilities:

Creating simple, user friendly solutions for collaboration and communication for corporate, educational, healthcare and government teams.

Academic Background and Training:

Polycom Training

- RealPresence Group Series
- RealPresence Clariti
- Video Content Management
- Polycom Voice
- Polycom and Microsoft Expert Series

AV Training

- InFocus
- Planar
- DaLite/Draper
- Crestron
- Extron
- Biamp
- ClearOne
- Shure
- Cisco

Professional Certifications:

- Polycom Badged Account Manager
- Polycom RealPresence Group Series Certification
- Polycom Voice Certification
- Polycom Conference Phones
- Polycom RealPresence Clariti

Technical Experience:

More than 20 years AV experience providing account management for Enterprise, Healthcare, Education, Federal-State and Local Government

Sales Specialist for all Video and Audio Visual Products including:

- Huddle Room
- Conference Room
- Large Venue
- Control Room
- Collaboration and Mobile Solutions
- Streaming, Recording and Media Management

Paul Foreman
Integration/Service Manager - Richmond
(804) 716-4608

Current Responsibilities:

Administration, coordination, and oversight of technical services operations for Vicom's Richmond office. Responsible for successful delivery and completion of system solution projects and technical service issues. Works with client representatives, Vicom team members, and other stakeholders for coordination and scheduling of projects and resources.

Industry Training and Certifications

- Synergetic Audio Concepts – Sound System Engineering
- Biamp Digital Signal Processing – Programming
- Extron – Video/Computer Integration
- National Systems Contractors Association – Telecommunications and Data System Design
- Electro-Voice / Altec Lansing – Professional Sound System Design
- Manufacturer Training: IED, Dukane; Rauland-Borg; TOA; Shure; Valcom

Industry Experience

- Over 30 years of experience in the audio, video, and communications industry including: Technical, Administrative, Marketing, Sales, Operational, and Management positions.
- Technical, design, and sales experience with professional audio, audio-visual, RF distribution, speech privacy, security, structured cabling, educational technology, intercommunications, and health care communications systems and equipment.

Instructor and presenter for the National Systems contractors Association, Virginia Society of the American Institute of Architects, Virginia Educational Facilities Planners, and a variety of technical seminars for Houses of Worship.

Chris Anderson
Technician
(804) 261-3836

Current Responsibilities

Responsible for management of scheduled installations including any and all tasks to achieve a status of job completion to the satisfaction of the customer and applicable Statement of Work while staying maintain quality of work, adhering to manufacturer's specifications, and following safety specifications. Troubleshooting of audio/visual equipment and programming with attention to client needs for correct diagnosis and prompt repair.

Academic Background and Training

- AMX-AMX Programmer I
- Crestron- DMCT-4K, CTI-P101 Foundations of Crestron Programming
- BIAMP-
 - Audia for Technicians
 - Tesira for Technicians
 - On-site Tesira Certification
- Clearone- Pro Audio Technical Specialist

Technical Experience

- Infrastructure Prep and Cabling
- Rack Assembly and Wiring
- Cable Terminations
- DSP Programming (Biamp, Clearone, Polycom, Shure, etc.)
- Extron Medialink Control Programming
- A/V Systems Engineering
- A/V Systems Troubleshooting
- A/V Systems Testing and Commissioning
- Video-Tele-Conferencing Systems Installation and Setup
- Basic Networking

Dave Melton
Project Manager
(804) 716-4617

Current Responsibilities:

Project Manage and coordinate all aspects of installation projects, delivering successful results and solutions for Vicom's customers. Customer and Integration Team communications leader, scheduling lead and stakeholder advocate.

Training:

- InfoComm Essentials of AV Technology
- InFocus
- Da-Lite/Draper
- Vaddio
- Soundtube
- Secutron
- Integral Technologies

Professional Certifications:

- Crestron DMC-D 4K Certification
- Dukane
- Pyrotronics
- Jeron Systems
- Toa

Technical Experience:

Thirty years of experience in the Audio Visual and Integrated Systems for all vertical markets. Providing technical, design and project management, for professional AV, professional audio, RF distribution, educational technology, security, structured cabling, and health care communications systems and equipment.

Dr. Michael Rossi
Education and Master Trainer
(757) 490-7777

Education Consultant Responsibilities:

- Conferring with school, corporate and federal officials to develop curricula and establish guidelines for educational technology products, lesson plans and programs best suited to meet individual school, corporate, federal, and/or school system's needs.
- Provide training on any and all SMART Technologies related hardware and software including, but not limited to, SMART Board & Notebook 11.0. SMART Response, SMART Meeting Pro, SMART Bridgit, SMART Table & SMART Table Toolkit, SMART Math Tools, SMART Sync., etc.
- Meeting with individual teachers/professors, business professionals, federal employees or groups of teachers/professors to disseminate and receive input on teaching needs as they relate to educational technology products and training needs thereof.
- Providing training on video conferencing equipment for use in distance learning and corporate and federal collaboration environments.
- Integrating Best Practices relative to educational technology products such as interactive whiteboards and software products and lesson plans needs based on school, corporate and federal administrative input, in sync with Strategic and/or Technology Plans.
- Providing training to employees of K-12 schools, universities, corporations, and federal entities in the use of technology products for more efficient and cost effective remote teaching and collaboration.
- Assessing and evaluating teacher proficiency and knowledge with regards to technology products and designing programs and training in sync with teacher/professor needs and proficiencies.
- Assisting schools in improving test scores using available technology products.
- Reviewing & evaluating curricula & assisting in technology integration.
- Meeting with and supporting the instructional technology coordinators and/or like individuals.

Relevant Certifications:

- SMART Technologies Certified Education Consultant
- SMART Technologies Certified Master Trainer (SMART Notebook, Meeting Pro, Response, Table, Podium, Sync, Classroom Suite et al)
- SMART Technologies Certified Interactive Teacher
- SMART Technologies Certified Lesson Developer
- SMART Technologies Certified

Avery Prindall, CVE, CTS, DMC-D
Manager, AV Engineering Services
(757) 490-7777

Current Responsibilities:

- Manager for the Richmond & Virginia Beach Audio-Visual Engineering Services Group.
- Engineering responsibilities include: Site surveys, customer demonstrations, C-Level meetings, extensive system design, material calculation and technical drawings.
- Manage vendor relations, meetings and training.

Technical Experience:

- Over 25-years working with various voice, data, video and audio equipment.
- Over 12-years designing custom audio-visual solutions for customers.
- Experienced with the design and installation of products from over 120 leading AV manufacturers.
- Extensive experience with videoconferencing technology and integrated room systems. (Boardrooms, Conference Rooms, Training Rooms, Auditoriums)
- Experience working with the Federal Government and classified spaces.

Professional Training:

- Basic Electronics, Norfolk Vocational Technology School
- Infocomm Certified Technology Specialist
- Infocomm Design Online Certificate
- Infocomm Installation Online Certificate
- Crestron Digital Media - Design Training
- Polycom Certified Videoconferencing Engineer Training
- SynAudCon Level 200 Audio Applications Training
- Extron School of AV for System Designers
- Extron School of Engineered System Technologies
- Polycom RPX Telepresence Training
- Polycom MGC Certification
- Biamp Mix Minus & AV Fundamentals Certificate
- Vaddio Camera Tracking Training
- Shure Advanced Wireless Microphone Training
- Analog Way Soft Edge Blending course
- Smart Technologies Training (Smart Boards, Sympodiums, etc),
- LCD, LED, DLP, and CRT projectors/ LCD, LED and Plasma Displays
- Various Videoconferencing training by Polycom, Tandberg & PictureTel
- Various TDM and IP phone systems and voice mail training
- 3Com IP Telephony Certified
- Cisco IP Telephony Certificates
- Electrohome Projector Certificate
- SMART Meeting Pro

Certifications:

- Certified Videoconferencing Engineer (CVE)
- Certified Technology Specialist (CTS)
- Digital Media Design Certified (DMC-D)

Matt Ayers, CTS, CVE
AV Pre-Sales Engineering Services
(757) 481-8143

Current Responsibilities – AV Pre-Sales Engineer

- Engineering services department, working with sales team to design, develop, consult and implement quality multi-media and video conferencing systems for our customers.

Academic Background and Training

- Graduate, High School
- US Navy Electrical and Electronics Training
- Synaudcon Audio Concepts Training
- Imaging Science Foundation Certification for Monitor Calibration

AV Professional Certifications

- Infocomm Certified Technology Specialist (CTS)
- Polycom Certified Videoconferencing Engineer (CVE)
- Cisco / Tandberg Certified Solutions Architect (TSA)
- Extron Certified A/V Associate (EAVA)
- Smart Master's Training Certification
- AMX DXLink Design Certified
- Polycom RPX Sales Certified
- Chief Manufacturing Certified Partner

Technical Experience

- Over 12 years of experience in the audio/video industry as an installation technician, project manager, service department manager and pre-sales engineer.
- Manage and oversee the design, installation and maintenance of many large projects including video conferencing and audio / video systems for conference rooms, training rooms, medical facilities, government facilities and more.

