#### **CONTRACT RENEWAL**

**DATE:** 

February 8, 2024

**CONTRACT TITLE:** 

**Locksmith Services** 

**CONTRACT NO:** 

C0000530

**LEGACY CONTRACT NO:** 

8588933CH2-A

**NEW START DATE:** 

March 2, 2024

**NEW END DATE:** 

March 1, 2025

**RENEWAL NUMBER:** 

4 of 4

**CONTRACTOR:** 

National Security and Door Corp.

#### PRICING:

Select one of the options below.

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1	Pricing	remains	the same	as the	previous	contract	nemod
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Attached is the revised pricing in accordance with the contract terms.

#### **CERTIFICATE OF INSURANCE:**



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 Virginia Commonwealth University as the "Additional Insured", citing the contractor's name and contract number, emailed to sbkessinger@vcu.edu or mailed to Virginia Commonwealth University Risk Management, P.O. Box 843040, Richmond, VA. All other terms and conditions of 8588933CH2-A shall remain unchanged and in full force and effect.

# **RESPONSE:**

National Security and Door Corp.			
Name of Firm			
Scott Childress			
Signature			
SLOTT Childress	·	·	
Name Printed			
PRESIDENT			
Title			,
2/16/24			
Date			

Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service		F	Regular		
Work Type	Scheduled Services for Special Group (Local Area)	Time		Time Over 1	
Α	Locksmith and Stand Alone Access Control	\$	109.46	\$	164.19
В	Low Voltage Electrical Access Control	\$	120.02	\$	180.03
С	Aluminum, Wood, Hollow Metal Doors	\$	116.68	\$	175.02
D	Automatic Doors and Handicap Operators	\$	127.80	\$	191.69

Service		F	Regular		
Work Type	Non-Scheduled Services for Special Group (Local Area)	Time		Time Over	
Α	Locksmith and Stand Alone Access Control	\$	115.02	\$	172.52
В	Low Voltage Electrical Access Control	\$	125.57	\$	188.36
С	Aluminum, Wood, Hollow Metal Doors	\$	122.24	\$	183.36
D	Automatic Doors and Handicap Operators	\$	133.35	\$	200.03

Service		Regular					
Work Type	Emergency Services for Special Group (Local Area)		Time		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	218.92	\$	328.38		
В	Low Voltage Electrical Access Control	\$	240.03	\$	360.05		
С	Aluminum, Wood, Hollow Metal Doors	\$	233.37	\$	350.05		
D	Automatic Doors and Handicap Operators	\$	255.59	\$	383.39		

Service	Scheduled Services Price Group C	F	Regular		
Work Type	(applies to Map Zones 1,2 and 8)		Time O		er Time
Α	Locksmith and Stand Alone Access Control	\$	133.35	\$	200.03
В	Low Voltage Electrical Access Control	\$	144.46	\$	210.59
С	Aluminum, Wood, Hollow Metal Doors	\$	138.91	\$	202.49
D	Automatic Doors and Handicap Operators	\$	150.02	\$	218.69

Service	Non Scheduled Services Price Group C	Regular			
Work Type	(applies to Map Zones 1,2 and 8)	Time		Over Tim	
Α	Locksmith and Stand Alone Access Control	\$	138.91	\$	202.49
В	Low Voltage Electrical Access Control	\$	150.02	\$	218.69
С	Aluminum, Wood ,Hollow Metal Doors	\$	144.46	\$	210.59
D	Automatic Doors and Handicap Operators	\$	155.58	\$	226.79

Service	Emergency Services Price Group C	Regular		. :	
Work Type	(applies to Map Zones 1,2 and 8)		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	266.70	\$	388.78
В	Low Voltage Electrical Access Control	\$	288.93	\$	421.18
С	Aluminum, Wood, Hollow Metal Doors	\$	277.82	\$	404.98
D	Automatic Doors and Handicap Operators	\$	300.04	\$	437.38

	Labor Rates By Service Work Type, Defined Service and Area Group							
Service	Scheduled Services for Price Group A	F	Regular					
Work Type	(applies to Map Zones 4 & 6)	Time Ove		er Time				
Α	Locksmith and Stand Alone Access Control	\$	116.68	\$	175.02			
В	Low Voltage Electrical Access Control	\$	127.80	\$	191.69			
С	Aluminum, Wood, Hollow Metal Doors	\$	122.24	\$	183.36			
- D	Automatic Doors and Handicap Operators	\$	133.35	\$	200.03			

Service	Non Scheduled Services for Price Group A	. R	Regular Time		
Work Type	(applies to Map Zones 4 & 6)				Time Over
Α	Locksmith and Stand Alone Access Control	\$	122.24	\$	183.36
В	Low Voltage Electrical Access Control	\$	133.35	\$	200.03
C	Aluminum, Wood, Hollow Metal Doors	\$	127.80	\$	191.69
D .	Automatic Doors and Handicap Operators	\$	138.91	\$	208.36

Service	Emergency Services for Price Group A	Regular			
Work Type	(applies to Map Zones 4 & 6)	Time		Time Over	
Α	Locksmith and Stand Alone Access Control	\$	233.37	\$	350.05
В	Low Voltage Electrical Access Control	\$	255.59	\$	383.39
С	Aluminum, Wood, Hollow Metal Doors	\$	244.48	\$	366.72
D	Automatic Doors and Handicap Operators	\$	266.70	\$	400.06

	Labor Rates By Service Work Type, Defined Service and Area Group							
Service	Scheduled Services Price Group B	F	Regular					
Work Type	(applies to Map Zones 3,5 and 7)		Time Ov		er Time			
Α	Locksmith and Stand Alone Access Control	\$	127.80	\$	191.69			
В	Low Voltage Electrical Access Control	\$	138.91	\$	208.36			
С	Aluminum, Wood, Hollow Metal Doors	\$	133.35	\$	200.03			
D	Automatic Doors and Handicap Operators	\$	144.46	\$	216.70			

Service	Non Scheduled Price Group B	F	Regular		
Work Type	(applies to Map Zones 3,5 and 7)		Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	133.35	\$	200.03
В	Low Voltage Electrical Access Control	\$	139.85	\$	209.77
С	Aluminum, Wood, Hollow Metal Doors	\$	134.47	\$	201.71
D	Automatic Doors and Handicap Operators	\$	145.23	\$	217.84

Service	Emergency Services Price Group B	F	Regular		
Work Type	(applies to Map Zones 3,5 and 7)		Time	O۷	er Time
Α	Locksmith and Stand Alone Access Control	\$	255.59	\$	383.39
В	Low Voltage Electrical Access Control	\$	277.82	\$	416.73
С	Aluminum, Wood, Hollow Metal Doors	\$	266.70	\$	400.06
D	Automatic Doors and Handicap Operators	\$	288.93	\$	433.39

Service	Scheduled Services Price Group D		Regular	
Work Type	(applies to Map Zone 9)	-	Time	c
Α	Locksmith and Stand Alone Access Control	\$	144.46	\$
В	Low Voltage Electrical Access Control	\$	155.58	\$
С	Aluminum, Wood, Hollow Metal Doors	\$	150.02	\$
D	Automatic Doors and Handicap Operators	\$	161.13	\$

Service	Non Scheduled Services Price Group D	R	egular		
Work Type	(applies to Map Zone 9)	, i	Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	150.02	\$	225.03
В	Low Voltage Electrical Access Control	\$	161.13	\$	241.70
С	Aluminum, Wood, Hollow Metal Doors	\$	155.58	\$	233.37
D	Automatic Doors and Handicap Operators	\$	166.69	\$	250.04

Service	Emergency Services Price Group D	F	Regular				
Work Type	(applies to Map Zone 9)	Time		ies to Map Zone 9) Time		٥٧	er Time
Α	Locksmith and Stand Alone Access Control	\$	288.93	\$	433.39		
В	Low Voltage Electrical Access Control	\$	311.16	\$	466.73		
С	Aluminum, Wood, Hollow Metal Doors	\$	300.04	\$	450.06		
D	Automatic Doors and Handicap Operators	\$	322.27	\$	483.40		

# Key Definitions and Pricing

Duplicate Key – creation of new key made by duplicating from an existing key by use of key duplication machine

Code Key – creation of new key made by acquiring then researching key code database for cut key details. A code machine is used for key generation from the correct key code.

Fitted Key – creation of a new key made to fit the existing keyed lock configuration. This will be accomplished by fitting a key manually to the corresponding lock by one of several means employed by the locksmith

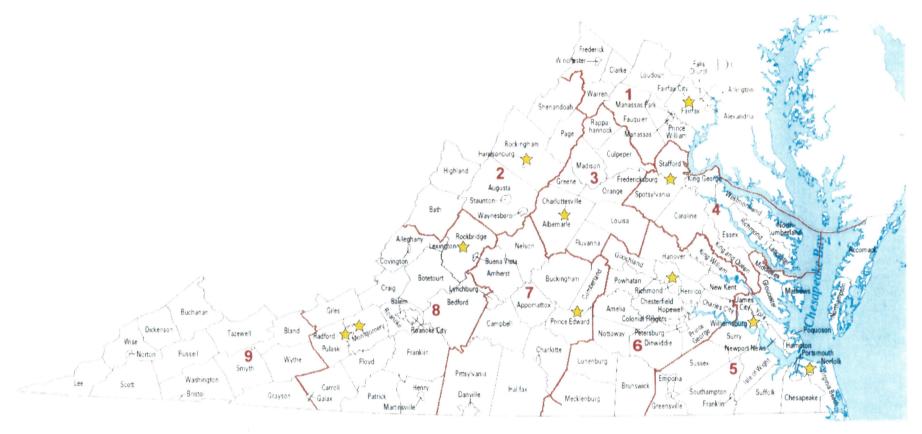
Note: Once the first code key or fitted key is produced any additional keys made from the newly created key would be considered as duplicate keys and priced accordingly.

"On Job Site Key Fulfillment" of in stock, non-automobile, standard commercial door hardware or desk lock keys. New duplicate keys, code keys, or fitted keys will be tested in lock when possible, upon return to the job site. Special keyway sections, restricted keyways or high security keyways will require special pricing. Material Key Cost per eligible key by type:

Duplicate Key \$4.50 ea.

Code Key \$8.50 ea.

Fitted Key \$15.00 ea.



# Virginia Association of State College & University Purchasing Professionals (VASCUPP)

#### List of member institutions by zones

Zone 1

George Mason University (Fairfax)

Zone 4

**University of Mary Washington (Fredericksburg)** 

Zone 7

**Longwood University (Farmville)** 

Zone 2

James Madison University (Harrisonburg)

Zone 5

College of William and Mary (Williamsburg)

**Old Dominion University (Norfolk)** 

Zone 8

**Virginia Military Institute (Lexington)** 

Virginia Tech (Blacksburg)

Radford University (Radford)

Zone 3

**University of Virginia (Charlottesville)** 

Zone 6

Virginia Commonwealth University (Richmond)

Zone 9

# Material Pricing Discounts for "Time and Material" price method

			Discount
Manufacturer List	Primary Product Lines	List Price	from List
Adams Rite	Locking Hardware	Current Published	35
Aiphone	Intercom	Current Published	25
Air Louvers	Glazing Products	Current Published	35
Alarm Lock	Locking Hardware	Current Published	38
Amour One	Security Glazing and Film	Current Published	Quote Only
AptiQ	Readers	Current Published	32
Avigilon	Video Security	Current Published	10
Avigilon	Access Control	Current Published	10
BEA	ADA Controls	Current Published	32
BEST	Locking Hardware	Current Published	25
CBORD	Access Control	Current Published	Quote Only
Command Access	Custom Electrified Hardware	Current Published	32
Corbin Russwin	Locking Hardware	Current Published	32
Design Hardware	Locking Hardware	Current Published	40
Don-Jo	Flat Goods Hardware	Current Published	40
Effco	Aluminum Storefront Systems	Current Published	35
Falcon	Locking Hardware	Current Published	40
Glynn Johnson	Locking Hardware	Current Published	38
HES	Electrified Hardware	Current Published	35
HID	Readers	Current Published	32
IVES	Flat Goods Hardware	Current Published	38
LCN	Door Closers	Current Published	32
Life Safety Power	Access Control Low Voltage Power	Current Published	10
Medeco	High Security Locking Hardware	Current Published	25
Mesker	Hollow Metal Doors and Frames	Current Published	Quote Only
NABCO	ADA Low Energy Operators	Current Published	25
Norton	ADA Low Energy Operators	Current Published	30
Oldcastle	Glazing Products	Current Published	Quote Only
Oshkosh	Wood Doors	Current Published	Quote Only
Pemko	Door Seal Products	Current Published	28
Persona	Access Control	Current Published	Quote Only
Precision	Locking Hardware	Current Published	32
RCI	Electrified Hardware	Current Published	38

Republic	Hollow Metal Doors and Frames	Current Published	40
Rixson	Door Closers	Current Published	30
RS2	Access Control Systems	Current Published	30
Sargent	Locking Hardware	Current Published	38
Schlage	Locking Hardware	Current Published	38
Securitron	Electrified Hardware	Current Published	35
Select Products	Continuous Hinges	Current Published	35
Special - lite	Aluminum Storefront Systems	Current Published	Quote Only
Steelcraft	Hollow Metal Doors and Frames	Current Published	45
Town Steel	Anti-Ligature Locking Hardware	Current Published	25
Trimco	Security Door Pulls and Hardware	Current Published	35
USA Wood Door	Wood Doors	Current Published	32
Von Duprin	Locking Hardware	Current Published	32
	Locking Hardware	Current Published	32
Folger Adams	Locking hardware	Current Published	38
Arrow	Locking Hardware	Current Published	25

# Notes:

Shipping and Handling charges will be charged at invoice cost for all types of non-stock commercial door and frame orders

#### **CONTRACT RENEWAL**

DATE:

January 24, 2023

**CONTRACT TITLE:** 

**Locksmith Services** 

**CONTRACT NO:** 

C0000530

LEGACY CONTRACT NO:

8588933CH2-A

**NEW START DATE:** 

March 2, 2023

**NEW END DATE:** 

March 1, 2024

**RENEWAL NUMBER:** 

3 of 4

**CONTRACTOR:** 

National Security and Door Corp.

#### PRICING:

Select one of the options below.

		Pricing remains	the same	as the	previous	contract	period.
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Attached is the revised pricing in accordance with the contract terms.

#### **CERTIFICATE OF INSURANCE:**

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 <u>new</u> Certificate of Insurance listing Virginia Commonwealth University as the "Additional Insured", citing the contractor's name and contract number, emailed to sbkessinger@vcu.edu or mailed to Virginia Commonwealth University Risk Management, P.O. Box 843040, Richmond, VA.

All other terms and conditions of 8588933CH2-A shall remain unchanged and in full force and effect.

# **RESPONSE:**

National Security and Door Corp.	
Name of Firm	7
Scott Childress	
Signature	
Scott Childress	
Name Printed	
PRESIDENT	
Title	,
2/2/23	
Date	

# Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service		F	Regular		
Work Type	Scheduled Services for Special Group (Local Area)		Time		er Time
Α	Locksmith and Stand Alone Access Control	\$	106.27	\$	159.41
В	Low Voltage Electrical Access Control	\$	116.52	\$	174.78
С	Aluminum, Wood, Hollow Metal Doors	\$	113.28	\$	169.93
D	Automatic Doors and Handicap Operators	\$	124.07	\$	186.11

Service				
Work Type	Non-Scheduled Services for Special Group (Local Area)		O۷	er Time
Α	Locksmith and Stand Alone Access Control	\$ 111.67	\$	167.50
В	Low Voltage Electrical Access Control	\$ 121.92	\$	182.87
С	Aluminum, Wood, Hollow Metal Doors	\$ 118.68	\$	178.02
D	Automatic Doors and Handicap Operators	\$ 129.47	\$	194.20

Service		,			
Work Type	Emergency Services for Special Group (Local Area)			Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	212.54	\$	318.82
В	Low Voltage Electrical Access Control	. \$	233.04	\$	349.56
С	Aluminum, Wood, Hollow Metal Doors	\$	226.57	\$	339.85
D	Automatic Doors and Handicap Operators	\$	248.15	\$	372.22

Labor Mates by Service Work Type, Service and 7 and Group					
Service	Scheduled Services for Price Group A	F	Regular		<u>.                                      </u>
Work Type	(applies to Map Zones 4 & 6)		Time		er Time
Α	Locksmith and Stand Alone Access Control	\$	113.28	\$	169.93
В	Low Voltage Electrical Access Control	\$	124.07	\$	186.11
С	Aluminum, Wood, Hollow Metal Doors	\$	118.68	\$	178.02
D	Automatic Doors and Handicap Operators	\$	129.47	\$	194.20

Service	Non Scheduled Services for Price Group A				_
Work Type	(applies to Map Zones 4 & 6)	-		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	118.68	\$	178.02
В	Low Voltage Electrical Access Control	\$	129.47	\$	194.20
С	Aluminum, Wood, Hollow Metal Doors	\$	124.07	\$	186.11
D	Automatic Doors and Handicap Operators	\$	134.86	\$	202.29

Service	Emergency Services for Price Group A				
Work Type	(applies to Map Zones 4 & 6)			Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	226.57	\$	339.85
В	Low Voltage Electrical Access Control	\$	248.15	\$	372.22
С	Aluminum, Wood, Hollow Metal Doors	\$	237.36	\$	356.04
D	Automatic Doors and Handicap Operators	\$	258.94	\$	388.40
		-			

Labor Rates By	v Service Work Ty	ype, Defined Service and	Area Group
	,	, p c, p c	ou o. o.p

Service	Scheduled Services Price Group B	F	Regular		
Work Type	(applies to Map Zones 3,5 and 7)		Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	124.07	\$	186.11
В	Low Voltage Electrical Access Control	\$	134.86	\$	202.29
С	Aluminum, Wood, Hollow Metal Doors	\$	129.47	\$	194.20
D	Automatic Doors and Handicap Operators	\$	140.26	\$	210.39

Service	Non Scheduled Price Group B	F	Regular		_		
Work Type	(applies to Map Zones 3,5 and 7)		Time		Time Ove		er Time
Α	Locksmith and Stand Alone Access Control	\$	129.47	\$	194.20		
В	Low Voltage Electrical Access Control	\$	135.78	\$	203.66		
С	Aluminum, Wood, Hollow Metal Doors	\$	130.55	\$	195.83		
D	Automatic Doors and Handicap Operators	\$	141.00	\$	211.50		
		,					
·							

Service	Emergency Services Price Group B		F	Regular		
Work Type	(applies to Map Zones 3,5 and 7)			Time	O۷	er Time
Α	Locksmith and Stand Alone Access Control	1	\$	248.15	\$	372.22
В	Low Voltage Electrical Access Control		\$	269.73	\$	404.59
С	Aluminum, Wood, Hollow Metal Doors		\$	258.94	\$	388.40
D	Automatic Doors and Handicap Operators	,	\$	280.51	\$	420.77
		1				

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Service	Scheduled Services Price Group C	Regular			
Work Type	(applies to Map Zones 1,2 and 8)	Time		Over Tir	
Α	Locksmith and Stand Alone Access Control	\$	129.47	\$	194.20
В	Low Voltage Electrical Access Control	\$	140.26	\$	204.46
С	Aluminum, Wood, Hollow Metal Doors	\$	134.86	\$	196.59
D	Automatic Doors and Handicap Operators	\$	145.65	\$	212.32

Service	Non Scheduled Services Price Group C			
Work Type	(applies to Map Zones 1,2 and 8)		O۷	er Time
Α	Locksmith and Stand Alone Access Control	\$ 134.86	\$	196.59
В	Low Voltage Electrical Access Control	\$ 145.65	\$	212.32
С	Aluminum, Wood ,Hollow Metal Doors	\$ 140.26	\$	204.46
D	Automatic Doors and Handicap Operators	\$ 151.05	\$	220.18

Service	Emergency Services Price Group C			
Work Type	(applies to Map Zones 1,2 and 8)		O۱	er Time
Α	Locksmith and Stand Alone Access Control	\$ 258.94	\$	377.46
В	Low Voltage Electrical Access Control	\$ 280.51	\$	408.91
С	Aluminum, Wood, Hollow Metal Doors	\$ 269.73	\$	393.19
D	Automatic Doors and Handicap Operators	\$ 291.30	\$	424.64
				-

Laber Hates by Certice tronk Type, Bernica Service and Thea Cr						
Service	Scheduled Services Price Group D	I	Regular			
Work Type	(applies to Map Zone 9)	Time		Time Over Ti		
Α	Locksmith and Stand Alone Access Control	\$	140.26	\$	210.39	
В	Low Voltage Electrical Access Control	\$	151.05	\$	226.57	
С	Aluminum, Wood, Hollow Metal Doors	\$	145.65	\$	218.48	
D	Automatic Doors and Handicap Operators	\$	156.44	\$	234.66	

Service	Non Scheduled Services Price Group D			
Work Type	(applies to Map Zone 9)		٥٧	er Time
Α	Locksmith and Stand Alone Access Control	\$ 145.65	\$	218.48
В	Low Voltage Electrical Access Control	\$ 156.44	\$	234.66
С	Aluminum, Wood, Hollow Metal Doors	\$ 151.05	\$	226.57
D	Automatic Doors and Handicap Operators	\$ 161.84	\$	242.75

Service	Emergency Services Price Group D			
Work Type	(applies to Map Zone 9)		Over Time	
Α	Locksmith and Stand Alone Access Control	\$ 280.51	\$	420.77
В	Low Voltage Electrical Access Control	\$ 302.09	\$	453.14
С	Aluminum, Wood, Hollow Metal Doors	\$ 291.30	\$	436.96
D	Automatic Doors and Handicap Operators	\$ 312.88	\$	469.32

Date: February 25, 2022

National Security & Door Corp. 8142 Hull Str. Road N. Chesterfield. VA 23235

RE:

Contract #: 8588933CH2-A

Renewal No.: 2 of 4

**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 Mr. Childress,

Your firm's contract with Virginia Commonwealth University (VCU) for (Locksmith Services) expires on March 1, 2022. VCU intends to exercise the renewal of this contract in accordance with Contract #: 8588933CH2-A.

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

#### **OPTIONAL USE CONTRACT:**

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: March 2, 2022 through March 1, 2023.

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 <u>new</u> 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. Your response may be faxed to me at (804) 828-7837. If you have any questions, please contact me at (804) 828-0663.

Sincerely,

Cornelius Hunt Senior Buyer/Supplier Diversity Coordinator

RESPONSE:
Name of Firm
Scott Childress
Signature
Scott Childress
Name Printed
PRESIDENT
Title
3/9/22
Date / t

Contract #:: <u>8588933CH2</u>

# Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service	, .	Regular			
Work Type	Scheduled Services for Special Group (Local Area)	Time		Time Over Ti	
Α	Locksmith and Stand Alone Access Control	\$	103.28	\$	154.92
В	Low Voltage Electrical Access Control	\$	113.24	\$	169.86
С	Aluminum, Wood, Hollow Metal Doors	\$	110.09	\$	165.14
D	Automatic Doors and Handicap Operators	\$	120.58	\$	180.87

Service				
Work Type	Non-Scheduled Services for Special Group (Local Area)		Οv	er Time
Α	Locksmith and Stand Alone Access Control	\$ 108.52	\$	162.78
В	Low Voltage Electrical Access Control	\$ 118.48	\$	177.72
С	Aluminum, Wood, Hollow Metal Doors	\$ 115.33	\$	173.00
D	Automatic Doors and Handicap Operators	\$ 125.82	\$	188.73

Service				
Work Type	Emergency Services for Special Group (Local Area)		Over Time	
Α	Locksmith and Stand Alone Access Control	\$ 206.55	\$	309.83
В	Low Voltage Electrical Access Control	\$ 226.47	\$	339.71
С	Aluminum, Wood, Hollow Metal Doors	\$ 220.18	\$	330.28
D	Automatic Doors and Handicap Operators	\$ 241.15	\$	361.73

Service	Scheduled Services for Price Group A	Regular				
Work Type	(applies to Map Zones 4 & 6)	Time		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	110.09	\$	165.14	
В	Low Voltage Electrical Access Control	\$	120.58	\$	180.87	
С	Aluminum, Wood, Hollow Metal Doors	\$	115.33	\$	173.00	
D	Automatic Doors and Handicap Operators	\$	125.82	\$	188.73	

Service	Non Scheduled Services for Price Group A			
Work Type	(applies to Map Zones 4 & 6)		Over Time	
Α	Locksmith and Stand Alone Access Control	\$ 115.33	\$	173.00
В	Low Voltage Electrical Access Control	\$ 125.82	\$	188.73
С	Aluminum, Wood, Hollow Metal Doors	\$ 120.58	\$	180.87
D	Automatic Doors and Handicap Operators	\$ 131.06	\$	196.59

Service	Emergency Services for Price Group A			
Work Type	(applies to Map Zones 4 & 6)		O۷	er Time
Α	Locksmith and Stand Alone Access Control	\$ 220.18	\$	330.28
В	Low Voltage Electrical Access Control	\$ 241.15	\$	361.73
С	Aluminum, Wood, Hollow Metal Doors	\$ 230.67	\$	346.00
D	Automatic Doors and Handicap Operators	\$ 251.64	\$	377.46

Service	Scheduled Services Price Group B	F	Regular			
Work Type	(applies to Map Zones 3,5 and 7)	Time		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	120.58	\$	180.87	
В	Low Voltage Electrical Access Control	\$	131.06	\$	196.59	
С	Aluminum, Wood, Hollow Metal Doors	\$	125.82	\$	188.73	
D	Automatic Doors and Handicap Operators	\$	136.30	\$	204.46	

Service	Non Scheduled Price Group B	R	Regular			
Work Type	(applies to Map Zones 3,5 and 7)	Time		Time Over T		er Time
Α	Locksmith and Stand Alone Access Control			\$	-	
В	Low Voltage Electrical Access Control	\$	131.95	\$	197.93	
С	Aluminum, Wood, Hollow Metal Doors	\$	126.88	\$	190.31	
D	Automatic Doors and Handicap Operators	\$	137.03	\$	205.54	

Service	Emergency Services Price Group B	F	Regular				
Work Type	(applies to Map Zones 3,5 and 7)		Time		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	241.15	\$	361.73		
В	Low Voltage Electrical Access Control	\$	262.12	\$	393.19		
С	Aluminum, Wood, Hollow Metal Doors	\$	251.64	\$	377.46		
D	Automatic Doors and Handicap Operators	\$	272.61	\$	408.91		

	Labor Rates By Service Work Type, Defined Service and Area Group						
Service	Scheduled Services Price Group C	Regular					
Work Type	(applies to Map Zones 1,2 and 8)	Time	Over Time				
Α	Locksmith and Stand Alone Access Control	\$ 125.82	\$ 188.73				
R	Low Voltage Electrical Access Control	\$ 136.30	\$ 204.46				

Α	Locksmith and Stand Alone Access Control	\$ 125.82	\$ 188.73
В	Low Voltage Electrical Access Control	\$ 136.30	\$ 204.46
С	Aluminum, Wood, Hollow Metal Doors	\$ 131.06	\$ 196.59
D	Automatic Doors and Handicap Operators	\$ 141.55	\$ 212.32

Service	Non Scheduled Services Price Group C				
Work Type	(applies to Map Zones 1,2 and 8)	(		Over Time	
Α	Locksmith and Stand Alone Access Control	\$ 131.06	\$	196.59	
В	Low Voltage Electrical Access Control	\$ 141.55	\$	212.32	
С	Aluminum, Wood ,Hollow Metal Doors	\$ 136.30	\$	204.46	
D	Automatic Doors and Handicap Operators	\$ 146.79	\$	220.18	

Service	Emergency Services Price Group C			
Work Type	(applies to Map Zones 1,2 and 8)		Ον	er Time
Α	Locksmith and Stand Alone Access Control	\$ 251.64	\$	377.46
В	Low Voltage Electrical Access Control	\$ 272.61	\$	408.91
С	Aluminum, Wood, Hollow Metal Doors	\$ 262.12	\$	393.19
D	Automatic Doors and Handicap Operators	\$ 283.09	\$	424.64