Nicholas Schliske
Audio Video Integration Manager
(757) 490-7777

Current Responsibilities:

Responsible for managing the Audio Visual Integration Technical Services team including daily scheduling, technical training pathways, and technical support. Must effectively scope, plan, schedule, manage and track projects including any and all tasks to achieve a status of job completion to the satisfaction of the customer and applicable Statement of Work while maintaining the quality of work, adhering to manufacturer’s specifications, and following safety specifications. Integrate project budgeting with organizational budgeting.

Technical Experience:

- Over 15 years of Infrastructure Preparation, Cabling, and Termination
- Rack Assembly and Wiring
- Cable Terminations
- DSP Programming
- A/V Systems On-Site Engineering
- A/V Systems Troubleshooting
- A/V Systems Testing and Commissioning
- Video-Tele-Conferencing Systems Installation and Setup
- Basic Networking
- A/V Project Management
- Integration/ Service team Management

Training:

- Symetrix Academy - SymNet Edge DSP Certification Course
- Synergetics Audio Concepts (Level 50, Level 100)
- InfoComm Academy - Essentials of the A/V Industry, Installation (Online Course)
- Cisco ECS Certification (Telepresence Video Solutions Part 1/ IP Telephony and Video P1)
- College of Oceanering - Level II Certified Weld Inspector, CWI, Associates in Marine Technology/Ocean Engineering

Certifications:

- | | |
|---|------------------|
| • Extron Certified A/V Associate | Extron |
| • Symnet Edge Certification | Symetrix |
| • Project Management for AV | InfoComm |
| • Anti-Terrorism Level 1 Awareness Training | Dept. of Defense |
| • Synergetic Audio Concepts Course 50 | SynAudCon |
| • Synergetic Audio Concepts Course 100 | SynAudCon |
| • Digital Signage Basics | BrightSign |
| • Essentials of A/V | InfoComm |
| • Installation On-Line | InfoComm |
| • Cisco ECS Certification (VTVS1/ VIPTV1) | Cisco |

Rick Cunningham

**Integration Manager, Class "A" Contractor
(757) 490-7777**

Integration Manager (January 2013 to Present): Provide a lead role in the installation of all structured cabling, voice, data, security, and audio visual projects procured by the Vicom business development team. This position involves the coordination between sales, engineering, professional services, project management and technical services personnel for each installation.

Pre-Sales Engineer (October 2007 to January 2013): Provide a technical pre-sales assessment to the business development team during pre-site surveys and customer presentations. Responsibilities also include project management, system design and material calculation, customer consultation and development of technical drawings for commercial and government facilities. Manage the implementation of telecommunication and data platforms across (ISP) inside and (OSP) outside plant copper and fiber optic infrastructures.

Technical Experience: Experience includes 25 years as a telecommunications professional in the survey, design, installation, and maintenance of voice, data, video, and security platforms. Experience includes 15 years as a manager in the information technology field serving the federal, state, and local government areas as well as the commercial and industrial environments. Full Secret and interim Top Secret Clearance granted through the Department of Defense. Current holder of VA DCJS Registration in Sales and Installation (ID# 99257129)

Certifications and Training: Represent Vicom as the certified Class "A" contractor, Additional certifications include AVAYA IP Office Sales Assessment, Vertical Wave Sales Technical Course, Vertical VoIP Networking Basics, Vertical Wave IP 2500 Essentials Technical Course, Vertical Wave Global Manager Technical Course, and Sprint Tadiran Coral Product Training. Infrastructure Certifications in Sprint Certified Products Group Wiring Systems, Superior Modular Certified Installer, 3M Fire Protection, Hellermann Tyton Certified Installer, Hubbell Premise Wiring Certified Installer, and Panduit Certified Copper and Fiber Optic Installer.

Rebecca O. Johnston, PMP
Senior Project Manager
(757) 490-7777

Senior Project Manager: January 2013 to Present

Manages cost, time, and scope constraints from initiation to closing for all voice, data, security, and audiovisual projects. This position maintains an agile work plan that communicates overall resource schedule and allocation to project team members along with tasks, status updates, and projected revenue and profitability reports to all organization stakeholders. Serves as Lead for PMO Group as well as Project Management and Coordination team.

Experience: 18 years of experience in Information Technology sector including project management, software programs management, marketing communications, user training, event management, and telephony GUI programming.

Certifications/Training: PMP, ITIL Foundation Certificate, E-Commerce graduate-level certificate (UVA), Bachelors of Science in Marketing Management with Minor in Communication Studies (Virginia Tech)

Theodore J. Kolhagen CTS-I, DMC-D4K, ACE-D
Audio Visual Professional Services
(757) 490-7777

Current Responsibilities:

- Program DSP's such as Polycom, BIAMP, and Extron
- Program Crestron control systems and touch panel GUI's
- Experience troubleshooting and loading programming to Crestron and AMX control equipment
- Work closely with customer during final engineering and programming to achieve a working system everyone is happy with and is user friendly
 - Pull and terminate cable with multiple connectors including: SC, LC, BNC, DB9, DB15, RJ11, RJ45, RCA, and 3.5 mini stereo to name a few.
- Install equipment to operate devices; including controllers, video and audio processors, video and audio mixers, fiber patch panels, routers, fiber matrix switchers, and video switchers.
- Using schematics fabricate equipment racks in clean and orderly manner, including all equipment setup, wiring and labeling.
- Provide training for new employees
- Interact with customer daily to provide status reports
- Provide training to customer after install

Academic Background and Training

11/03 **ECPI College of Technology** **Virginia Beach, VA**
Associates Degree in Computer Electronics Technology, Major-Computer Network Technology
ECPI College of Technology, July 2002-Nov 2003, GPA 3.96

Professional Certifications

- CTS – Certified Technology Specialist
- CTS-I Certified Technology Specialist Installation
- Crestron DMC-D4K
- AMX ACE-D
- Crestron CTI-P101, CTI-P201, CTI-SG, CTI-Fusion-P
- BIAMP TesiraForte
- A+ Certified (hardware)
- Security +
- Hold a current Secret Government Clearance
- Have taken on line training courses for EAVA – Extron AV Associate, several online AMX courses, several online Crestron courses, Tandberg TPE, several online Infocomm courses including AV Math for Design and AV Design, Polycom Infrastructure Solutions Technical Training, Chief Certified Partner

Sharon Mason
AV Systems Engineer
(757) 490-7777

Current Responsibilities

- Provide support for AV and VTC systems from various manufacturers including video conferencing endpoints, infrastructure products such as bridges, gatekeepers, gateways, video firewall appliances and server based applications, displays, switchers, DSPs and control systems.
- Responsibilities include onsite and remote troubleshooting and repair, system performance evaluations and operability testing, integration support and end-user training.

Academic Background and Training

- Carl Schurz High School
- USMC electronics technical courses

Professional Certifications

- Microsoft MCSE
- Cisco VTVS2 Implementing Video TelePresence Solutions
- Polycom CVE Certified Video Engineer
- Extron AV Associate certified.
- InfoComm CTS certified

Technical Experience

- Over 35 years of experience in the electronics field. I have been with Vicom for 14 years and have held various positions including Professional Services project manager, system engineer and service supervisor.
- Assisted with the installation, testing, and troubleshooting of various AV and VTC systems for various area commercial and military clients.
- Experience in the use of electronic test equipment to perform system diagnostics and repair procedures.

Gregory John Payne
AV Systems Engineer
(757) 490-7777

Current Responsibilities

Performs installation, alignment, testing, operation and troubleshooting of AV and VTC systems and related components including:

- LCD, Plasma, Projection and Smart Board display systems.
- Audio/Video signal routing/distribution and matrix-switching systems.
- PolyCom and Cisco IP/ISDN, Secure/Non-Secure Video Conferencing systems.
- AMX, Crestron and Extron custom touch screen control systems.

Responsibilities also include working as a Team Leader or independently to perform system integrations, operability tests, system performance evaluations, troubleshooting and repair, and end-user training.

Academic Background and Training

- US Navy electronic systems technical courses (Class 'A' and 'C' schools).
- US Air Force Advanced Testing Equipment Repair and Calibration courses.
- US Navy Leadership Development courses.
- US Navy Senior Maintenance Management courses.
- DOD-STD-2003-5 Installation Standards Certification courses.

Professional Certifications

- Extron AV Associate certified.
- InfoComm CTS certified
- Crestron DMC-Designer 4K certified.