Service	Scheduled Services Price Group D	F	Regular						
Work Type	(applies to Map Zone 9)		Time	Over Time					
Α	Locksmith and Stand Alone Access Control	\$	136.30	\$	204.46				
В	Low Voltage Electrical Access Control	\$	146.79	\$	220.18				
С	Aluminum, Wood, Hollow Metal Doors	\$	141.55	\$	212.32				
D	Automatic Doors and Handicap Operators	\$	152.03	\$	228.05				

Service	Non Scheduled Services Price Group D			
Work Type	(applies to Map Zone 9)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 141.55	\$	212.32
В	Low Voltage Electrical Access Control	\$ 152.03	\$	228.05
С	Aluminum, Wood, Hollow Metal Doors	\$ 146.79	\$	220.18
D	Automatic Doors and Handicap Operators	\$ 157.27	\$	235.91

Service	Emergency Services Price Group D			
Work Type	(applies to Map Zone 9)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 272.61	\$	408.91
В	Low Voltage Electrical Access Control	\$ 293.58	\$	440.37
С	Aluminum, Wood, Hollow Metal Doors	\$ 283.09	\$	424.64
D	Automatic Doors and Handicap Operators	\$ 304.06	\$	456.10

Bureau of Labor Statistics > Economic News Release > Consumer Price Index

# **Economic News Release**



# Table 3. Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, special aggregate indexes

# Table 3. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, special aggregate indexes, January 2022

[1982-84=100, unless otherwise noted]

		Unadjusted indexes			Unadjusted percent change		Seasor perc	-	
Special aggregate indexes	Relative importance Dec. 2021	Jan. 2021	Dec. 2021	Jan. 2022	Jan. 2021- Jan. 2022	Dec. 2021- Jan. 2022	Oct. 2021- Nov. 2021	Nov. 2021- Dec. 2021	Dec. 2021- Jan. 2022
All items less food	86.630	260.098	277.506	279.782	7.6	0.8	0.7	0.6	0.6
All items less shelter	67.054	238.594	257.431	260.156	9.0	1.1	0.8	0.6	0.8
All items less food and shelter	53.684	230.398	249.810	252.505	9.6	1.1	0.8	0.7	0.8
All items less food, shelter, and energy	46.336	237.329	251.992	254.448	7.2	1.0	0.6	0.6	0.8
All items less food, shelter, energy, and used cars and trucks	42.193	242.424	252.533	254.861	5.1	0.9	0.4	0.4	0.7
All items less medical care	91.513	249.098	266.729	268.947	8.0	0.8	0.7	0.6	0.6
All items less energy	92.652	269.199	283.593	285.779	6.2	0.8	0.6	0.6	0.6
Commodities	39.083	187.790	208.602	210.918	12.3	1.1	1.2	1.0	8.0
Commodities less food, energy, and used cars and trucks	17.556	145.857	154.329	156.318	7.2	1.3	0.5	0.8	0.9
Commodities less food	25.713	151.918	173.484	175.530	15.5	1.2	1.4	1.2	0.7
Commodities less food and beverages	24.824	148.303	170.179	172.227	16.1	1.2	1.5	1.3	0.7
Services	60.917	334.451	347.429	349.753	4.6	0.7	0.4	0.3	0.6
Services less rent of shelter(1)	28.354	351.226	364.361	367.891	4.7	1.0	0.2	0.2	0.9

#### **Footnotes**

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Indexes on a December 1988=100 base.

		Unadj	usted in	dexes	Unadj pero cha	ent		nally ad ent cha	•
Special aggregate indexes	Relative importance Dec. 2021	Jan. 2021	Dec. 2021	Jan. 2022	Jan. 2021- Jan. 2022	Dec. 2021- Jan. 2022	Oct. 2021- Nov. 2021	Nov. 2021- Dec. 2021	Dec. 2021- Jan. 2022
Services less medical care services	53.954	316.720	329.918	332.001	4.8	0.6	0.3	0.3	0.7
Durables	13.057	107.517	125.747	127.345	18.4	1.3	1.4	1.6	1.2
Nondurables	26.027	228.543	248.393	250.951	9.8	1.0	1.2	0.6	0.6
Nondurables less food	12.656	193.157	215.952	218.295	13.0	1.1	1.6	0.8	0.3
Nondurables less food and beverages	11.767	188.975	212.913	215.316	13.9	1.1	1.7	0.9	0.3
Nondurables less food, beverages, and apparel	9.310	237.386	274.750	276.866	16.6	0.8	2.0	0.5	0.2
Nondurables less food and apparel	10.199	238.365	272.474	274.509	15.2	0.7	1.7	0.3	0.3
Housing	42.363	274.336	287.511	289.889	5.7	0.8	0.5	0.5	0.7
Education and communication(2)	6.406	141.556	143.844	143.876	1.6	0.0	0.0	0.1	0.1
Education(2)	2.677	272.238	277.904	278.087	2.1	0.1	0.2	0.1	0.2
Communication(2)	3.728	75.361	76.298	76.292	1.2	0.0	-0.1	0.0	0.0
Information and information processing(2)	3.642	71.199	71.986	71.991	1.1	0.0	-0.1	0.0	0.1
Information technology, hardware and services(3)	1.743	7.280	7.427	7.425	2.0	0.0	-0.3	0.1	0.1
Recreation(2)	5.108	122.140	126.695	127.937	4.7	1.0	-0.2	-0.1	0.9
Video and audio(2)	1.471	107.888	110.531	111.376	3.2	0.8	-0.1	-0.4	0.9
Pets, pet products and services(2)	1.058	182.431	188.497	190.444	4.4	1.0	0.2	0.8	0.8
Photography(2)	0.051	75.719	77.661	78.317	3.4	0.8	1.3	-0.6	0.7
Food and beverages	14.259	270.260	285.556	288.264	6.7	0.9	0.7	0.5	0.8
Domestically produced farm food	6.862	259.851	276.523	279.808	7.7	1.2	0.4	0.4	1.2
Other services	10.120	369.899	380.714	382.052	3.3	0.4	-0.1	0.2	0.4
Apparel less footwear	1.848	109.762	112.104	115.394	5.1	2.9	0.8	1.1	1.2
Fuels and utilities	4.637	248.879	270.831	278.758	12.0	2.9	0.2	0.3	2.5

# **Footnotes**

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Indexes on a December 1988=100 base.

		Unadjus percer Unadjusted indexes chang					Seasonally adjust percent change			
Special aggregate indexes	Relative importance Dec. 2021	Jan. 2021	Dec. 2021	Jan. 2022	Jan. 2021- Jan. 2022	Dec. 2021- Jan. 2022	Oct. 2021- Nov. 2021	Nov. 2021- Dec. 2021	Dec. 2021- Jan. 2022	
Household energy	3.526	203.476	225.435	233.373	14.7	3.5	0.3	0.2	3.0	
Medical care	8.487	522.133	530.026	535.048	2.5	0.9	0.3	0.3	0.7	
Transportation	18.182	205.631	246.499	248.424	20.8	0.8	2.0	1.4	0.4	
Private transportation	17.404	203.963	246.999	248.995	22.1	0.8	2.1	1.4	0.4	
New and used motor vehicles(2)	9.218	102.492	124.853	126.211	23.1	1.1	1.7	1.9	0.9	
Utilities and public transportation	8.191	220.629	231.516	235.419	6.7	1.7	0.4	0.3	1.6	
Household furnishings and operations	4.780	127.716	136.787	139.162	9.0	1.7	0.8	1.1	1.3	
Other goods and services	2.737	467.995	487.131	490.856	4.9	0.8	0.2	0.5	0.8	
Personal care	2.211	239.535	247.561	249.954	4.3	1.0	0.1	0.5	1.0	

#### **Footnotes**

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Indexes on a December 1988=100 base.

#### **Table of Contents**

**Last Modified Date:** February 10, 2022

Date: March 1, 2021

National Security & Door Corp. 8142 Hull Str. Road N. Chesterfield, VA 23235

RE: Contract #: 8588933CH2-A

Renewal No.: 1 of 4

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 Mr. Childress,

Your firm's contract with Virginia Commonwealth University (VCU) for (Locksmith Services) expires on March 1, 2021. VCU intends to exercise the renewal of this contract in accordance with Contract #: 8588933CH2-A.

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

#### **OPTIONAL USE CONTRACT:**

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: March 2, 2021 through March 1, 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 <u>new</u> 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 <u>March 1, 2021</u>. Your response may be faxed to me at (804) 828-7837. If you have any questions, please contact me at (804) 828-0663.

Sincerely,

Cornelius Hunt Senior Buyer/Supplier Diversity Coordinator

Contract #:: _8588933CH2 - A	
RESPONSE:	
NATIONAL SECURITY & DOOR CORP.	
Name of Firm	
Scott Childress	
Signature	
SwIT Childress	
Name Printed	
PRESIDENT	
Title	
3/2/21	
Date	

Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service		F	Regular						
Work Type	Scheduled Services for Special Group (Local Area)	Time		Over Time					
A	Locksmith and Stand Alone Access Control	\$	99.98	\$	149.97				
В	Low Voltage Electrical Access Control	\$	109.62	\$	164.43				
С	Aluminum, Wood, Hollow Metal Doors	\$	106.58	\$	159.86				
D	Automatic Doors and Handicap Operators	\$	116.73	\$	175.09				

Service				
Work Type	Non-Scheduled Services for Special Group (Local Area)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 105.05	\$	157.58
В	Low Voltage Electrical Access Control	\$ 114.70	\$	172.04
С	Aluminum, Wood, Hollow Metal Doors	\$ 111.65	\$	167.48
D	Automatic Doors and Handicap Operators	\$ 121.80	\$	182.70
	_			

Service				
Work Type	<b>Emergency Services for Special Group (Local Area)</b>		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 199.96	\$	299.93
В	Low Voltage Electrical Access Control	\$ 219.24	\$	328.86
С	Aluminum, Wood, Hollow Metal Doors	\$ 213.15	\$	319.73
D	Automatic Doors and Handicap Operators	\$ 233.45	\$	350.18

	Labor Rates By Service Work Type, Defined Service and A	۱rea	Group		
Service	Scheduled Services for Price Group A	F	Regular		
Work Type	(applies to Map Zones 4 & 6)		Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	106.58	\$	159.86
В	Low Voltage Electrical Access Control	\$	116.73	\$	175.09
С	Aluminum, Wood, Hollow Metal Doors	\$	111.65	\$	167.48
D	Automatic Doors and Handicap Operators	\$	121.80	\$	182.70

Service	Non Scheduled Services for Price Group A					
Work Type	(applies to Map Zones 4 & 6)			Over Tim		
Α	Locksmith and Stand Alone Access Control	\$	111.65	\$	167.48	
В	Low Voltage Electrical Access Control	\$	121.80	\$	182.70	
С	Aluminum, Wood, Hollow Metal Doors	\$	116.73	\$	175.09	
D	Automatic Doors and Handicap Operators	\$	126.88	\$	190.31	
	- Alternative Desire and Hamiltonia	<u> </u>		7		

Service	Emergency Services for Price Group A			
Work Type	(applies to Map Zones 4 & 6)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 213.15	\$	319.73
В	Low Voltage Electrical Access Control	\$ 233.45	\$	350.18
С	Aluminum, Wood, Hollow Metal Doors	\$ 223.30	\$	334.95
D	Automatic Doors and Handicap Operators	\$ 243.60	\$	365.40

Labor Rates By Service Work Type, Defined Service and Area Group **Scheduled Services Price Group B** Regular Service Work Type (applies to Map Zones 3,5 and 7) Time Over Time Locksmith and Stand Alone Access Control \$ 175.09 Α 116.73 \$ \$ 126.88 \$ 190.31 В Low Voltage Electrical Access Control Aluminum, Wood, Hollow Metal Doors \$ С 121.80 \$ 182.70 Automatic Doors and Handicap Operators 197.93 D 131.95 \$

Service	Non Scheduled Price Group B	Regular			
Work Type	(applies to Map Zones 3,5 and 7)		Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	121.80	\$	182.70
В	Low Voltage Electrical Access Control	\$	131.95	\$	197.93
С	Aluminum, Wood, Hollow Metal Doors	\$	126.88	\$	190.31
D	Automatic Doors and Handicap Operators	\$	137.03	\$	205.54
	*				

Service	Emergency Services Price Group B	Regular			
Work Type	(applies to Map Zones 3,5 and 7)		Time	Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$	233.45	\$	350.18
В	Low Voltage Electrical Access Control	\$	253.75	\$	380.63
С	Aluminum, Wood, Hollow Metal Doors	\$	243.60	\$	365.40
D	Automatic Doors and Handicap Operators	\$	263.90	\$	395.85

	Labor Rates By Service Work Type, Defined Service and	۱rea	Group			
Service	Scheduled Services Price Group C	Regular				
Work Type	(applies to Map Zones 1,2 and 8)	Time		Time Ove		er Time
Α	Locksmith and Stand Alone Access Control	\$	121.80	\$	182.70	
В	Low Voltage Electrical Access Control	\$	131.95	\$	197.93	
С	Aluminum, Wood, Hollow Metal Doors	\$	126.88	\$	190.31	
D	Automatic Doors and Handicap Operators	\$	137.03	\$	205.54	

Service	Non Scheduled Services Price Group C			
Work Type	(applies to Map Zones 1,2 and 8)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 126.88	\$	190.31
В	Low Voltage Electrical Access Control	\$ 137.03	\$	205.54
С	Aluminum, Wood ,Hollow Metal Doors	\$ 131.95	\$	197.93
D	Automatic Doors and Handicap Operators	\$ 142.10	\$	213.15

Service	Emergency Services Price Group C			
Work Type	(applies to Map Zones 1,2 and 8)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 243.60	\$	365.40
В	Low Voltage Electrical Access Control	\$ 263.90	\$	395.85
С	Aluminum, Wood, Hollow Metal Doors	\$ 253.75	\$	380.63
D	Automatic Doors and Handicap Operators	\$ 274.05	\$	411.08

	Labor Rates By Service Work Type, Defined Service and	<b>Area</b>	Group			
Service	Scheduled Services Price Group D	R	Regular			
Work Type	(applies to Map Zone 9)	Time		Time Over		er Time
Α	Locksmith and Stand Alone Access Control	\$	131.95	\$	197.93	
В	Low Voltage Electrical Access Control	\$	142.10	\$	213.15	
С	Aluminum, Wood, Hollow Metal Doors	\$	137.03	\$	205.54	
D	Automatic Doors and Handicap Operators	\$	147.18	\$	220.76	

A Locksmith and Stand Alone Access Control \$ 137.03 \$ B Low Voltage Electrical Access Control \$ 147.18 \$	
B Low Voltage Electrical Access Control \$ 147.18 \$	r Time
	205.54
C Aluminum, Wood, Hollow Metal Doors \$ 142.10 \$	220.7
	213.1
D Automatic Doors and Handicap Operators \$ 152.25 \$	228.3

Service	Emergency Services Price Group D			
Work Type	(applies to Map Zone 9)		Ov	er Time
Α	Locksmith and Stand Alone Access Control	\$ 263.90	\$	395.85
В	Low Voltage Electrical Access Control	\$ 284.20	\$	426.30
С	Aluminum, Wood, Hollow Metal Doors	\$ 274.05	\$	411.08
D	Automatic Doors and Handicap Operators	\$ 294.35	\$	441.53

		Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
Special aggregate indexes	Relative importance Dec. 2020	Jan. 2020	Dec. 2020	Jan. 2021	Jan. 2020- Jan. 2021	Dec. 2020- Jan. 2021	Oct. 2020- Nov. 2020	Nov. 2020- Dec. 2020	Dec. 2020- Jan. 2021
All items less food	85.881	257.476	258.959	260.098	1.0	0.4	0.2	0.2	0.3
All items less shelter			237.289		1.3	0.5	0.2	0.3	0.3
All items less food and shelter	52.565	228.926	229.010	230.398	0.6	0.6	0.3	0.3	0.4
All items less food, shelter, and energy	46.410	234.373	236.831	237.329	1.3	0.2	0.2	0.0	0.0
All items less food, shelter, energy, and used cars and trucks	43.661	240.588	241.759	242.424	0.8	0.3	0.3	0.0	0.1
All items less medical care			248.096		1.3	0.4	0.2	0.3	0.2
All items less energy			268.613		1.8	0.2	0.1	0.1	0.0
Commodities	37.339	185.055	186.063	187.790	1.5	0.9	0.1	0.6	0.7
Commodities less food, energy, and used cars and trucks			144.915		0.5	0.7	0.3	0.2	0.3
Commodities less food	23.220	151.711	149.989	151.918	0.1	1.3	0.1	0.7	1.1
Commodities less food and beverages			146.342		0.0	1.3	0.1	0.7	1.2
Services	62.661	329.987	334.030	334.451	1.4	0.1	0.2	0.0	0.0
Services less rent of shelter(1)	29.711	347.578	350.968	351.226	1.0	0.1	0.3	0.0	-0.1
Services less medical care services	55.372	313.118	316.606	316.720	1.2	0.0	0.2	0.1	-0.1
Durables	10.942	103.896	107.691	107.517	3.5	-0.2	0.1	0.2	-0.5
Nondurables			225.432		0.7	1.4	0.0	1.3	0.7
Nondurables less food	12.278	198.307	188.305	193.157	-2.6	2.6	0.0	1.6	1.9
Nondurables less food and beverages	11.241	194.871	183.826	188.975	-3.0	2.8	0.0	1.8	2.1
Nondurables less food, beverages, and apparel				237.386	-3.2	2.8	-0.3	2.4	2.1
Nondurables less food and apparel			232.599		-2.6	2.5	-0.2	2.2	1.8
Housing				274.336		0.2	0.3	0.2	0.0
Education and communication(2)				141.556	1.7	0.0	0.1	0.1	0.0
Education(2)	3.033	268.841	272.437	272.238	1.3	-0.1	0.1	0.2	0.0
Communication(2)	3.777	73.790	75.311	75.361	2.1	0.1	0.0	0.0	-0.1
Information and information processing(2)	3.666	69.749	71.171	71.199	2.1	0.0	0.0	0.0	-0.1
Information technology, hardware and services <sup>(3)</sup>	1.297	7.375	7.288	7.280	-1.3	-0.1	0.1	0.0	-0.5
Recreation(2)	5.797	121.986	122.692	122.140	0.1	-0.4	0.4	-0.3	-0.6
Video and audio(2)	1.537	105.680	108.207	107.888	2.1	-0.3	-0.2	0.3	-0.4
Pets, pet products and services(2)	1.192	180.442	181.066	182.431	1.1	0.8	0.5	0.4	0.7
Photography(2)	0.071	73.348	74.997	75.719	3.2	1.0	0.0	-0.8	0.9
Food and beverages	15.157	260.638	269.383	270.260	3.7	0.3	0.0	0.3	0.1
Domestically produced farm food		-	1	259.851	3.6			0.3	0.2

	-17-11	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
Special aggregate indexes	Relative importance Dec. 2020	Jan. 2020	Dec. 2020	Jan. 2021	Jan. 2020- Jan. 2021	Dec. 2020- Jan. 2021	Oct. 2020- Nov. 2020	Nov. 2020- Dec. 2020	Dec. 2020- Jan. 2021
Other services	11.773	364.536	371.076	369.899	1.5	-0.3	0.1	0.0	-0.3
Apparel less footwear	2.019	112.770	106.018	109.762	-2.7	3.5	0.5	1.1	2.5
Fuels and utilities	4.387	243.739	247.236	248.879	2.1	0.7	0.8	0.3	0.0
Household energy	3.280	200.219	202.017	203.476	1.6	0.7	0.9	0.3	-0.1
Medical care	8.870	512.149	518.766	522.133	1.9	0.6	-0.2	-0.1	0.4
Transportation	15.160	208.284	203.560	205.631	-1.3	1.0	0.3	0.7	1.1
Private transportation	14.055	204.277	201.523	203.963	-0.2	1.2	0.1	0.9	1.3
New and used motor vehicles(2)	7.525	98.491	103.242	102.492	4.1	-0.7	0.0	-0.4	-1.0
Utilities and public transportation	8.908	219.206	220.601	220.629	0.6	0.0	0.6	0.1	-0.4
Household furnishings and operations	4.682	124.151	127.367	127.716	2.9	0.3	0.6	0.2	-0.3
Other goods and services	3.159	458.336	466.332	467.995	2.1	0.4	0.1	0.5	0.4
Personal care	2.551	237.024	239.497	239.535	1.1	0.0	-0.1	0.4	0.0



### COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: 8588933CH2 - A

This Contract entered into by <u>National Security & Door Corporation</u>., hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, 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 PERFORMANCE**: From the execution of the contract by both parties through March 1, 2021 with up to <u>four</u> (4) successive <u>one</u> (1) 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 the following, and in the event of any conflict or inconsistency between the provisions of the Contract Documents, such conflict or inconsistency shall be resolved by giving precedence in the following order:

(1) This signed form;

CONTRACTOR.

- (2) The Contractors BAFO to the Contract dated January 29, 2020; and
- (3) The Request for Proposals # 8588933CH2 dated November 20,2019; and
- (4) The Contractor's Proposal dated December 16, 2019.
- 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.	PURCHASING AGENCY:			
National Security & Door Corporation	Virginie @ man on wealth University			
	By Mark & Roberts			
Name Printed: 5 coll Childress	Name Printed:			
Title: PRESIDENT	Title: Director of Procurement Services			
Date: 2/28/20	Date: 3/26/2020			

GENERAL INFORMATION:

### VIRGINIA COMMONWEALTH UNIVERSITY REQUEST FOR PROPOSALS (RFP) Locksmith Services #8588933CH2

### **OFFER FORM**

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 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 Purchasing. Any work relative to this solicitation 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.

A. GENERAL IN GRANTION
Name & Address of Firm:
NATIONAL SECURITY DOOR CORPORTE: 12/16/19
8142 Hull ST. ROAD By (Signature In Ink): Scott Childress
N. Chester field zip Code 23235 Name Typed: Scott Childress
E-Mail Address: SChridgess & NSANDD. CM Title: PRESIDENT
Telephone: (804) 745-4936 Fax Number: (864) 745-5085
Toll free, if available Toll free, if available
DUNS NO.: 01-071-4086 FEI/FIN NO.: 27-3420354
B. SMALL, MINORITY & WOMAN OWNED BUSINESS INFORMATION
MINORITY-OWNED BUSINESS: () YES () NO WOMEN-OWNED: () YES () NO MICED CERTIFICATION REGISTERED WITH eVA: () YES () NO SMALL BUSINESS: () YES () NO MICED CERTIFICATION
REGISTERED WITH eVA: ( ) YES ( ) NO SMALL BUSINESS: ( ) YES ( ) NO VIRGINIA DSBSD CERTIFICATION#: 694437
VINGINITIES () TES () THE VINGINITIES CENTRALITIES ()
C. PROPRIETARY OR CONFIDENTIAL INFORMATION
Check the box to the left "if" your proposal contains proprietary or confidential information. If See Paragraph X for more
so, add an attachment sheet to this form with details. information
D. ACKNOWLEDGEMENT OF ADDENDA: Acknowledge your receipt of any addenda that may have been issued under this solicitation.
See Paragraph VIII for more information NONE ISSUED
Addendum # Addendum #
Addendum Date / / Addendum Date / /
Addendum # Addendum #
Addendum Date/ Addendum Date/

Affix this Form as the FIRST PAGE of your proposal.

### OFFER FORM

### **Table of Contents**

RFP Section VIII, B-E TAB A

Part B, Introduction

Part C-D, Qualifications of Firm and Staff

Part E, References

RFP Section VIII, F TAB B

Part F, Work Plan-as relates to Statement of Needs Section IV

RFP Section IV, A, Service Requirements

RFP Section IV, B, General Requirements

RFP Section IV, C, Contractor Requirements

RFP Section IV, D, Personnel Requirements

RFP Section IV, E, Invoice Requirements

RFP Section IV, G, Experience and Qualifications

RFP Section IV, H, Other related goods/services

RFP Section VIII, G TAB C

Part G, Price Proposal

Appendix TAB D

RFP Appendix II, Invoice and Payment

Vendor Supplemental Data Sheets TAB E

Vendor Data Information

Contractors Class "A" License

DCJS License

**CBORD Certification** 

Special Lite Doors Certification

**AAADM Company Certification** 

### Section VIII, B - Introduction

National Security & Door Corp. (NSD) was started by Dick and Scott Childress in 1981 under the corporate banner National Key and Lock Inc. It was a "locksmith" business as defined by the times and worked primarily in the residential and small commercial markets. We became seasoned locksmith professionals but realized we needed to branch out from just locks and keys.

Our goal then as it is now was to be a "one stop solution" to the security needs of our customers. The residential market took a back seat to the commercial market demands as we added commercial doors and electronic access to our offerings. In 2010 we incorporated the name National Security & Door Corp. to better mirror what our business lines had grown to represent.

Today we focus on "life safety, security and functionality" in the commercial doors, hardware and electronic security industries. We deal directly with many of the industries manufacturers to procure the products we use every day. We have a full-service hollow metal and aluminum fabrication shop where our innovation in the security industry has been rewarded by the receipt of one US Patent (for chain resistant door hardware) with a second patent pending that has been allowed and will be issued soon.

Our origin of providing "locksmith" services has grown with us and we now consider our technicians growing to become a complete "security technician". Today the need for "security technicians" is greater than ever. In order to service the security needs of today, the provider needs to understand the integrated workings of all security components doors, locks, keys, ADA low energy operators, electronic locking systems and the computer that runs them. NSD provides this service today and will continue to stay abreast of the changing security needs in today's environment. NSD will also continue to innovate and provide the security industry with security solutions that solve today's security challenges while maintaining life safety and egress codes.

### Section VIII, C-D – Qualifications of Firm and Staff

NSD has been active in the educational markets K-12 and higher learning since the late 1980's with Chesterfield County Public Schools being our first opportunity to service the educational community. Today we are currently engaged in a "door security hardware upgrade" with Chesterfield County at 50 county schools, creating "chain resistant" openings at each exterior opening. We also are engaged at Prince William County providing new aluminum doors at two high schools that will be equipped with the NSD design "chain resistant pull" providing 100 % ingress with a secure "chain resistant" opening. These projects will incorporate the installation of mechanical and electronic hardware, glazing products, as well as maintaining the master key systems for the new hardware installations. These projects are focused on exterior door security which the work required for VCU should include.

Interior opening security for office and classrooms is also an area NSD has focused on. We have worked with Schlage lock manufacturing to develop a "safe space" mortise indicator lock. This lock has been installed extensively at Campbell County Schools providing superior classroom lockdown capabilities. Use of the mortise indicator lock in conjunction with an electric strike for access control provide a mechanical and electrical redundancy that is major step forward in lockdown security. This type of security concern is present at every level in the educational market and NSD has been at the forefront in bringing it into the marketplace.

NSD also offers sales, installation and service for automatic doors and ADA handicap door operators. We program and install these devices to work with existing access control systems to provide secure hands-free operation. We can also handle the integration of independent control boards into the system when necessary, to "marry" the operator to a particular access control system when "desired functionality capability" is missing in either component.