Technical Experience

- Over 33 years of experience in the electronics field specializing in AV and VTC systems for the last 13 years, including system design and integration support duties.
- Expert in the use of electronic test equipment to perform system diagnostics and repair procedures.
- Provides on-site and remote service support for AV and VTC systems.
- Served as Team Leader on various AV and VTC installation and upgrade projects in support of many local U.S. Army Commands including Army Logistics University at Fort Lee, 93rd Signal Brigade HQ relocation to Fort Eustis, and Army Integration Capabilities Center at Fort Monroe, Virginia.
- Served as Team Leader for the Smart Board/Projector installations at several nationwide Anthem, Inc. offices.
- Served as Team Leader for the Smart Board/Projector installations for schools in the Norfolk, Virginia Beach, and Currituck County (NC) School Districts.
- Served as Team Leader for the AV systems installation/upgrade for the District of Columbia Superior Court advanced AV design prototype courtroom.
- Assisted with the installation, testing, and troubleshooting of various AV and VTC systems for various area commercial and military clients.

Christopher Olsen, CTS
Senior A/V Integration/Operations Technician

Current Responsibilities:

- Provide remote and on-site technical support for clients
- Integration and service on all manufacturer's equipment
- Provide assistance in obtaining repair service for damaged equipment
- Provide testing and diagnostic troubleshooting with issues
- Professional training on equipment
- Consultation and recommendations for new equipment purchases

Technical Experience:

I have over 20 years of experience in the A/V industry, with numerous manufacturer certifications in all aspects of the job. I have experience in design, integration, project management, diagnostics, and service.

Professional Certifications:

- CTS- Certified Technical Specialist
- SMART Factory Certified Installer, Trainer, and Level III Technician
- SMART Certified Technical Professional in Hardware and Software
- Extron certified A/V Associate
- Infocomm Project Management
- Infocomm A/V Design
- Crestron Certified Digital Media Technician
- Polycom Certified Product Specialist

Jim Meincke
Service Operations Manager
(757) 490-7777

Current Responsibilities:

- Responsible for the management and support of all field technicians servicing customer's installed equipment and systems. Services include break/fix incidents, scheduled service requests and preventative maintenance.
- Provide managed services for contracted customers from VIcom's network operations center (NOC).
- Maintain the corporate network including data, voice, audio/visual and security systems to include help desk for end users.

Technical Experience:

Jim has 31 years in the electronics and information technology fields. He started his career in the US Navy as a data systems technician moving to the defense sector and continuing to work on military and client/server systems. After 12 years of defense related IT and electronics I made the move to the commercial sector and has performed a variety of roles including network engineering, project management, system architecture and sales, network management and help desk management. Jim has been with VIcom since December 2014 and was previously with Electronic Systems for 15.5 years.

Academic Background and Training:

- Associates Degree in Applied Sciences, Excelsior University

Professional Certifications:

- APC – Data Center Design Certified Specialist
- Cisco CCNA
- Compaq ASE – Novell
- CompTIA Project +
- CompTIA A+
- DELL certified professional – Equallogic storage engineer
- DELL certified professional – Compellent sales/design
- HP ASE – OpenView Network Management
- HP ASE – StorageWorks
- ITIL Foundation Certified
- Liebert/Emerson Product Specialist
- Microsoft MCSE
- Novell Master CNE

VMware Sales Professional (VSP) and Technical Sales

APPENDIX I

PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The following definitions will be used in completing the information contained in this Appendix.

Definitions

- **Small business** is an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program.
- **Women-owned business** is a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority-owned business** is a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
 - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
 - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN
BUSINESSES OWNED BY MINORITIES

This appendix should only be completed by firms that are not Virginia Department of Small Business and Supplier Diversity (DSBSD) certified small businesses.

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWaM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

VCU has an overall goal of 42% SWaM participation for all annual purchases and seeks the maximum level of participation possible from all its contractors.

List the names of the SWaM Businesses your firm intends to use and identify the direct role of these firms in the performance of the contract. State whether the firm is a Small Business (SB), Women-Owned (WO), or Minority-Owned (MO).

Name of Businesses:

SB, WO, MO:

Role in contract:

N/A

Commitment for utilization of DSBSD SWaM Businesses:

_____ % of total contract amount that will be performed by DSBSD certified SWaM businesses.

Identify the individual responsible for submitting SWaM reporting information to VCU:

Name Printed: _____

Email: _____

Phone: _____

Firm: _____

Offeror understands and acknowledge that the percentages stated above represent a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

Acknowledged:

By (*Signature*): _____

Name Printed: _____

Title: _____

Email: _____

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Small Business and Supplier Diversity (DSBSD; <http://www.sbsd.virginia.gov/swamcert.html>) to fulfill the Offeror's commitment for utilization.

APPENDIX II INVOICING AND PAYMENT

Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: ecommerce@vcu.edu.

Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

Payment Methods

1. Electronically through a Wells Fargo Visa commercial card: Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.


Questions regarding this method of payment should be sent to commcard@vcu.edu.

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://www.vcu.edu/treasury/VendorACH.htm>.

Contractor must indicate the method of payment selected:

_____ Commercial Card Payment (Wells Fargo VISA)
 X Automated Clearing House (ACH)

Invoicing and Payment Method Acknowledgement:

Signature: 
Name Printed: Patti Williamson
Title: Director of Finance
Name of Firm: VIcom (Virginia Integrated Communication)
Date: November 11, 2016

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual: Patti Williamson
Title: Director of Finance
Mailing address: 5361 Cleveland Street
Virginia Beach, VA 23462
Email address: pwilliamson@vicom-corp.com
Phone number: (757) 490-7777
Fax number: (757) 499-3394



RFP - Addendum

DATE: November 1, 2016

ADDENDUM NO. 01 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 7058821JC

Commodity/Title:	VASACUPP Audio Visual Term Contracts
Issue Date:	October 13, 2016
Proposal Due:	November 11, 2016 at 11:00 AM

The above is hereby changed to read: **See Attached.**

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

Jackie Colbert
Jackie Colbert

VIcom (Virginia Integrated Communication)

Name of Firm

John P. Sheehan - President
Signature/Title

November 11, 2016

Date

Questions for Clarification Submitted By Potential Offerors for RFP# 6946149JC

The questions submitted by potential proposers and the answers from VCU are below. The clarifications are in bold and italics.

1. Is it acceptable to exclude pricing for any manufacturers that do not offer products within our chosen categories?

It is a business decision whether your firm wants to propose to only sell "chosen" categories and manufacturers.

2. Can you provide any insight into the type of A/V gear needed for this RFP? We carry a range of products and I am curious if you all are interested in more Commercial Audio/TV's/Home style components.

Please see Section VI, Item B.2.a on Page 11 of the RFP for a list of the largest volume manufacturers.

3. Since we are a local business (based in Charlottesville), would it help if we could physically swap out any defective gear within a short period of time (1 day)?

The VASCUPP AV contracts are used by institutions of higher education and localities throughout the Commonwealth of Virginia. It is a business decision what your company wants to propose about swapping out defective gear.

4. I see in the RFP that "installation services are required for approximately 90% of the VCU AV projects" and that bidders "must have a Class "A" Contractor's License"; would you be willing to accept proposals from vendors without a Class A license offering products for projects that do not require installation services?

The contractor must have a Class A Virginia Contractor's License. Having a Class A Contractor's License is a mandatory requirement of the RFP. Companies that do not have a Class A Contractor's License are non-responsive and not eligible for an award from the RFP.

5. We do not hold a Class "A" contractor's license. We hold a Class "B." Section e. states you must include "a copy of your firm's Class "A" Contractor's License with appropriate specialty classification as recognized by the Virginia Board for Contractors, Department of Professional and Occupational Regulation to perform the AV installation services." Section H. Contractor Registration states that either Class "A" or Class "B" is acceptable. Can you please clarify what is required?

Section H. does not state that either Class "A" or Class "B" is acceptable. Please see the answer to question #4 above.

6. Our company is undergoing SWaM recertification. How will our pending recertification impact our evaluation?

The SWaM's numerical score is for DSBSD registered firms only. If a firm is in the process of completing the registration, the points are only added to the total score after the registration is complete prior to the contract award. The points are not retroactive and are only added at the next milestone scoring during the RFP evaluation for firms that are still under consideration for the contract award.

7. On Page 9 of the VASCUPP Audio Visual Term contract RFP (proposal preparation and submission instructions) proposals are submitted electronically including any proprietary information and excluding any proprietary information. Can you please tell me what proprietary information means?

Proprietary information is confidential information that could be referred to as a trade secret. It is information that would put your organization at a competitive disadvantage if the information became generally known in the marketplace.

8. We are a small, minority business located in Maryland, and I was just wondering if we have to be located in VA to qualify for this. Any assistance you can provide would be greatly appreciated.

Your company does not have to be located in Virginia, but a small, minority business must be certified by DSBSD as a small, minority business to be recognized as a SWaM's business for the purposes of the RFP.

9. Can I submit a proposal for VASCUPP inclusion for AV rental and labor services only as I am no longer a reseller of AV equipment?