The above services are of a more specialized nature and we do provide the more basic "locksmith" services revolving around locks and keys to various customers daily. Our staff of technicians vary in the level of expertise required to perform all "security technician" duties. We are constantly cross training and developing our "security technicians" to meet growing demands of the security industry's need for "one stop solution" providers. Technicians that can be made available to service VCU needs are as follows:

### Charles Ellett

- Position: Security Technician
- Job Responsibilities: Primary-locksmith, Secondary-door work, Support- electronic security
- Industry Experience: 10 years
- DCJS Registered

### Bill Stallings

- Position: Security Technician
- Job Responsibilities: Primary-locksmith, Secondary- door work, Support- electronic security
- Industry Experience: 37 Years, (First NSD employee hired)
- DCJS Registered

### Ian McEntee

- Position: Security Technician
- Job Responsibilities: Primary-locksmith, Secondary- door work, Support- electronic security
- Industry Experience: 10 years
- DCJS Registered

### Matthew Glennon

- Position: IT Systems Administrator
- Job Responsibilities: Support IT needs within electronic security
- Industry Experience: 15 years
- DCJS Registered

### David Toth

Position: VP Operations

• Job Responsibilities: Oversee all services operations

• Industry Experience: 36 Years, (Third NSD employee hired)

DCJS Registered

### Mark Longest

• Position: Custom Solutions Manager

Job Responsibilities: Provide support and solutions development for sales and service operations

• Industry Experience: 35Years

### Cliff Williams

Position: Project Supervision

• Job Responsibilities: Supervise ongoing projects and support door installation projects

• Experience: 25 Years

DCJS Registered

### Lee Allen

Position: Security Technician

Job Responsibilities: Primary-door work, Secondary- locksmith, Support- electronic security

Experience: 10 Years

### Keith Gaster

• Position: Security Technician

• Job Responsibilities: Primary-electronic security, Secondary- door work, Support- locksmith

• Industry Experience: 10 Years

DCJS Registered

### Section VIII, E - References

The following are references where similar services have been provided, that we envision performing throughout the VCU organization:

1. Campbell County Schools

684 Village Highway

Rustburg, VA 24588

Phone: 434-332-8203 Fax: 434-528-1655 Contact: Tim Hoden, Director of Operations

thoden@campbell.k12.va.us

2. Prince William County Schools

P.O. Box 389

Manassas, VA 20108 Phone: 703-791-7389

Contact: Tim Cousins, Facilities Management Locksmith Crew

cousinte@pwcs.edu

3. Christopher Newport University

1 University Place

Newport News, VA 23606

Phone: 757-594-7166 Fax: 757-594-7235

Contact: Zackery Hopkins, Transaction System Administrator

Zachary.hopkins@cnu.edu

4. Northern Virginia Community College

7630 Little River Turnpike Annandale, VA 22003

Phone: 703-323-3854

Contact: Kym Bridgers, NOVA Card Manager

kbridgers@nvcc.edu

### Section VIII, F (Work Plan as relates to Statement of Needs in Section IV)

### Section IV, A – Service Requirements

The specified service requirements in this section are broadly written but offer a fair representation for the basic services NSD provides through our "security technicians". A more detailed services list is provided in Section IV, H that appears later in the proposal.

We offer the following interpretation of the distinctions between the three service levels. For this discussion we are using the service names and order that appears on the pricing sheet. Just for clarification, as shown in this section, Number 1-Non-emergency-unscheduled will equate with the price sheet "Non-Scheduled Services", Number 2 – Emergency repair will equate with "Emergency Services" and Number 3- Scheduled maintenance will equate with "Scheduled Services".

We have used service response time to differentiate between the service types. This approach provides a level of expectation for how soon the services are to be provided. The following is organized by the pricing groups that are constructed using corresponding VASCUPP location zones.

Special Group (group formed for local service area coverage)

- 1. Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" within 96 hours maximum
- 2. Non-Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" to be determined by request
- 3. Emergency Services
  - a. Response to documented work order within 2 hours maximum
  - b. "Boots on the ground" within 6 hours

### Price Group A

- 1. Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" within 96 hours maximum
- 2. Non-Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" to be determined by request
- 3. Emergency Services
  - a. Response to documented work order within 8 hours maximum
  - b. "Boots on the ground" within 24 hours maximum

### Price Group B

- Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" within 96 hours
- Non-Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" to be determined by request
- 3. Emergency Services
  - a. Response to documented work order within 8 hours maximum
  - b. "Boots on the ground" within 36 hours

### Price Group C

- Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" within 96 hours maximum
- 2. Non-Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" to be determined by request
- 3. Emergency Services
  - a. Response to documented work order within 8 hours maximum
  - b. "Boots on the ground" within 36 hours maximum

### Price Group D

- 1. Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" within 120 hours maximum
- 2. Non-Scheduled Services
  - a. Response to documented work order within 18 hours maximum
  - b. "Boots on the ground" to be determined by request
- 3. Emergency Services
  - a. Response to documented work order within 12 hours maximum
  - b. "Boots on the ground" within 72 hours maximum

The means for evaluating cost for services will fall into one of two methods. First is "Time and Material" the second being "Valued - Project Cost Quote".

The "Time and Material" method applies to work requests that are smaller in scope and require a minimal time investment to completion. Examples may be lock repairs/replacements, small keying jobs, making keys, door closer adjustment/replacements etc. Time and Materials jobs may fall into any combination of "Service Work Type", "Defined Service Type" and "Billing"

Rate" depending on the job requirements, desired level of service and the time of day the work is performed. Each work order billed under the "Time and Material" method would be charged "Time on the Job" elsewhere described as "Boots on the Ground" subject to the 1-hour minimum labor per work order with additional time being assessed in 30-minute increments. When materials are furnished by NSD an amount for "Materials Used" will also be added to the billed work order.

The "Valued – Project Cost Quote" method applies to work requests that are larger in scope and may require an extended labor effort to complete. These jobs are often referred to as "Projects". A detailed quote would be developed outlining the project scope, material requirements and a labor cost to complete the project. Only an agreed to change order would change the overall project cost. This change order may be required if the scope of the project changes once the job starts or some unforeseen job condition arises that could not have been anticipated when the Quote was developed. "Labor Rate Categories" or "Material Pricing Discounts" are less of a detailed concern with this approach. Labor and material, costs and conditions are projected in the quote creating a project "value" and agreed to before the project starts. This project scope and value can be discussed and refined before any work is done.

### Section IV, B - General Requirements

The general work requirements discussed in this section are agreed to with only the following considerations and declarations. It would be helpful if issued work orders could provide the following information:

Coded for "Defined Service Type" as defined in the Price Breakdown

Authorized Name for party requesting work with phone number and email address

Contact name at job site location with phone number and email address

Detailed job site location address, street address, building, floor and room etc.

Basic description of work services required

It would also be helpful if Work Orders could be sent to and dispatched from NSD. Then NSD can contact the party requesting work to assess material and equipment needs, as well as the amount and expertise of labor required. Once job requirements are evaluated, materials and labor can be dispatched accordingly to comply with the defined response times. The arrival of the work order at NSD would be the "clock start" for the defined response times. This would help speed up service and cut down on overall expense.

### Section IV, C – Contractor Requirements

The contractor requirements discussed in this section are agreed to with only the following consideration and declarations. NSD has provided this service to the VCU lock department for a number of years and is familiar with the type of work and the challenges offered by the VCU work environment. Phone numbers will be made available for emergency service if NSD is awarded a contract.

### Section IV, D – Personnel Requirements

The contractor requirements discussed in this section are agreed to with only the following consideration and declarations. Security Technicians providing service to VCU will be DCJS compliant. Background checks are a part of the DCJS application process.

### Section IV, E – Invoice Requirements

The contractor requirements discussed in this section are agreed to with only the following consideration and declarations. We are offering in the price proposal Section VIII, G a plan for labor, keys, and material costs. We have also discussed invoicing considerations in Section IV, A for your consideration.

### Section IV, G – Experience and Qualifications

References were offered in Section VIII, E that include customers in the educational market. Currently we have a term contract with The University of Mary Washington and Virginia Commonwealth University.

Reported sales from Jan. 1, 2015 to current for VASCUPP institutions are as follows:

VCU	\$822,904.00
GMU	\$918,339.31

### Section IV, H – Other Related Good and Services

Following is a list of goods and services as well as the NSD market focus areas. This information is pulled from a corporate brochure that reflects a large part of the NSD offering.

### (Products and Services)

### **Doors & Hardware**

- Hollow Metal Doors & Frames
- Wood Doors
- Aluminum Storefronts
- Custom & Specialty Doors
- Automatic Doors & ADA Compliant Low Energy Operators
- Architectural Door Hardware
- Ligature Resistant Door Hardware
- Chain Resistant Pull Trim & Security Openings
- Code Compliant Lockdown Solutions for Classroom, Safe Space, & Shelter in Place
- Secure Vestibules
- Attack Resistant Glass & Film
- Fire Rated Glass

### **Electronic Security**

- Access Control
- Electrified Hardware
- CCTV
- IP Video Surveillance
- IP Video Intercoms
- Elopement Prevention Systems

### **Division 10**

- Toilet Partitions
- Bath Accessories
- Access Panels

### **Services**

- On-site Locksmith Services
- Fire Door Inspections
- Egress Door Inspections

### (Market Focus)

### **Educational**

- Chain Resistant Door Openings utilizing Patented Antimicrobial & Recessed Chain Resistant Pull Trims
- Code Compliant Classroom, Safe Space, & Shelter in Place Lockdown
- Secure Vestibules
- Attack Resistant Glass
- Access Control Systems
- IP Video Surveillance & Video Intercoms
- Electronic Locking Hardware

### Healthcare / Medical

- Hollow Metal Doors & Frames
- Wood Doors
- Aluminum & Glass Doors
- Automatic Doors & ADA Operators
- Architectural Door Hardware with Antimicrobial Options

### **Behavioral Health**

- Ligature Resistant Door Hardware
- Elopement Prevention Systems

### Government

• Federal, State, and Local

### **Contractor Sales**

- New Construction & Renovations
- Division 8 & 10

### Section VIII, G - Price Proposal

### Labor Rates by Service Work Type, Defined Service and Area Group

Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service			
Work		Regular	Over
Type	Scheduled Services for Special Group (Local Area)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	98.50	147.75
		\$	\$
В	Low Voltage Electrical Access Control	108.00	162.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	105.00	157.50
		\$	\$
D	Automatic Doors and Handicap Operators	115.00	172.50
NOTES		•	•

### NOTES:

### Minimum 1-hour labor charge per work order

Service			
Work		Regular	Over
Type	Non-Scheduled Services for Special Group (Local Area)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	103.50	155.25
		\$	\$
В	Low Voltage Electrical Access Control	113.00	169.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	110.00	165.00
		\$	\$
D	Automatic Doors and Handicap Operators	120.00	180.00
NOTEC.			

### NOTES:

### Minimum 1-hour labor charge per work order

Service Work		Regular	Over
	Francisco Comisso for Consist Crown (Local Area)	_	
Type	Emergency Services for Special Group (Local Area)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	197.00	295.50
		\$	\$
В	Low Voltage Electrical Access Control	216.00	324.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	210.00	315.00
		\$	\$
D	Automatic Doors and Handicap Operators	230.00	345.00
NOTES:			<u>.</u>

### NOTES:

### Minimum 1-hour labor charge per work order

Service			
Work	Scheduled Services for Price Group A	Regular	Over
Type	(applies to Map Zones 4 & 6)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	105.00	157.50
		\$	\$
В	Low Voltage Electrical Access Control	115.00	172.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	110.00	165.00
		\$	\$
D	Automatic Doors and Handicap Operators	120.00	180.00
	<u> </u>		

### Minimum 4 - hour labor charge per work order

Service			
Work	Non Scheduled Services for Price Group A	Regular	Over
Type	(applies to Map Zones 4 & 6)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	110.00	165.00
		\$	\$
В	Low Voltage Electrical Access Control	120.00	180.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	115.00	172.50
		\$	\$
D	Automatic Doors and Handicap Operators	125.00	187.50

### NOTES:

### Minimum 4 - hour labor charge per work order

Service			
Work	Emergency Services for Price Group A	Regular	Over
Type	(applies to Map Zones 4 & 6)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	210.00	315.00
		\$	\$
В	Low Voltage Electrical Access Control	230.00	345.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	220.00	330.00
		\$	\$
D	Automatic Doors and Handicap Operators	240.00	360.00
110750			

### NOTES:

Minimum 4 - hour labor charge per work order

Service			
Work	Scheduled Services Price Group B	Regular	Over
Type	(applies to Map Zones 3,5 and 7)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	115.00	172.50
		\$	\$
В	Low Voltage Electrical Access Control	125.00	187.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	130.00	195.00
		\$	\$
D	Automatic Doors and Handicap Operators	125.00	187.50

### Minimum 5 - hour labor charge per work order

Service			
Work	Non Scheduled Price Group B	Regular	Over
Type	(applies to Map Zones 3,5 and 7)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	120.00	180.00
		\$	\$
В	Low Voltage Electrical Access Control	130.00	195.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	135.00	202.50
		\$	\$
D	Automatic Doors and Handicap Operators	130.00	195.00

### NOTES:

### Minimum 5 - hour labor charge per work order

Service			
Work	Emergency Services Price Group B	Regular	Over
Type	(applies to Map Zones 3,5 and 7)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	230.00	345.00
		\$	\$
В	Low Voltage Electrical Access Control	250.00	375.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	260.00	390.00
		\$	\$
D	Automatic Doors and Handicap Operators	250.00	375.00
110750			

### NOTES:

Minimum 5 - hour labor charge per work order

Service			
Work	Scheduled Services Price Group C	Regular	Over
Type	(applies to Map Zones 1,2 and 8)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	120.00	180.00
		\$	\$
В	Low Voltage Electrical Access Control	130.00	195.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	125.00	187.50
		\$	\$
D	Automatic Doors and Handicap Operators	135.00	202.50
I			

### Minimum 6 - hour labor charge per work order

Service			
Work	Non Scheduled Services Price Group C	Regular	Over
Type	(applies to Map Zones 1,2 and 8)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	125.00	187.50
		\$	\$
В	Low Voltage Electrical Access Control	135.00	202.50
		\$	\$
С	Aluminum, Wood ,Hollow Metal Doors	130.00	195.00
		\$	\$
D	Automatic Doors and Handicap Operators	140.00	210.00

### NOTES:

### Minimum 6 - hour labor charge per work order

Service			
Work	Emergency Services Price Group C	Regular	Over
Type	(applies to Map Zones 1,2 and 8)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	240.00	360.00
		\$	\$
В	Low Voltage Electrical Access Control	260.00	390.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	250.00	375.00
		\$	\$
D	Automatic Doors and Handicap Operators	270.00	405.00
		•	

### NOTES:

Minimum 6 - hour labor charge per work order

Service			
Work	Scheduled Services Price Group D	Regular	Over
Type	(applies to Map Zone 9)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	130.00	195.00
		\$	\$
В	Low Voltage Electrical Access Control	140.00	210.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	135.00	202.50
		\$	\$
D	Automatic Doors and Handicap Operators	145.00	217.50

### Minimum 10 - hour labor charge per work order

Service			
Work	Non Scheduled Services Price Group D	Regular	Over
Type	(applies to Map Zone 9)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	135.00	202.50
		\$	\$
В	Low Voltage Electrical Access Control	145.00	217.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	140.00	210.00
		\$	\$
D	Automatic Doors and Handicap Operators	150.00	225.00
110750			

NOTES:

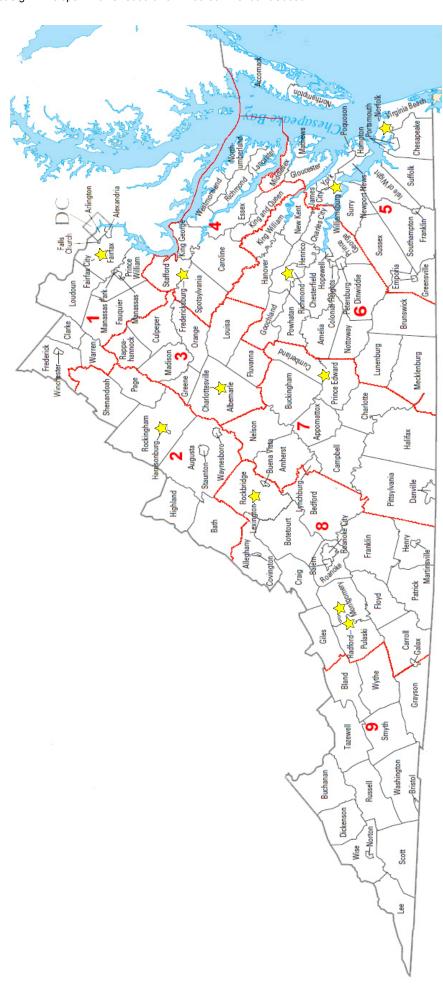
### Minimum 10 - hour labor charge per work order

Service			
Work	Emergency Services Price Group D	Regular	Over
Type	(applies to Map Zone 9)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	260.00	390.00
		\$	\$
В	Low Voltage Electrical Access Control	280.00	420.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	270.00	405.00
		\$	\$
D	Automatic Doors and Handicap Operators	290.00	435.00
NOTES			

NOTES:

Minimum 10 - hour labor charge per work order

Regular and Overtime Hours are offered for all price groups as defined on bid pricing page 12 See VASCUPP zone map used for Price Groups creation on following page



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

## List of member institutions by zones

<u>Zone 1</u>	<u>Zone 2</u>	Zone 3
George Mason University (Fairfax)	James Madison University (Harrisonburg)	University of Virginia (Charlottesville)
Zone 4	Zone 5	<u>Zone 6</u>
University of Mary Washington (Fredericksburg)	College of William and Mary (Williamsburg)	Virginia Commonwealth University (Richmond)
	Old Dominion University (Norfolk)	
<u>Zone 7</u>	Zone 8	Zone 9
Longwood University (Farmville)	Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)	

### **Key Definitions and Pricing**

Duplicate Key – creation of new key made by duplicating from an existing key by use of key duplication machine

Code Key – creation of new key made by acquiring then researching key code database for cut key details. A code machine is used for key generation from the correct key code.

Fitted Key – creation of a new key made to fit the existing keyed lock configuration. This will be accomplished by fitting a key manually to the corresponding lock by one of several means employed by the locksmith

Note: Once the first code key or fitted key is produced any additional keys made from the newly created key would be considered as duplicate keys and priced accordingly.

"On Job Site Key Fulfillment" of in stock, non-automobile, standard commercial door hardware or desk lock keys. New duplicate keys, code keys, or fitted keys will be tested in lock when possible, upon return to the job site. Special keyway sections, restricted keyways or high security keyways will require special pricing. Material Key Cost per eligible key by type:

Duplicate Key \$4.50 ea.

Code Key \$8.50 ea.

Fitted Key \$15.00 ea.

Work order minimum labor requirements apply.

### Material Pricing Discounts for "Time and Material" price method

Iviaterial	Pricing Discounts for "Time and M	Taterial price metho	u
			Sale Discount
Manufacturer List	Primary Product Lines	List Price	from List
Adams Rite	Locking Hardware	Current Published	35
Aiphone	Intercom	Current Published	25
Air Louvers	Glazing Products	Current Published	35
Alarm Lock	Locking Hardware	Current Published	38
Amour One	Security Glazing and Film	Current Published	Quote Only
AptiQ	Readers	Current Published	32
Avigilon	Video Security	Current Published	10
Avigilon	Access Control	Current Published	10
BEA	ADA Controls	Current Published	32
BEST	Locking Hardware	Current Published	25
CBORD	Access Control	Current Published	Quote Only
Command Access	Custom Electrified Hardware	Current Published	32
Corbin Russwin	Locking Hardware	Current Published	32
Design Hardware	Locking Hardware	Current Published	40
Don-Jo	Flat Goods Hardware	Current Published	40
Effco	Aluminum Storefront Systems	Current Published	35
Falcon	Locking Hardware	Current Published	40
Glynn Johnson	Locking Hardware	Current Published	38
HES	Electrified Hardware	Current Published	35
HID	Readers	Current Published	32
IVES	Flat Goods Hardware	Current Published	38
LCN	Door Closers	Current Published	32
Life Safety Power	Access Control Low Voltage Power	Current Published	10
Medeco	High Security Locking Hardware	Current Published	25
Mesker	Hollow Metal Doors and Frames	Current Published	Quote Only
NABCO	ADA Low Energy Operators	Current Published	25
Norton	ADA Low Energy Operators	Current Published	30
Oldcastle	Glazing Products	Current Published	Quote Only
Oshkosh	Wood Doors	Current Published	Quote Only
Pemko	Door Seal Products	Current Published	28
Persona	Access Control	Current Published	Quote Only
Precision	Locking Hardware	Current Published	32
RCI	Electrified Hardware	Current Published	38

Republic	Hollow Metal Doors and Frames	Current Published	40
Rixson	Door Closers	Current Published	30
RS2	Access Control Systems	Current Published	30
Sargent	Locking Hardware	Current Published	38
Schlage	Locking Hardware	Current Published	38
Securitron	Electrified Hardware	Current Published	35
Select Products	Continuous Hinges	Current Published	35
Special - lite	Aluminum Storefront Systems	Current Published	Quote Only
Steelcraft	Hollow Metal Doors and Frames	Current Published	45
Town Steel	Anti-Ligature Locking Hardware	Current Published	25
Trimco	Security Door Pulls and Hardware	Current Published	35
USA Wood Door	Wood Doors	Current Published	32
Von Duprin	Locking Hardware	Current Published	32
	Locking Hardware	Current Published	32
Folger Adams	Locking hardware	Current Published	38
Arrow	Locking Hardware	Current Published	25

### Notes:

Material orders under \$250.00 subject to \$25.00 surcharge

Shipping and Handling charges will be charged at invoice cost for all types of non-stock commercial door and frame orders

### APPENDIX II INVOICING AND PAYMENT

### Invoicing:

The Contractor shall submit a fully itemized invoice to <u>Virginia Commonwealth University</u>. Accounts Payable, <u>PO Box 3985 Scranton</u>, <u>PA 18505</u>, 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 VCU RealSource vendor portal; and Contractor agrees to comply, to the extent commercially reasonable, 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: <a href="mailto:ecommerce@vcu.edu">ecommerce@vcu.edu</a>.

### Payment:

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, but the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the method selected below.

### Payment Methods

1. **Electronically through a Wells Fargo Visa commercial card:** Payment is processed thirty (30) days after receipt of a proper invoice for the amount due, or thirty (30) 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.

Questions regarding this method of payment should be sent to

Page 32 of 34

### commcard@vcu.edu.

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

Contractor must	indicate the me	thod of payment selected:
	Commercial C	ard Payment (Wells Fargo VISA)
	Automated Clo	earing House (ACH)
Invoicing and Pa	nyment Method A	Acknowledgement:
Signature: Name Prin Title: Name of F Date:	ited:	Scott Childress Scott Childress Scott Childress PRESIDENT NATIONAL SECURITY & DOOR CORP. 12/13/19
appropria	te point of contact	g contact information for the individual who will serve as the within your company to be contacted by VCU Accounts ectronic invoicing and payment processes:
Name of th Title: Mailing ad	ne individual: - Idress:	DICK Childress SEC-TREAS. 8142 Hull ST- ROAD

N. ChESTER FIELD VA 23235

DChildeess @ NSANDO.CO.Y 804-745-4936 EXT 303 804-745-5085

Email address:

Phone number: Fax number:

### Vendor Data Sheet

### Company

National Security and Door Corp.

8142 Hull Street Road N. Chesterfield, VA 23235

Phone: 804-745-4936 Fax: 804-745-5085

Web Address: www.nsandd.com

### Years in Business

Originally incorporated in the State of Virginia as National Key and Lock Security Corporation in 1981. We began trading as National Security and Door around the year 2000 to more accurately reflect the direction the business had taken. We incorporated the name National Security and Door Corp. in August of 2010.

### Corporate Facts

Federal Tax ID 27-3420354 State Corporation Number 07268436 EVA Vendor Number E9426 Department of Criminal Justice Services Number 11-7451 Class A Contractors License Number 2705-141355A SWAM Number 694437 / Certified Micro Business

### **Primary Contact**

Scott Childress / President 804-745-4936 Ext 307 schildress@nsandd.com

### COMMONWEALTH of VIRGINIA

EXPIRES ON 06-30-2021

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

NUMBER 2705141355

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



NATIONAL SECURITY & DOOR CORP 8142 HULL STREET ROAD RICHMOND, VA 23235

DPOR-LIC (02/2017)

(DETACH HERE)

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DEPAR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS CONTRACTOR

\*CLASSIFICATIONS\* CIC ESC NUMBER: 2705141355 EXPIRES: 06-30

NATIONAL SECURITY & DOOR CORP 8142 HULL STREET ROAD RICHMOND, VA 23235

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

## Commonwealth of Virginia



Department of Criminal Justice Services certifies that

NATIONAL SECURITY & DOOR CORP. T/A: NATIONAL SECURITY & DOOR CORP.

has satisfied the licensing requirements for

### **Private Security Service Business**

To provide services for:

BU06 Electronic Security Services, BU08 Locksmith Services

11-7451

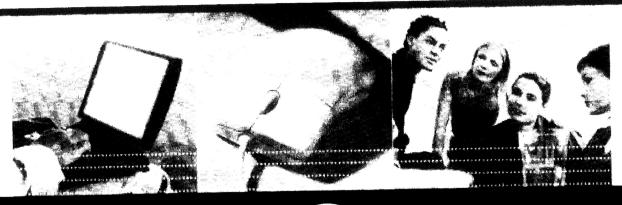
5/31/2020

Leon D. Baker, Jr.

License #

**Expiration Date** 

Director, Licensure and Regulatory Services



### Hward of Certification

awarded to

### **David Toth**

National Security and Door

Squadron Installation Certification with 3rd Party Readers

Presented by Mike Scalise

March 16, 2012

# of CPEUs



Janey S. Sullivan
Vice President of Chent
Support and Education

# Special-Lite

## William Stallings

This certificate is to acknowledge that on this date, the 8" day of February, 2011, this mdividual has successfully completed Special Lite's

'Doors with more Life" Installation Training course

This training course has provided this person with the knowledge to install and/or repair special-Lite's Entrance Systems Sales & Marketing Training Manager



American Association of Automatic Door Manufacturers



The Board of Directors of the

American Association of Automatic Door Manufacturers certifies that

### David Toth National Security & Door

has successfully completed the course of instruction as a Certified Inspector of power-operated automatic pedestrian doors.

Certificate Number 09C0424

John Addington Executive Director

ADM American Association of Automatic Door Manufactures

1300 Summer Avenue, Cleveland, Ohio 14115

"Dedicated to promoting safety by establishing crograms for training and correlication of inspectors."