As specified in the Statement of Needs, the core requirement for RFP # 7058821JC is the purchase of AV equipment and the installation/support for that equipment. It is a business decision whether your firm wants to compete to provide only rental services for AV equipment.

10. Section VI, Item B.3.g – There is a requirement to provide costs associated with Section V., Item D.4. However, in looking at the RFP, there is not a Section V., Item D.4. Can you please provide the details of this "additional service" requirement?

Reference Page 13, Section VI., Item B.3.g.: Change the Item to the following to delete Item D.4.

Address in detail the additional services listed in Section V.D. of the Statement of Needs that are offered. What, if any, are the costs associated with the services listed in Section V., Item D.2?

11. Section VI, Item B.2 - There is a list of identified manufacturers to propose and price. Our question is are we able to add to the list to submit?

The manufacturers listed in Section VI, Item B.2.a are the largest volume manufacturers. The list is to solicit the deepest discounts for these largest volume manufacturers and competitive discounts off all other manufacturers and categories of AV equipment that your company sells.



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Broadcast TV Equipment		
Broadcast TV (Camera/Camcorder)	Data Video	10%
Broadcast TV (Camera/Camcorder)	Honeywell Security	5%
Broadcast TV (Camera/Camcorder)	Vaddio	17%
Broadcast TV (Camera/Camcorder)	Sony	10%
Broadcast TV (Camera/Camcorder)	Accessories	10%
Broadcast TV (Switcher)	Analog Way	16%
Broadcast TV (Switcher)	Broadcast Pix	12%
Broadcast TV (Switcher)	Extron	30%
Broadcast TV (Switcher)	Icon	15%
Broadcast TV (Switcher)	Kramer	17%
Broadcast TV (Switcher)	Panasonic	10%
Broadcast TV (Switcher)	RGB Spectrum	12%
Broadcast TV (Switcher)	Sierra	17%
Broadcast TV (Switcher)	TV One	5%
Broadcast TV (Switcher)	Vaddio	17%
Broadcast TV (Switcher)	Accessories	10%
Broadcast TV (Lighting)	Lightronics	10%
Broadcast TV (Lighting)	Lutron	10%
Broadcast TV (Lighting)	Videssence	10%
Broadcast TV (Lighting)	Accessories	10%
Broadcast TV (Prompter)	Listec	10%
Broadcast TV (Prompter)	Prompter People	10%
Broadcast TV (Prompter)	Accessories	10%
Broadcast TV (ChromaKey)	Broadcast Pix	12%
Broadcast TV (ChromaKey)	BlackMagic	10%
Broadcast TV (ChromaKey)	Data Video	10%
Broadcast TV (ChromaKey)	Accessories	10%
Broadcast TV (Character Generator)	Broadcast Pix	12%
Broadcast TV (Character Generator)	Data Video	10%
Broadcast TV (Character Generator)	Accessories	10%
Broadcast TV (Other)	Honeywell Security	5%
Broadcast TV (Other)	Manufacturers not listed	10%
Multimedia Presentation Equipment		
Large Venue Projectors	Barco	23%
Large Venue Projectors	Digital Projection	10%
Large Venue Projectors	NEC	10%
Large Venue Projectors	InFocus	10%
Large Venue Projectors	Epson	20%
Large Venue Projectors	Panasonic	25%
Large Venue Projectors	Projection Design	25%
Large Venue Projectors	Vivitek	20%
Large Venue Projectors	Accessories	10%
Portable Projectors	Casio	12%
Portable Projectors	Digital Projection	10%
Portable Projectors	InFocus	10%
Portable Projectors	Panasonic	10%
Portable Projectors	Projection Design	10%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Portable Projectors	Vivitek	12%
Portable Projectors	Accessories	10%
Ultra Portable Projectors	Casio	12%
Ultra Portable Projectors	Panasonic	25%
Ultra Portable Projectors	Vivitek	12%
Ultra Portable Projectors	Accessories	10%
Short Throw Projectors	Panasonic	18%
Short Throw Projectors	Vivitek	20%
Short Throw Projectors	Accessories	10%
Large Format Monitor-LCD/LED	Barco	23%
Large Format Monitor-LCD/LED	InFocus	10%
Large Format Monitor-LCD/LED	NEC (E Series)	5%
Large Format Monitor-LCD/LED	NEC (ALL OTHER SERIES)	15%
Large Format Monitor-LCD/LED	Panasonic	8%
Large Format Monitor-LCD/LED	Planar	10%
Large Format Monitor-LCD/LED	Qomo	8%
Large Format Monitor-LCD/LED	Samsung	10%
Large Format Monitor-LCD/LED	Sharp	8%
Large Format Monitor-LCD/LED	Accessories	10%
Document Cameras	Elmo	15%
Document Cameras	Ken-A-Vision sche A	10%
Document Cameras	Ken-A-Vision sche B	1%
Document Cameras	Qomo	20%
Document Cameras	Wolfvision	18%
Document Cameras	Accessories	10%
Interactive Whiteboards	InFocus (MondoPad)	10%
Interactive Whiteboards	Panasonic	10%
Interactive Whiteboards	Qomo	20%
Interactive Whiteboards	Samsung	10%
Interactive Whiteboards	Smart Technologies	10%
Interactive Whiteboards	Vaddio	10%
Interactive Whiteboards	Accessories	10%
DVD/CD/Bluray Players/Recorders	Tascam	21%
DVD/CD/Bluray Players/Recorders	Denon & Marantz	25%
DVD/CD/Bluray Players/Recorders	Accessories	10%
DSP/Processing	BiAmp	25%
DSP/Processing	BSS	14%
DSP/Processing	Clearone	15%
DSP/Processing	DBX	15%
DSP/Processing	Lexicon	18%
DSP/Processing	Polycom- Soundstructure	20%
DSP/Processing	Rane	15%
DSP/Processing	RDL	1%
DSP/Processing	Sabine	12%
DSP/Processing	Symetrix	18%
DSP/Processing	Accessories	10%
Video Switching	Analog Way	16%
Video Switching	BlackMagic	10%
Video Switching	CELabs	20%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Video Switching	Extron	30%
Video Switching	Kramer	17%
Video Switching	RGB Spectrum	12%
Video Switching	Sierra	17%
Video Switching	TV One	5%
Video Switching	Accessories	10%
Audio Amplifiers	Ashly	22%
Audio Amplifiers	BiAmp	25%
Audio Amplifiers	Crown	25%
Audio Amplifiers	Rolls	12%
Audio Amplifiers	Samson	12%
Audio Amplifiers	TOA	33%
Audio Amplifiers	QSC	15%
Audio Amplifiers	Accessories	10%
Audio Mixers	Anchor	10%
Audio Mixers	Alesis	20%
Audio Mixers	Allen & Heath	15%
Audio Mixers	Ashly	22%
Audio Mixers	AutoPatch	10%
Audio Mixers	Aviom	16%
Audio Mixers	BiAmp	25%
Audio Mixers	BSS	14%
Audio Mixers	Clearone	15%
Audio Mixers	Midas	10%
Audio Mixers	Polycom- Soundstructure	20%
Audio Mixers	Presonus	14%
Audio Mixers	Rolls	12%
Audio Mixers	Shure	20%
Audio Mixers	Soundcraft	15%
Audio Mixers	TOA	20%
Audio Mixers	Accessories	10%
Audio Speakers	Anchor	10%
Audio Speakers	Atlas Soundolier	25%
Audio Speakers	Cambridge Sound	10%
Audio Speakers	Community	15%
Audio Speakers	Danley	15%
Audio Speakers	EV	15%
Audio Speakers	Extron	30%
Audio Speakers	Front Row	10%
Audio Speakers	JBL Professional	25%
Audio Speakers	KSI	33%
Audio Speakers	Martin Audio	10%
Audio Speakers	OWI	12%
Audio Speakers	QSC	10%
Audio Speakers	Sound Tube	20%
Audio Speakers	TOA	33%
Audio Speakers	Accessories	10%
Microphones	AKG	37%
Microphones	Audio Technica	20%