### Section VIII, G – Price Proposal

### Labor Rates by Service Work Type, Defined Service and Area Group

Special Group applies to Richmond and adjacent counties of Henrico and Chesterfield

Service			
Work		Regular	Over
Туре	Scheduled Services for Special Group (Local Area)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	98.50	147.75
		\$	\$
В	Low Voltage Electrical Access Control	108.00	162.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	105.00	157.50
		\$	\$
D	Automatic Doors and Handicap Operators	115.00	172.50

Service Work		Regular	Over
Type	Non-Scheduled Services for Special Group (Local Area)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	103.50	155.25
		\$	\$
В	Low Voltage Electrical Access Control	113.00	169.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	110.00	165.00
		\$	\$
D	Automatic Doors and Handicap Operators	120.00	180.00

Service Work Type	Emergency Services for Special Group (Local Area)	Regular Time	Over Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	197.00	295.50
В	Low Voltage Electrical Access Control	216.00	324.00
С	Aluminum, Wood, Hollow Metal Doors	\$ 210.00	\$ 315.00
D	Automatic Doors and Handicap Operators	\$ 230.00	\$ 345.00

Work Type	Scheduled Services for Price Group A (applies to Map Zones 4 & 6)	Regular Time	Over Time
		\$	\$
А	Locksmith and Stand-Alone Access Control	105.00	157.50
D	Law Valley 51 and 1	\$	\$
В	Low Voltage Electrical Access Control	115.00	172.50
С	Aluminum, Wood, Hollow Metal Doors	\$ 110.00	\$ 165.00
	The state of the s		
D	Automatic Doors and Handicap Operators	\$ 120.00	\$ 180.00

Service Work Type	Non Scheduled Services for Price Group A (applies to Map Zones 4 & 6)	Regular Time	Over Time
۸		\$	\$
A	Locksmith and Stand-Alone Access Control	110.00	165.00
В	Low Voltage Floatrice Access Control	\$	\$
D	Low Voltage Electrical Access Control	120.00	180.00
С	Aluminum, Wood, Hollow Metal Doors	\$	\$
	Admindin, Wood, Hollow Metal Doors	115.00	172.50
D	Automotic December 111	\$	\$
U	Automatic Doors and Handicap Operators	125.00	187.50

Service Work Type	Emergency Services for Price Group A (applies to Map Zones 4 & 6)	Regular Time	Over Time
^		\$	\$
A	Locksmith and Stand-Alone Access Control	210.00	315.00
В	Low Voltage Fleetries I Assess Control	\$	\$
D	Low Voltage Electrical Access Control	230.00	345.00
С	Alumaia was NA/a ali III II anni a	\$	\$
C	Aluminum, Wood, Hollow Metal Doors	220.00	330.00
_		\$	\$
D	Automatic Doors and Handicap Operators	240.00	360.00

Service Work Type	Scheduled Services Price Group B (applies to Map Zones 3,5 and 7)	Regular Time	Over Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	115.00	172.50
		\$	\$
В	Low Voltage Electrical Access Control	125.00	187.50
		\$	\$
C	Aluminum, Wood, Hollow Metal Doors	130.00	195.00
		\$	\$
D	Automatic Doors and Handicap Operators	125.00	187.50

Work	Non Scheduled Price Group B	Regular	Over
Туре	(applies to Map Zones 3,5 and 7)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	120.00	180.00
		\$	\$
В	Low Voltage Electrical Access Control	130.00	195.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	135.00	202.50
		\$	\$
D	Automatic Doors and Handicap Operators	130.00	195.00

Service Work Type	Emergency Services Price Group B (applies to Map Zones 3,5 and 7)	Regular Time	Over Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	230.00	345.00
		\$	\$
В	Low Voltage Electrical Access Control	250.00	375.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	260.00	390.00
		\$	\$
D	Automatic Doors and Handicap Operators	250.00	375.00

Work Type	Scheduled Services Price Group C (applies to Map Zones 1,2 and 8)	Regular Time	Over
		\$	\$
Α	Locksmith and Stand-Alone Access Control	120.00	180.00
В	Low Voltage Electrical Access Control	\$ 130.00	\$ 195.00
С	Aluminum, Wood, Hollow Metal Doors	\$ 125.00	\$ 187.50
D	Automatic Doors and Handicap Operators	\$ 135.00	\$ 202.50

Service Work Type	Non Scheduled Services Price Group C (applies to Map Zones 1,2 and 8)	Regular Time	Over Time
		\$	\$
A	Locksmith and Stand-Alone Access Control	125.00	187.50
		\$	\$
В	Low Voltage Electrical Access Control	135.00	202.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	130.00	195.00
		\$	\$
D	Automatic Doors and Handicap Operators	140.00	210.00

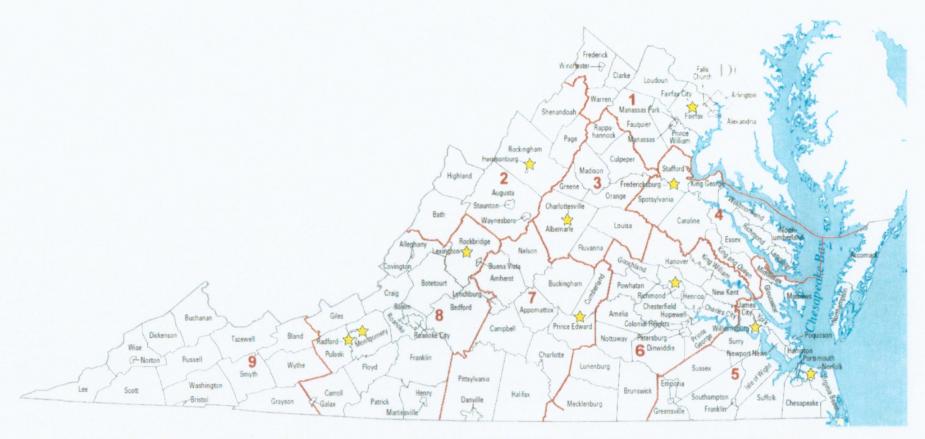
Service Work Type	Emergency Services Price Group C (applies to Map Zones 1,2 and 8)	Regular Time	Over Time
		\$	\$
А	Locksmith and Stand-Alone Access Control	240.00	360.00
		\$	\$
В	Low Voltage Electrical Access Control	260.00	390.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	250.00	375.00
		\$	\$
D	Automatic Doors and Handicap Operators	270.00	405.00

Service Work	Scheduled Services Price Group D	Regular	Over
Type	(applies to Map Zone 9)	Time	Time
		\$	\$
Α	Locksmith and Stand-Alone Access Control	130.00	195.00
		\$	\$
В	Low Voltage Electrical Access Control	140.00	210.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	135.00	202.50
		\$	\$
D	Automatic Doors and Handicap Operators	145.00	217.50

Work	Non Scheduled Services Price Group D	Regular	Over
Туре	(applies to Map Zone 9)	Time	Time
		\$	\$
А	Locksmith and Stand-Alone Access Control	135.00	202.50
		\$	\$
В	Low Voltage Electrical Access Control	145.00	217.50
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	140.00	210.00
		\$	\$
D	Automatic Doors and Handicap Operators	150.00	225.00

Service		D la	0
Work	Emergency Services Price Group D	Regular	Over
Type	(applies to Map Zone 9)	Time	Time
		\$	\$
А	Locksmith and Stand-Alone Access Control	260.00	390.00
		\$	\$
В	Low Voltage Electrical Access Control	280.00	420.00
		\$	\$
С	Aluminum, Wood, Hollow Metal Doors	270.00	405.00
		\$	\$
D	Automatic Doors and Handicap Operators	290.00	435.00

Regular and Overtime Hours are offered for all price groups as defined on bid pricing page 12 See VASCUPP zone map used for Price Groups creation on following page



# Virginia Association of State College & University Purchasing Professionals (VASCUPP)

### List of member institutions by zones

Inno 1

George Mason University (Fairfax)

Zone 4

University of Mary Washington (Fredericksburg)

Zone 7

Longwood University (Farmville)

Zone 2

**James Madison University (Harrisonburg)** 

Zone 5

College of William and Mary (Williamsburg)

**Old Dominion University (Norfolk)** 

Zone 8

Virginia Military Institute (Lexington)

Virginia Tech (Blacksburg)

Radford University (Radford)

Zone 3

**University of Virginia (Charlottesville)** 

Zone 6

Virginia Commonwealth University (Richmond)

Zone 9

## Key Definitions and Pricing

Duplicate Key – creation of new key made by duplicating from an existing key by use of key duplication machine

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Aiphone	Intercom	Current Published	25
Air Louvers	Glazing Products	Current Published	35
Alarm Lock	Locking Hardware	Current Published	38
Amour One	Security Glazing and Film	Current Published	Quote Only
AptiQ	Readers	Current Published	32
Avigilon	Video Security	Current Published	10
Avigilon	Access Control	Current Published	10
BEA	ADA Controls	Current Published	32
BEST	Locking Hardware	Current Published	25
CBORD	Access Control	Current Published	Quote Only
Command Access	Custom Electrified Hardware	Current Published	32
Corbin Russwin	Locking Hardware	Current Published	32
Design Hardware	Locking Hardware	Current Published	40
Don-Jo	Flat Goods Hardware	Current Published	40
Effco	Aluminum Storefront Systems	Current Published	35
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IVES	Flat Goods Hardware	Current Published	38
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Norton	ADA Low Energy Operators	Current Published	30
Oldcastle	Glazing Products	Current Published	Quote Only
Oshkosh	Wood Doors	Current Published	Quote Only
Pemko	Door Seal Products	Current Published	28
Persona	Access Control	Current Published	Quote Only
Precision	Locking Hardware	Current Published	32
RCI	Electrified Hardware	Current Published	38

Republic	Hollow Metal Doors and Frames	Current Published	40
Rixson	Door Closers	Current Published	30
RS2	Access Control Systems	Current Published	30
Sargent	Locking Hardware	Current Published	38
Schlage	Locking Hardware	Current Published	38
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Select Products	Continuous Hinges	Current Published	35
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USA Wood Door	Wood Doors	Current Published	32
Von Duprin	Locking Hardware	Current Published	32
	Locking Hardware	Current Published	32
Folger Adams	Locking hardware	Current Published	38
Arrow	Locking Hardware	Current Published	25

# Notes:

Shipping and Handling charges will be charged at invoice cost for all types of non-stock commercial door and frame orders



# Request for Proposals

## VIRGINIA COMMONWEALTH UNIVERSITY REQUEST FOR PROPOSALS (RFP) #8588933CH2

Issue Date: November 20, 2019

Title: Locksmith Services

**Issuing and Using Agency:** Virginia Commonwealth University (VCU)

**Direct Inquiries to:** Cornelius Hunt, Senior Buyer

Chunt3@vcu.edu

**Proposal Due Date (Firm):** December 17, 2019

2:00 P.M.

**Proposal Delivery Addresses:** VCU

Procurement Services - Proposal Processing

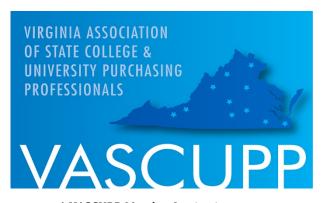
912 W. Grace Street, 5th Floor

Richmond, VA 23284

Note: Do not send via US Mail.

**Access to Solicitation:** This solicitation and any addenda are posted and may be accessed

at any time at: http://www.eva.virginia.gov



A VASCUPP Member Institution

# VIRGINIA COMMONWEALTH UNIVERSITY REQUEST FOR PROPOSALS (RFP) Locksmith Services #8588933CH2

#### **OFFER FORM**

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 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 Purchasing. Any work relative to this solicitation 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.** 

A. GENERAL INFORMATION:		
Name & Address of Firm:		
	Date:	
	By (Signature In Ink):	
Zip Code	Name Typed:	
E-Mail Address:	Title:	
Telephone: ()	Fax Number: () Toll free, if available	
DUNS NO.:	FEI/FIN NO.:	
B. SMALL, MINORITY & WOMAN OWNED BUSINESS II	NFORMATION	
MINORITY-OWNED BUSINESS: ( ) YES ( ) NO REGISTERED WITH eVA: ( ) YES ( ) NO VIRGINIA DSBSD CERTIFIED: ( ) YES ( ) NO	WOMEN-OWNED: ( ) YES ( ) NO SMALL BUSINESS: ( ) YES ( ) NO VIRGINIA DSBSD CERTIFICATION#:	
C. PROPRIETARY OR CONFIDENTIAL INFORMATION		
Check the box to the left "if" your proposal contains proposal so, add an attachment sheet to this form with details		
D. ACKNOWLEDGEMENT OF ADDENDA: Acknowledge	your receipt of any addenda that may have been issued under this solicitation	
See Paragraph VIII for more information		
Addendum #	Addendum #	

Affix this Form as the FIRST PAGE of your proposal.

Addendum Date

Addendum Date

Addendum #

Addendum Date

Addendum Date

Addendum #

# **Table of Contents**

I.	PURPOSE	4
II.	THE UNIVERSITY	4
III.	PRE-PROPOSAL CONFERENCE	5
IV.	STATEMENT OF NEEDS	5
V.	THE REQUEST FOR PROPOSALS PROCESS - GENERAL	9
VI.	PREPARATION OF WRITTEN PROPOSALS - GENERAL	9
VII.	SUBMISSION OF PROPOSALS	9
VIII.	PROPOSAL RESPONSE FORMAT	10
IX.	SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWAM):	12
Χ.	ADDENDA	. 13
XI.	PROPOSAL ACCEPTANCE PERIOD:	13
XII.	CONFIDENTIAL / PROPRIETARY DATA AND INFORMATION	13
XIII.	LATE PROPOSALS	. 14
XIV.	QUESTIONS AND EXPLANATIONS TO OFFERORS	14
XV.	COMMUNICATIONS WITH VCU DURING THE RFP PROCESS:	15
XVI.	ORAL PRESENTATIONS	15
XVII.	BEST AND FINAL OFFERS (BAFO):	15
XVIII.	QUALIFICATIONS OF OFFERORS:	15
XIX.	CANCELLATION OF SOLICITATION	15
XX.	EVALUATION CRITERIA	15
XXI.	AWARD OF CONTRACT	16
XXII.	GENERAL TERMS AND CONDITIONS	16
XXIII.	SPECIAL TERMS AND CONDITIONS	<b>2</b> 3
XXIV.	FEDERAL TERMS AND CONDITIONS	29
VVI	ATT ACHMENTS.	20

#### I. PURPOSE

- A. The intent and purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish a contract with one or more qualified sources for Locksmith Services for Virginia Commonwealth University (the lead issuing institution and hereafter referred to as "the University" or "VCU"), an agency of the Commonwealth of Virginia.
  - <u>Term:</u> The initial contract term shall be 1 year(s), with the option of up to four (4) one (1)-year renewals, to be exercised upon mutual signed agreement by authorized representatives of both parties.
- B. COOPERATIVE PROCUREMENT: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the Contractor's discretion. 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 in the above paragraph to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the leadissuing 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 leadissuing 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 contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.
- C. OPTIONAL-USE CONTRACT: The resulting contract(s) will be an optional use 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 contained herein do not represent a purchase commitment by VCU.

#### II. THE UNIVERSITY

Located on two downtown campuses in Richmond, VCU enrolls more than 31,000 students in 217 certificate and degree programs in the arts, sciences and humanities. Thirty-eight of the programs are unique in Virginia, and VCU is one of just 28 public universities with an academic medical center nationwide to receive Carnegie Foundation designations of "Highest Research Activity" and "Community Engaged." As one of the nation's top research universities, VCU attracts more than \$275 million a year in sponsored research funding.

The VCU Health brand represents the health sciences schools of VCU, the VCU Massey Cancer Center and the VCU Health System, which comprises VCU Medical Center (the only academic medical center and Level I trauma center in the region), Community Memorial Hospital, Children's Hospital of Richmond at VCU, MCV Physicians (a practice of more than 750 physicians) and Virginia Premier Health Plan.