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Microphones	Audix	22%
Microphones	Bosch	20%
Microphones	CAD	20%
Microphones	Clock Audio	22%
Microphones	Crown	25%
Microphones	EV	20%
Microphones	Da-Cappo	20%
Microphones	Nady	15%
Microphones	Shure	27%
Microphones	TOA	33%
Microphones	Accessories	10%
Connectivity	ACE Backstage	20%
Connectivity	ADC	5%
Connectivity	AMP	10%
Connectivity	CablesToGo	25%
Connectivity	FSR	10%
Connectivity	Hosa	12%
Connectivity	Liberty	18%
Connectivity	Mystery Floorboxes	12%
Connectivity	Neutrik	1%
Connectivity	NTI	5%
Connectivity	Panduit	10%
Connectivity	ProCo	21%
Connectivity	Switchcraft	1%
Connectivity	Rapco	5%
Connectivity	Wiremold - Legrand	10%
Connectivity	West Penn	10%
Connectivity	Accessories	10%
Connectivity	Other (General Cable)	10%
Equipment Mounts	Chief Mfg	18%
Equipment Mounts	Da-Lite	17%
Equipment Mounts	Ergotron	10%
Equipment Mounts	PDR	8%
Equipment Mounts	Peerless	11%
Equipment Mounts	Raxxess	24%
Equipment Mounts	Winsted	12%
Equipment Mounts	Accessories	10%
Control Systems	AMX	29%
Control Systems	Aurora	12%
Control Systems	Crestron	33%
Control Systems	Extron	30%
Control Systems	FSR	10%
Control Systems	Hall Reasearch Tech	10%
Control Systems	Honeywell Security	5%
Control Systems	Interlink	10%
Control Systems	Sound Control Tech	12%
Control Systems	Xantech	20%
Control Systems	Accessories	10%
Projection Screen	BEI	18%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Projection Screen	Da-Lite	20%
Projection Screen	Draper	22%
Projection Screen	Nippurra	10%
Projection Screen	Stewart	15%
Projection Screen	VuTec	5%
Projection Screen	Accessories	10%
Multimedia Development Equipment		
Multimedia Development Equipment	Accordent Equipment	10%
Multimedia Development Equipment	Accordent Implementation	0%
Multimedia Development Equipment	Accordent Deployment	0%
Multimedia Development Equipment	Accordent Service Contract	0%
Multimedia Development Equipment	ACE Backstage	20%
Multimedia Development Equipment	Adtran	2%
Multimedia Development Equipment	AKG	37%
Multimedia Development Equipment	Alesis	20%
Multimedia Development Equipment	AMX	29%
Multimedia Development Equipment	Analog Way	16%
Multimedia Development Equipment	Apple	0%
Multimedia Development Equipment	Atlas Sound/ier	25%
Multimedia Development Equipment	Audio Technica	20%
Multimedia Development Equipment	Audix	22%
Multimedia Development Equipment	Aurora	12%
Multimedia Development Equipment	Aviom	16%
Multimedia Development Equipment	Barco	14%
Multimedia Development Equipment	BEI	18%
Multimedia Development Equipment	BiAmp	25%
Multimedia Development Equipment	Bosch - Pro Audio	20%
Multimedia Development Equipment	Bosch - Security	25%
Multimedia Development Equipment	Bosch - Telex	10%
Multimedia Development Equipment	BrightSign	10%
Multimedia Development Equipment	Broadcast Pix	12%
Multimedia Development Equipment	BSS	14%
Multimedia Development Equipment	CablesToGo	25%
Multimedia Development Equipment	Cambridge Sound	10%
Multimedia Development Equipment	CELabs	20%
Multimedia Development Equipment	Chief Mfg	18%
Multimedia Development Equipment	CIS	2%
Multimedia Development Equipment	Cisco	8%
Multimedia Development Equipment	Clearone	15%
Multimedia Development Equipment	Clock Audio	22%
Multimedia Development Equipment	Community	15%
Multimedia Development Equipment	Contemporary Research	10%
Multimedia Development Equipment	Cybertouch	15%
Multimedia Development Equipment	Da-Lite - Screens	20%
Multimedia Development Equipment	Da-Lite - Furniture	17%
Multimedia Development Equipment	DBX	15%
Multimedia Development Equipment	Denon & Marantz	16%
Multimedia Development Equipment	Draper	22%
Multimedia Development Equipment	Exact Furn.	12%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Multimedia Development Equipment	Exhibio	10%
Multimedia Development Equipment	Exstream Mobile	30%
Multimedia Development Equipment	Extron	30%
Multimedia Development Equipment	Forbes	10%
Multimedia Development Equipment	Front Row	10%
Multimedia Development Equipment	FSR	10%
Multimedia Development Equipment	Gator	20%
Multimedia Development Equipment	Hall Reasearch Tech	10%
Multimedia Development Equipment	Hear	18%
Multimedia Development Equipment	Hosa	12%
Multimedia Development Equipment	HAS	12%
Multimedia Development Equipment	Honeywell Security	10%
Multimedia Development Equipment	InFocus	10%
Multimedia Development Equipment	Interlink	10%
Multimedia Development Equipment	JBL Professional	25%
Multimedia Development Equipment	Ken-A-Vision	10%
Multimedia Development Equipment	Kramer	17%
Multimedia Development Equipment	Lexicon	18%
Multimedia Development Equipment	Liberty	18%
Multimedia Development Equipment	Lightronics	10%
Multimedia Development Equipment	Listec	10%
Multimedia Development Equipment	Listen	12%
Multimedia Development Equipment	Lowell	10%
Multimedia Development Equipment	Lutron	10%
Multimedia Development Equipment	Magic Box	10%
Multimedia Development Equipment	Mersive	15%
Multimedia Development Equipment	Martin Audio	10%
Multimedia Development Equipment	Middle Atlantic	30%
Multimedia Development Equipment	Mystery	12%
Multimedia Development Equipment	Nady	15%
Multimedia Development Equipment	Nippurra	10%
Multimedia Development Equipment	NTI	5%
Multimedia Development Equipment	OWI	12%
Multimedia Development Equipment	Panduit	10%
Multimedia Development Equipment	Peerless	11%
Multimedia Development Equipment	Presonus	14%
Multimedia Development Equipment	ProCo	21%
Multimedia Development Equipment	Production Intercom	12%
Multimedia Development Equipment	QOMO	15%
Multimedia Development Equipment	QSC	15%
Multimedia Development Equipment	Rane	15%
Multimedia Development Equipment	Raxxess	24%
Multimedia Development Equipment	RDL	1%
Multimedia Development Equipment	Revolabs	10%
Multimedia Development Equipment	RGB Spectrum	12%
Multimedia Development Equipment	Rolls	12%
Multimedia Development Equipment	Sabine	12%
Multimedia Development Equipment	Shure	27%
Multimedia Development Equipment	Smart Technologies	10%

PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Multimedia Development Equipment	Sound Control Tech	12%
Multimedia Development Equipment	Sound Tube	20%
Multimedia Development Equipment	Soundcraft	15%
Multimedia Development Equipment	Spectrum Furn.	39%
Multimedia Development Equipment	Spinetix	10%
Multimedia Development Equipment	Status Solutions	10%
Multimedia Development Equipment	Stewart	15%
Multimedia Development Equipment	SurgeX	14%
Multimedia Development Equipment	Symetrix	18%
Multimedia Development Equipment	Tascam	20%
Multimedia Development Equipment	Tightrope	5%
Multimedia Development Equipment	TOA	33%
Multimedia Development Equipment	Tripp Lite	10%
Multimedia Development Equipment	TV-One	5%
Multimedia Development Equipment	Vaddio	17%
Multimedia Development Equipment	VFI	26%
Multimedia Development Equipment	Videssence	10%
Multimedia Development Equipment	Vivitek	8%
Multimedia Development Equipment	West Penn	10%
Multimedia Development Equipment	Winsted	12%
Multimedia Development Equipment	Wireless Computing	12%
Multimedia Development Equipment	Wiremold - Legrand	10%
Multimedia Development Equipment	Wolfvision	18%
Multimedia Development Equipment	ZeeVee	10%
Multimedia Development Equipment	Xantech	20%
Multimedia Development Equipment	Accessories	10%
Other	Manufacturers not listed	10%
Satellite Transmitting and Receiving Equipment		
Satellite Tx/Rx Equipment	Blonder Tongue	5%
Satellite Tx/Rx Equipment	Toner	5%
Satellite Tx/Rx Equipment	ZeeVee	10%
Satellite Tx/Rx Equipment	Accessories	10%
Satellite Tx/Rx Equipment (Other)	Manufacturers not listed	5%
Teleconferencing and Communication Equipment		
Teleconferencing and Communication	Adtran	2%
Teleconferencing and Communication	Vaddio	17%
Teleconferencing and Communication	Avaya	25%
Teleconferencing and Communication	Clearone	15%
Teleconferencing and Communication	Dell	10%
Teleconferencing and Communication	Extreme	20%
Teleconferencing and Communication	Fortinet	10%
Teleconferencing and Communication	Juniper	5%
Teleconferencing and Communication	Samsung	15%
Polycom	Polycom Centro	5%
Polycom	Polycom GS	20%
Polycom	Polycom DSP	20%
Polycom	Polycom RMX	30%
Polycom	Polycom Phone	30%



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Polycom	Polycom Trio	30%
Polycom	Polycom Educart	20%
Polycom	Polycom Media Suite	20%
Polycom	Polycom VVX	20%
Cisco	Telepresence 3010	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence 1300	25%
Cisco	Telepresence Conductor	25%
Cisco	Telepresence Exchange System	25%
Cisco	Cisco C Series	25%
Cisco	Cisco SX Series	25%
Cisco	Cisco DX Series	25%
Cisco	Cisco MX Series	25%
Cisco	Cisco Profile Series	25%
Cisco	Telepresence Video Communication Server	25%
Cisco	Unified Communications Manager	25%
Cisco	WebEx Telepresence	25%
Cisco	Telepresence MSE Series	25%
Cisco	Telepresence Manager	25%
Cisco	Telepresence Server	25%
Cisco	Expressway Series	25%
Cisco	Telepresence MCU 4500 Series	25%
Cisco	Telepresence MCU 4501 Series	25%
Cisco	Telepresence MCU 5300 Series	25%
Cisco	Telepresence MultiPoint Switch	25%
Cisco	Telepresence Advanced Media Gateway Series	25%
Cisco	Telepresence Serial Gateway Series	25%
Cisco	Telepresence ISDN Gateway Series	25%
Cisco	Telepresence Content Server	25%
Cisco	Telepresence Show and Share	25%
Cisco	Telepresence Recording Server	25%
Cisco	Cisco services	1%
Other	Manufacturers not listed	2%
Computer Presentation Equipment - Streaming and Webcasting		
Streaming and Webcasting	BrightSign	10%
Streaming and Webcasting	Dell	10%
Streaming and Webcasting	HaiVision	5%
Streaming and Webcasting	Magic Box	10%
Streaming and Webcasting	Spinetix	10%
Streaming and Webcasting	SVSI	5%
Streaming and Webcasting	Tightrope	5%
Streaming and Webcasting	Viewcast	5%
Streaming and Webcasting	Accessories	10%
Streaming and Webcasting (Other)	Manufacturers not listed	2%
Broadband Distribution Equipment		
Broadband Distribution Equipment	Blonder Tongue	5%
Broadband Distribution Equipment	Toner	5%
Broadband Distribution Equipment	ZeeVee	10%



PRODUCT CATEGORY	MANUFACTURER	MIN. DISCOUNT %
Broadband Distribution Equipment	Accessories	10%
Broadband Distribution Equipment (Other)	Manufacturers not listed	5%
Multimedia Furniture		
Multimedia Furniture	Compulock	10%
Multimedia Furniture	DaLite	17%
Multimedia Furniture	Exact	12%
Multimedia Furniture	Forbes	12%
Multimedia Furniture	H.S.A.	12%
Multimedia Furniture	Middle Atlantic	30%
Multimedia Furniture	Raxxess	24%
Multimedia Furniture	Spectrum	39%
Multimedia Furniture	VFI (AFV)	26%
Multimedia Furniture	Winsted	12%
Multimedia Furniture	Accessories	10%
Multimedia Furniture (Other)	Manufacturers not listed	10%
VICOM Contractor Services		
Maintenance / Service / Installation - (8 am -5 pm Mon-Fri)	\$ 75.00	Hour
Maintenance / Service / Installation - (After Business Hours)	\$ 112.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 100.00	Hour
Project Management, Programming, Design, Consulting, Engineering, and CAD	\$ 720.00	Day
Initial Sytem Orientation/Basic Functionality Training at time of system install	<i>included</i>	Hour
All other training	\$100.00	Hour
VICOM Extended Maintenance Agreements		
1st YEAR SYSTEM MAINTENANCE AGREEMENTS	No Charge	
2nd YEAR SYSTEM MAINTENANCE AGREEMENT	8% of Equip Purchase Price	
3rd YEAR SYSTEM MAINTENANCE AGREEMENT	12% of Equip Purchase Price	

***Maintenance / Service / Installation rates apply if not under a Maintenance Agreement

***Some products require a maintenance contract directly from the manufacturer. In these cases, those charges may be in addition to the above proposed Extended Maintenance Agreements provided by VICOM.

Virginia Beach
5361 Cleveland Street
Virginia Beach, VA 23462
757-490-7777
www.vicom-corp.com
DCJS # 11-6695



RFP #7058821JC - VASCUPP Sample Proposal

Quote # 004662

Version 1

Virginia Commonwealth University

Prepared for: Jackie Colbert

jcolbert@vcu.edu

(804) 828-1077

VASCUPP# 4394459JC-13

Prepared by: Melanie McCaleb

mmccaleb@vicom-corp.com

(757) 481-8129

November 10, 2016

Virginia Commonwealth University
Jackie Colbert
912 W. Grace Street
Richmond, VA 23284
jcolbert@vcu.edu

Dear Ms. Colbert,

As a Representative for VIcom Corporation, I would like to convey my personal commitment and support to your organization. It is quite clear to me after reviewing the requirements for your project that your overall objective will be met by our proposal. Our basic operating principles of customer focus, responsiveness, flexibility, technology, leadership, stability, skilled workforce, and cost containment make VIcom Corporation the logical choice for this effort. Please be assured of our strong commitment to provide high value, quality resources and services, and corporate support for this project.

Thank you for the opportunity to work with your organization.

Sincerely,



Melanie McCaleb
Account Executive
VIcom Virginia Integrated Communication

Executive Summary

Vicom: Your Complete Technology Integration Partner



Vicom Corporate Identity

Vicom Corporation is a locally-owned, S.W.A.M. registered business within the State of Virginia and holds a Class A contractor's license. Vicom provides a full range of integrated technology solutions to government/military, commercial, education, house of worship, entertainment and municipal organizations, whether stand-alone or complete integration. With a highly certified and experienced Engineering and Professional Services staff, Vicom's core areas of expertise include integrated audiovisual systems, IP video and teleconferencing, data and communications infrastructure, IP telephony and enterprise security solutions.

Office Locations:

5361 Cleveland St. Virginia Beach, VA 23462
Office: (757) 490-7777
Fax: (757) 499-3394

1744 E. Parham Rd. Richmond, VA 23228
Office: (804) 261-3836
Fax: (804) 261-4131

Services Provided: Integrated technology solutions development, implementation and support

Vicom Mission Statement

"to be recognized as the premier supplier of high quality products..."

"...identify and implement cutting edge technologies to realize strategic initiatives..."

"...maintain our ability to provide the most responsive service in the industry..."

Unified Solutions for AV, Voice, Data and Security

Vicom specializes in integrated technology solutions development, providing its clientele with a single design, implementation and support partner to address a wide range of technology requirements. As a design-build firm, Vicom offers flexibility by being able to provide consulting services, design services, project administration as well as installation, configuration and support on a project-by-project basis.

Core Solutions Provided:

- Unified Communications
- Projection and Display Systems
- Custom Control and Automation Systems
- Design/Consulting Services
- Structured Cabling
- Video/Audio Conferencing
- Enterprise Security Systems
- Paging and Intercom
- IP Video Routing and IPTV Deployments
- Digital Signage
- Copper/Fiber and PON Networks
- Interactive Displays
- Command and Control Systems
- Cloud Services and Virtualization
- Sound Masking
- Network Switches/Routers/Servers
- Wireless Connectivity
- Phone Systems
- IP Security
- Network Optimization/Analysis
- Managed Services

Vicom Corporate Affiliations - Select List



Statement of Work

Objective

To create a functional meeting and training space that leverages the power of the technologies available to provide a simple to use, automated experience where the user can focus more on the purpose of their meeting and less on the technologies that supports them.

Details

This MultiPurpose room is to be set up in an A, B, C room combining configuration. When partition wall is up, rooms A and B will operate completely separate of each other. When the partition is down, rooms A and B will be used as a whole; creating the "Room C" configuration. Room A will act as the master, in this case. Both rooms will be identical of each other.

Display Systems

- Provide and install (2) ceiling mounted projectors (one in each room)
 - 3500 Lumen, Full HD LED Laser
 - Customer is responsible for electrical
 - Is it preferred to have the electrical above the ceiling on a whip, approximately 8-15' directly back from the projection screen
- Provide (2) 123" diagonal recessed ceiling mounted electric screens (one in each room)
 - General Contractor will install
 - Customer is responsible for electrical
 - hardwired into the left side of the screen
- Provide and install (2) 42" displays on the back columns, on articulating wall mounts (one in each room) for participants in the rear of the room to be able to see the presentation
 - Customer is responsible for electrical
 - Displays to be pushed back against the walls when not in use
- Provide connectivity at the lectern for an owner furnished monitor
 - monitor will be used as the PC monitor, as well as a confidence monitor for any source being displayed onto the screens
- The display system will not be a full matrix system. Whatever is being displayed, will be the same source routed to the rear displays and lectern monitor

Sources

- Each room will house a lectern provided by the customer to include connectivity for a single HDMI or VGA/audio source via CAT5/6 through the GC provided floorbox
 - Vicom will provide HDMI/CAT(x) transmitters and receivers
 - Customer will provide converter cables for different digital connectivity (laptop, tablet, iPhone, iPad, etc)
- Each room will have a dedicated PC provided by the customer and will be housed in the AV closet
 - Customer will provide wireless keyboard and mouse to connect to these PCs
- Provide and install (2) bluray players (one for each room), to be housed in the AV closet
 - Customer advised that the end user will have to have access to the AV closet in order to insert media for the bluray presentation
- Each room will include an owner furnished Lifesize VTC
 - Cameras will be provided by the customer and Vicom will install on columns facing the front of the room for the presenter

Routing and Switching

- Provide and install (1) digital presentation system for each room
 - located in AV closet
 - system allows for future growth

Audio Systems

- Provide and install (8) ceiling mounted speakers (4 speakers in each room)
- Provide and install (4) wireless mic receiver systems (2 in each room)
 - sound reinforcement is only required when the room is in the "C" configuration
 - antenna/power distribution will be provided and installed due to the location of receivers in the rack
- Appropriate mixing and amplification for each room is included in the digital presentation system
- VTC mics will be provided by the customer and will be installed by VIcom in the ceiling, as directed by the customer
 - Customer has been advised that these mics in the ceiling is not a suggested standard installation practice

Control Systems

- End user can walk into either Room A or B and select how they want to use the system (room combining or not).
- Each room will have a customer provided iPad for room control
 - VIcom will provide and install wall mounted charging stations and cases for the iPads
 - Main start up control page will have the main following options to chose from in order to start:
 - LifeSize Conference Call
 - Standard Room Presentation
 - Movie/Cinema
 - Standard in Room Only Meeting
 - Control will include:
 - power
 - screen control
 - volume control
 - source selection
 - transport functions of the bluray and VTC
 - shades
 - lighting
 - automatically turn off/on each day, times to be determined by customer
 - When room is not in use, levels should be set at 10%
- Required control processors are included in the digital presentation systems
- Provide and install a sensor to determine the state of the room to automatically determine whether it is separate or combined

Equipment Racks and Furniture

- Provide and install (1) full size rack with accessories in the AV closet to house all necessary equipment
- Provide and install UPS within the rack to protect, monitor, and restart all rack components remotely

Misc

- Provide and install window shades with low voltage cabling for each room
- Provide low voltage cabling for control to the customer supplied lighting system
- Provide and install (2) USB wallplates that extend over CAT5 to the equipment closet for wireless mouse/keyboard extension and USB flash drive connectivity to PC

◆ Typical Customer Responsibilities

- a. Customer to provide all AC power receptacles and hard wired AC power required for the AV equipment.
- b. Customer to provide all network connections and IP addresses required.
- c. Additional project scope requests not included at the time of this proposal are subject to additional fees.
- d. Customer will provide any AC Power, LAN, Telephone and CATV connections required for the project.
- e. Any PC's and laptops required will be furnished by the Customer.
- f. The Customer will be responsible for any conduits and floor boxes required.
- g. VIcom is not responsible for the quality or functionality of any owner furnished equipment
- h. Full access to work areas will be provided by the Customer during proposed installation times.
- i. Any existing furniture movement will be the responsibility of the Customer.
- j. Any power poles, floor boxes or poke-thrus required will be provided prior to VIcom's installation start date.
- k. If applicable, Secure, on-site storage will be provided upon immediate availability.
- l. Any Security badges required will be provided to VIcom's technicians to enable easy access to Customer's facilities.
- m. If applicable, current floor plans or furniture drawings will be provided to VIcom prior to installation start.
- n. The Customer will provide a day-to-day contact person to interface with the VIcom Project Manager.
- o. Where possible, parking for VIcom work vans will be provided.
- p. Any asbestos encountered during installation, will become the responsibility of the Customer.
- q. VIcom will not be responsible for damages to equipment or for delays incurred by any other contractor.

AV Implementation Plan

Needs Analysis & Preliminary Design

At the preliminary project inception stages a detailed Needs Analysis is performed and an overall system design is proposed. Typically this would include a site visit by an expert in the design and planning of audio-visual facilities and a series of meetings with Customer representatives.

Detailed Design

A Site Project Manager is assigned at the start of Phase II and will follow this installation to its successful completion. This individual will be responsible for all technical questions and concerns relating to content and performance. As the first step in the implementation of the project, Phase II involves a Pre-Installation meeting, with a Site Manager confirming all site-specific details. The Site Manager's responsibilities include verification of power requirements, cabling needs and access, and firmly establishing any pre-existing functionality that needs to be maintained. All facilities, electrical power requirements, architectural mountings and details (lighting, acoustical, millwork) are defined and planned for installation. Any additional conduit and wire routing requirements are determined. All basic software screens are defined and discussed with the Customer.

Implementation

The Implementation Phase begins with Technical Project Management Services. These services include the purchasing and coordination of all materials and deliverables, ongoing communications with customer representatives regarding planning and scheduling of the project implementation.

All new materials are delivered to the site, inspected and tested. All equipment components, cables, and hardware are delivered to the customer for installation by VIcom Team Integration Services personnel, including Engineers, Technicians and/or Product Specialists. All control software will be designed and coded. The control system will be staged with all of the new equipment provided by the VIcom Team to ensure proper operation to the extent possible.

Integration consists of installing all components as required for the project. The VIcom Team will supply the necessary wiring and cabling to properly connect these components if included in the scope of services. Components would then be connected to the facility AC power through the existing receptacles. The customer is responsible for any network and/or AC power requirements. These activities must be accomplished in accordance with the installation schedule. Upon completion of installation, the VIcom Team will conduct thorough on-site systems testing and tweaking as necessary to ensure proper functionality and control are established to achieve project requirements.

Training

Key users or administrators for the systems will be provided an orientation in the operation of the equipment during a room-by-room system demonstration and checklist review. The orientation will be held on-site at the conclusion of the installation and testing by the VIcom Team.

Additional on-going training is also available on request and will be quoted separately.

AV Warranty & Maintenance Information

Electronic Equipment Warranty

The standard manufacturer equipment warranty applies to all new integrated multimedia systems, which are provided by VIcom. The length of warranty varies between vendors, the majority of manufacturers support products for (1) year. This warranty also covers workmanship and custom room control software done by VIcom.

VIcom Maintenance Agreement

VIcom's Full Service Support and Maintenance provides the highest level of support from VIcom's Certified Support Staff. It includes proactive remote programming and technical support, on-site dispatch of certified technicians, and parts replacement. Full Service Maintenance insures that VIcom will work with you to resolve the problem, providing whatever level of contracted support is necessary.

Full Service Maintenance Coverage 8x5 -8x5 hour coverage, five (5) days a week with a four (4) hour site response objective. In addition, all coverage options include:

Remote Programming Management – Normal business hours (8x5) telephone support and remote programming to evaluate the nature of the problem.

Testing Facility - 24-hour dial up access to Video Test Facility Intelligent Dispatch -With the information gathered via remote programming, VIcom is ready to resolve the problem the first time, minimizing return visits and downtime.

Replacement Parts -Replacement parts and labor are included in the Full Service Maintenance Agreement. VIcom warehouses some equipment spares in our Virginia Beach facility. Additionally, VIcom is supported by a national distribution system designed to provide the correct part in the shortest interval possible.

Helpline Support – Trained technicians are available to assist from VIcom's facility during normal business hours. This assures you get the support you need on products, features/functions, and interoperability. Basic Help Line support services are included.

Technical Support – Full access is provided you to VIcom's Technical Center and field technicians. Multiple tiers of product and service engineers are available to support you, and are included.

Exceptions – Consumables such as lamps, batteries and remote controls are not included in this agreement, nor any labor related to these items. Moves, adds, and changes to the system are not included, and will be conducted at an additional cost defined before technicians are dispatched to the site. Data network support not included.

Limitations and Exclusions of Warranty

The warranty set forth above does not extend to failures of the equipment to perform properly due to:

- (i) Misuse, neglect, accident, or abuse;
- (ii) Use in other than a normal and customary manner;
- (iii) Improper installation, storing, or handling by other than VIcom;
- (iv) Unauthorized alterations or repairs;
- (v) Acts of God; or
- (vi) Improper use of peripheral devices.

NOTWITHSTANDING ANY OTHER CONTRACTUAL PROVISIONS, THE ABOVE RIGHTS AND REMEDIES ARE EXCLUSIVE AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXCLUDED FROM ANY OBLIGATION CONTAINED IN THIS WARRANTY. IN ADDITION, VICOM SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.



Summary

Vicom appreciates the opportunity to work with your organization. The Vicom Team believes that we present the necessary experience, skills and capabilities, as well as strategic advantages outlined below to achieve exceptional performance in implementation of your project.

- Full-line authorized dealer for AV, Voice, Data and Security solutions
- Key Relationships / Troubleshooting Directly with Product Manufacturers
- Complete Video, Audio, Data and Multimedia Integration
- Robust Engineering and Professional Services Personnel
- Expertise in Technical Requirements and Design
- Certified Technical Staff
- Maintenance Support
- Inventory
- Customer Training
- Overall Experience

RFP #7058821JC - VASCUPP Sample Proposal

Quote Information:

Quote #: 004662
Version: 1
Delivered: 11/10/2016
Expires: 12/31/2016
VASCUPP# 4394459JC-13

Prepared for:

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Hardware		MSRP	Discount	Price	Qty	Ext. Price
Multimedia Presentation Equipment - Portable Projectors						
DH976-WT	Vivitek 4800 Lumens, Full HD Projector	\$3,199.00	12%	\$2,815.12	2	\$5,630.24
Multimedia Presentation Equipment - Equipment Mounts						
RPAU	Chief Universal Projector Ceiling Mount (50lbs)	\$269.00	18%	\$220.58	2	\$441.16
CMS440	Chief 8" Ceiling plate for projector	\$160.00	18%	\$131.20	2	\$262.40
CMS006009	Chief Adjustable pipe for projector, 6" - 9"	\$76.00	18%	\$62.32	2	\$124.64
TS325TU	Chief 25" Extension, articulating mount	\$466.00	18%	\$382.12	2	\$764.24
Multimedia Presentation Equipment - Projection Screen						
24859	Da-Lite 123" diagonal recessed ceiling mounted screen, tensioned	\$6,813.00	20%	\$5,450.40	2	\$10,900.80
Multimedia Presentation Equipment - Large Format Monitor						
E425	NEC 42" LED LCD display with tuner,USB media player, multiple HDMI	\$699.00	5%	\$664.05	2	\$1,328.10
Multimedia Presentation Equipment - Control Systems						
GLS-PART-CN	Crestron Cresnet Partition Sensor	\$700.00	33%	\$469.00	1	\$469.00
DMPS3-300-C	Crestron DigitalMedia Presentation System	\$8,400.00	33%	\$5,628.00	2	\$11,256.00
DM-TX-201-C	Crestron DigitalMedia 8G+ Transmitter	\$1,300.00	33%	\$871.00	2	\$1,742.00

Hardware		MSRP	Discount	Price	Qty	Ext. Price
DM-RMC-4K-100-C	Crestron DigitalMedia 8G+ Receiver & Room Controller	\$900.00	33%	\$603.00	4	\$2,412.00
Multimedia Presentation Equipment - Microphones/Accessories						
UA844SWB	Shure Wideband UHF Four-Way Active Antenna Splitter and Power Distribution System for SLX and ULX	\$524.00	10%	\$471.60	1	\$471.60
Multimedia Development Equipment						
60-1480-01	Extron Two Output HDMI Distribution Amplifier	\$690.00	30%	\$483.00	2	\$966.00
AD-CI52ST-WH	QSC 5.25" Two-way shallow ceiling speaker, 70/100V transformer	\$190.00	15%	\$161.50	8	\$1,292.00
SLX24/SM58-G4	Shure SLX2 Wireless Mic Receiver includes SM58 Handheld Transmitter	\$749.00	27%	\$546.77	4	\$2,187.08
Multimedia Development Equipment - Other						
Custom	Custom Window and Door Shades with external control and installation (budgetary only, additional information and site visit required)	\$4,589.00	5%	\$4,359.55	1	\$4,359.55
BDPS5500	Sony 3D Blu-Ray Player with Wi-Fi	\$99.79	5%	\$94.80	2	\$189.60
VI-AV-MISC	AV Miscellaneous Installation Materials AV Miscellaneous Installation Materials	\$459.00	5%	\$436.05	1	\$436.05
Computer Presentation Equipment - Multimedia Furniture						
WRK-44SA-27	Middle Atlantic 44SP/27D WRK RACK	\$1,490.00	30%	\$1,043.00	1	\$1,043.00
PFD-44	Middle Atlantic 44SP PLEXI FRONTDR,UNIV.B	\$708.00	30%	\$495.60	1	\$495.60
MW-4QFT-FC	Middle Atlantic 4.5"(4)FAN/TOP W/FC M/W	\$786.00	30%	\$550.20	1	\$550.20
CBS-WRK-27	Middle Atlantic CASTER BASE FOR WRK 27DP	\$202.00	30%	\$141.40	1	\$141.40
PDT-1415C	Middle Atlantic 14 OUTLETS,15A,CORD,SURGE	\$207.00	30%	\$144.90	1	\$144.90

Hardware		MSRP	Discount	Price	Qty	Ext. Price
UPS-2200R-8IP	Middle Atlantic 2200VA UPS,IND.OUT W/NIC	\$2,242.00	30%	\$1,569.40	1	\$1,569.40
PD-915R-SP	Middle Atlantic 9 OUTS,15A SERIES SURGE	\$610.00	30%	\$427.00	1	\$427.00
LBP-1A	Middle Atlantic 10 PACK L LACER BAR	\$46.00	30%	\$32.20	1	\$32.20
U1	Middle Atlantic 1SP RACKSHELF 11DP	\$56.00	30%	\$39.20	2	\$78.40
U2	Middle Atlantic 2SP RACKSHELF 14.75DP	\$74.00	30%	\$51.80	4	\$207.20
Hardware Subtotal						\$49,921.76

Services		Price	Qty	Ext. Price
VI-AV-INSTL-1T	Installation of Audio Visual Equipment, 1 tech per hr. VASCUPP Rate	\$75.00	56	\$4,200.00
VI-AV-INSTL-AT	Installation of Audio Visual Equipment, Additional tech per hr. VASCUPP Rate	\$75.00	56	\$4,200.00
VI-AV-PROG	AV System Programming, per hr.	\$100.00	16	\$1,600.00
VI-AV-ENG	AV Engineering-Design/Drawings, per hr.	\$100.00	3	\$300.00
VI-AV-PM	Project Management/Coordination, per hr.	\$100.00	6	\$600.00
VI-AV-TRAIN	Initial System Orientation and Training (included)	\$0.00	1	\$0.00
Services Subtotal				\$10,900.00

Maintenance, Support Services & Freight		Price	Qty	Ext. Price
VI-AV-MA	Vicom AV System Maintenance, Year 1 (included at no cost)	\$0.00	1	\$0.00
VI-AV-SS-S&H	Support Services and Freight (included at no cost)	\$0.00	1	\$0.00

Quote Summary		Amount
	Hardware	\$49,921.76
	Services	\$10,900.00
	Total	\$60,821.76

VIcom Standard Terms	Payments	Amount
Total Investment	1	\$60,821.76

Thank you for the opportunity to work with your organization. VIcom will be pleased to provide services upon receiving your acceptance of this proposal and the amount included above. Please indicate your acceptance by signing in the space provided below.

Signature

Date



VCU

NEGOTIATION QUESTIONS FOR RFP #7058821JC VASCUPP Audio Visual Term Contracts

1. Utilization of the words “shall” or “must” in Section V, Items A – E, Statement of Needs, indicates a mandatory requirement:

Does / Shall your company comply with mandatory requirements as presented in Section V, Items A – E, Statement of Needs?

Yes No

If “NO,” identify the specific requirement and the reason for non-compliance.

Utilization of the words “should” or “may” in Section V, Items A – E, Statement of Needs indicates a non-mandatory requirement.

Does / Shall your company comply the non-mandatory requirements as presented in Section V, Items A – E, Statement of Needs (i.e. “should” becomes “shall”)?

Yes No

If “NO,” identify the specific requirement and the reason for non-compliance.

2. Does your firm agree to comply with the Procurement Requirements in Section V, Item F. 1-5?

Yes, Vcom complies.

3. Does your company agree to the cooperative contract language specified in Section I, Purpose, Page 4?

Yes, Vcom complies.

4. Proposed Pricing:

- a. Most but not all of the product discounts proposed are as deep as the discounts on the current contract.

The majority of Vcom pricing were either the same or at a higher discount as compared to previous contract pricing. For those items that were at a lesser discount level, we adjusted the discount to equal what was on the preceding contract.

- b. Is the pricing offered the most favorable pricing offered to any customer for the same volume at this particular time? What additional discounts or price breaks can be offered for this contract without changing any of the project approach and deliverables proposed?

There may be “special circumstances” that will allow Vlcom to receive higher discounts from the manufacturers. When that occurs, Vlcom will convey the additional discounts to the client.

- c. Submit a revised price list of the brands of AV equipment, equipment categories and the discount from the manufacturer list price by brand and equipment category that is the most favorable pricing offered to any customer for the same volume at this particular time with all of the proposed contract discounts equal to or less than the current VASCUPP contract discounts

Vlcom has provided an updated price list. Please see the attached document labeled “Vlcom VASCUPP Pricing_rev011317”.

5. Provide written agreement that any boiler plate terms and conditions on quotes for individual AV purchases do not apply and that the terms and conditions of the RFP without any exceptions govern the contract and each project.

Boiler plate terms and conditions will not be utilized by Vlcom. Vlcom further agrees that the terms and conditions of the RFP, without any exceptions, govern the contract and for project.