The university and its medical center are the largest-single employer in the Richmond area, with more than 22,000 employees, including more than 2,000 full-time instructional faculty — many of them nationally and internationally recognized in their fields. VCU's total economic impact on Virginia is nearly \$6 billion, with more than \$3 billion in annual spending that supports more than 63,000 jobs.

VCU's 17 varsity sports compete at the NCAA Division I level as members of the Atlantic 10 Conference. In recent years, VCU has participated in NCAA Tournaments in men's and women's basketball, baseball, golf,

men's soccer and men's and women's tennis, including the VCU men's basketball team's run to the Final Four in 2011.

#### III. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be not be held

#### IV. STATEMENT OF NEEDS

This Section describes VCU's requested goods and/or services and the areas to be addressed in Offeror's Proposal. Please note that the utilization of the words "shall" or "must" indicates a mandatory requirement.

VCU has two campuses – Monroe Park and MCV with approximately 400 buildings that will be covered under a contract resulting from this procurement (see http://www.maps.vcu.edu/ for maps of both campuses).

This contract will include residential halls as well as academic buildings.

The most commonly used locks in VCU buildings are manufactured by Russwin-Corbin and Schlage. Other lock manufacturers in VCU buildings are Best, Sargent, and other well-known manufacturers.

#### A. SERVICE REQUIREMENTS

The Contractor shall furnish all labor, tools, equipment, supervision and supplies necessary to provide a wide variety of commercial locksmith services in the performance of this contract to include but not limited to:

- 1. Non-emergency unscheduled repairs, maintenance, and installation to include but not limited to the following:
  - a) All brands of locks and door hardware
  - b) Commercial entrance devices and hardware
  - c) Automatic Handicap closer
  - d) Electronic access control devices
- 2. Emergency repair/installation services as necessary, regardless of the nature of the cause, as solely determined by VCU to include but not limited to the following:
  - a) All brands of locks and door hardware
  - b) Commercial entrance devices and hardware
  - c) Automatic Handicap closer
  - d) Electronic access control devices
- 3. Scheduled maintenance, repairs, and installations to include but not limited to the following:
  - a) All brands of locks and door hardware
  - b) Commercial entrance devices and hardware
  - c) Automatic Handicap closer
  - d) Electronic access control devices

Firms shall provide and discuss their proposed plan to provide the services as described above.

#### B. GENERAL REQUIREMENTS

The Contractor shall:

- 1. Obtain a work order number assigned by the VCU Lock Shop prior to the start of work for all services.
- 2. Provide locksmith services on an hourly rate basis for productive hours at the jobsite only. VCU is not responsible for payment of hours spent in transit to and from the jobsite and/or time spent on the acquisition of materials.
- 3. Be responsible for all costs related to correcting any issues related to incorrect installation or repair of locks and hardware by the Contractor as described in the Statement of Needs.
- 4. Return all hardware removed from doors to the VCU Lock Shop with the work order ticket.
- 5. The Contractor shall provide all services in compliance with fire codes and be subject to inspection and approval by VCU.

Firms shall provide and discuss their proposed plan to meet the general requirements as described above.

#### C. CONTRACTOR REQUIREMENTS

The Contractor shall: *Provide quality control for all work completed.* 

- 1. Comply with VCU's access control policy (see <a href="https://ts.vcu.edu/about-us/technology-support-services/campus-card-services/building-access/">https://ts.vcu.edu/about-us/technology-support-services/building-access/</a>).
- 2. Be reachable by a mobile phone when working on VCU assignments.
- 3. Assign locksmiths to this contract with the following:
  - a) Availability for up to 8-hour shifts within a specified day (7:30 am to 5:00 pm Monday \_ Friday).
  - b) Availability for emergency call on a 24-hour basis. Response time for emergency service requests shall be within one (2) hours from receipt of call from VCU.
  - c) Minimum of ten (10) years of experience in the field. Experience shall include but not limited to maintenance, repair, and installation of all brands of locks, panic bar hardware, door closures and electrical locking devices.
  - d) Familiarity with all type of locks and removable cores.
  - e) Familiarity with all cabinet locks and installation.
  - f) Access to all codes applicable to locksmith services.
  - g) Familiarity with repairing panic devices.
  - h) Ability to repair electrical strike and door holders/door closers.
- 4. Arrange for parking in performance of this contract. VCU does not provide parking; parking information is available at <a href="http://www.parking.vcu.edu/">http://www.parking.vcu.edu/</a>. The Contractor may make

- arrangements for parking passes through VCU Parking and Transportation or the VCU Campus Police.
- 5. The Contractor and all assigned personnel shall be licensed and comply with Chapter 638, Sections 9.1-138, 9.1-139, 9.1-143, and 9.1-104.1 of the Code of Virginia (effective October 1, 2008) relating to training, licensing, and registration of the locksmith industry and personnel operating within the Commonwealth of Virginia.

Firms shall provide and describe their proposed plan to meet the requirements listed above. Firms shall provide a full listing of locksmiths who they propose to assign to this contract along with their qualifications, licenses, and experience.

#### D. Personnel Requirements:

- 1. All employees of Contractor working on University property shall be in uniform. Contractor shall be responsible for providing uniforms. Uniforms must be VCU-Identifiable and be approved by the University Contract Administrator (or his / her designee) prior to being worn by the Contractor's staff.
- 2. VCU reserves the right to require the Contractor to provide evidence of compliance with the Immigration Reform And Control Act Of 1986. By submitting their proposal, 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
- 3. Personnel must be able to communicate effectively with Lock Shop customers to ensure assigned work is understood. Personnel assigned to VCU by the Contractor to superintend the work shall remain on-site at all times and shall be fluent in written and spoken English with the ability to effectively communicate with the individuals supervised. Conflicts will be referred to VCU's Contract Administrator for resolution.
- 4. Contractor(s) shall be responsible for obtaining State of Virginia criminal background checks for all employees assigned to VCU.
- 5. Any trainee must be accompanied by a qualified locksmith as per Section IV, G, "Experience and Qualifications" of the "Statement of Needs."
- 6. At a minimum, during the contract term, the contractor shall employ a level of staffing to provide the required level of performance.

Firms shall describe the plan to offer personnel who are able to meet the specifications listed above.

#### E. Invoice Requirements:

- 1. Contractor shall invoice for work completed within two (2) weeks of each job completion.
- 2. Contractor shall note VCU's work order number on all invoices.
- 3. The Contractor's invoice shall list time and material separately. Proper documentation for time, such as timesheets signed by the VCU Lockshop shall accompany the invoice. Proper documentation for material shall also accompany the invoice.
- 4. The Contractor shall bill the cost for materials at the actual invoiced cost charged to them by the Contractor's supplier.
- 5. The Contractor shall submit invoices to the VCU Lockshop for approval prior to submission to VCU accounts payable.

Firms shall provide and describe their proposed plan to provide invoices in the manner as described above with emphasis on their proposed method for billing materials.

#### F. VCU OBLIGATIONS

VCU will:

- 1. Furnish materials; however, VCU's may ask the Contractor to furnish materials for special projects which should be billed to VCU based either on the manufacturer's suggested industrial price list, less a discount percentage or at the Contractor's actual cost as documented by a copy of the invoice paid by the Contractor.
- 2. Provide a Contract Administrator who will act as the main contact point with the Contractor for all issues related to this contract.
- 3. Allow a one-hour minimum labor charge for each occurrence of an emergency call.
- 4. Maintain and control all keying records and property created by the Contractor(s) during the performance of work connected to this contract. The records and materials shall not be removed from the VCU Campus.

#### G. Experience and Qualifications of Firm:

Firm shall provide:

- 1. List of three references for whom similar services were provided, preferably of public institutions of higher education or a similar-sized organization.
- 2. Provide a list of institutions of higher education with which the firm has a signed term contract.
- 3. 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/.

#### H. Other related goods/services:

Describe other products and/or services provided by your firm that may be utilized by VCU.

Explain how the fee schedule would be established for these products/services during the contract

term (or submit the fee schedule) and your firm's ability to provide most favored nations pricing. Also, explain how VCU would be notified of newly introduced products/services.

#### I. Sustainability:

Provide information to demonstrate the overall environmental impact of your proposed approach. Include information on your recommendations to reduce the environmental impact and create efficiencies.

#### V. THE REQUEST FOR PROPOSALS PROCESS – GENERAL

- A. <u>Written Proposals</u>: To properly respond to this Request for Proposals, Offerors are required to prepare a written proposal in the format described below. This includes the submission of certain forms.
- B. **Physical Delivery Required**: As noted on the solicitation cover sheet, proposals must be physically delivered to a specific address prior to a FIRM deadline. Electronic submissions shall not be accepted.
- C. **Initial Evaluation and Oral Presentations**: Proposals will be evaluated against criteria specified below in this solicitation, after which firms may be invited to participate in oral presentations.
- D. <u>Discussions/Negotiations</u>, <u>Final Offers and Selection</u>: Following initial evaluations and oral presentations (if applicable), discussions and/or negotiations with at least the top two Offerors may occur. If so, these Offerors shall be invited to submit any written changes to their proposals and a final selection decision shall be made based on the initial proposals, oral presentations (if applicable) and any negotiated, written changes to proposals.
- E. Each of the above steps are described below in detail. It is incumbent upon all Offerors to read the entire solicitation to understand the entire solicitation process.

#### VI. PREPARATION OF WRITTEN PROPOSALS - GENERAL

- A. Offerors shall submit:
  - 1. **Required Forms**: The following forms must be completed and returned with the proposal
    - a) The Offer Form on Page 2 of the RFP
    - b) Fully completed Appendix I (unless Offeror is a DSBSD-certified SWaM business), and
    - c) Fully completed Appendix II.
    - d) All forms must be executed by an official representative of the Offeror.

#### 2. Hard Copy and Electronic Copy of Entire Proposal

- a) One original hard copy (paper) document of the entire proposal, including all attachments and proprietary information, <u>and</u>
- b) One electronic copy (on a disc or flash drive) of the entire proposal including all attachments and proprietary information.

#### VII. SUBMISSION OF PROPOSALS

A. Hard copy, original proposals, along with an electronic version on a disc or flash drive, must be received in Virginia Commonwealth University's Office of Procurement Services on or before the date and time designated on the solicitation cover sheet.

- B. Electronic and facsimile submissions shall not be accepted in lieu of a hard-copy submission.
- C. Offerors are responsible for the timely delivery of their proposal. Proposals received after the official date and time specified on the solicitation cover sheet shall be rejected. The official date and time used in the receipt of responses is that time on the clock or automatic time stamp in the Office of Procurement Services.
- D. The RFP number, date and time of proposal submission deadline, as reflected in the solicitation, must clearly appear on the face of the envelop or box used to deliver proposals. Example:

om:		
Name of Contractor	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code +4	RFP Title	
Name of Contract/Purchase Officer or Buyer:		

If a proposal is not clearly identified, the Contractor 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.

#### VIII. PROPOSAL RESPONSE FORMAT

#### A. General

Proposal responses must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Proposals which are substantially incomplete or lack key information may be rejected.

#### B. Introduction

Provide an introduction of the Offeror and all major subcontractors who will be involved in the performance of the work. Include primary business experience, length of time in business, ownership, office locations, and specific location of the principal office from where VCU work will be performed and any other information of an introductory nature.

#### C. Qualifications of the Firm

Provide a response and describe how your firm's overall experience demonstrates your ability to successfully complete the Statement of Needs. Provide a detailed list of services you have provided to clients over the past three years which are similar to those required by VCU.

#### D. Qualification of the Staff

Provide a response and identify the staff members who will provide the services required by the proposal, including years and type of experience for each person. Experience should include number of years at current firm as well as all prior service.

#### E. References

A list of three (3) references for whom similar services were provided, preferably institutions of higher education, or similarly-sized organizations.

#### F. Work Plan

The Work Plan must contain a comprehensive description of services including the following elements:

- 1. <u>General</u> This section of the proposal must contain sufficient detail to convey the methodology or work plan contemplated for use. Offerors must describe how the services listed in the Statement of Needs shall be performed.
- 2. <u>Deliverables</u> Fully describe all of the deliverables to be submitted under the proposed contract.
- 3. <u>Work Schedule/Timeline</u> Include a work schedule/timeline indicating when the elements of the work will be completed and when deliverables will be provided. Suggestions, if any, for streamlining the work schedule should be presented. Cost implications for streamlining the schedule should be presented, if applicable.
- 4. <u>Outcomes and Performance Measurement</u> Describe the impacts/outcomes Offerors intend to achieve, including how these outcomes would be monitored, measured and reported to the University.
- 5. Overall Risk Define risks significant to the success of the work. Include how you propose to effectively monitor and manage these risks, including the reporting of risks to the University (i.e., how you will manage staff turnover or other issues that may negatively impact the work, their potential and how you would propose to mitigate them).
- 6. Other Provide any other information the Offeror deems relevant to describing the work plan.
- 7. <u>Small, Women-Owned and Minority-Owned (SWaM) Business Commitment</u> Unless the firm is a Virginia Department of Small Business & Supplied Diversity (DSBSD) certified small business, it must submit and complete Appendix I (see Section IX and Appendix I below). DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.
- 8. <u>Exceptions</u>: Offeror must note any requested exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.

#### G. Price Proposal

The proposal should include the elements listed below. Hourly rate requirements shall be in accordance with the "Standard Rate" or the "Overtime Rate". All rates shall be inclusive of all

- i. Labor
- ii. Supervision
- iii. Equipment
- iv. Tools/ Devices
- v. Transportation
- vi. Travel time/ mileage to and from the VCU jobsite
- vii. Time expended for acquiring required foods/ services to provide/ perform the time and material services
- viii. Office expenses
  - ix. Report preparation
  - x. Printing/copying

Note VCU reserves the right to negotiate price. Firm shall provide pricing for the following:

# **Scheduled Services**

Service Work Type	Regular Hours Rate (7:30 am - 5:00 pm Monday - Friday)	Overtime Hours Rate (5:00 pm – 7:30 am Monday – Friday, Weekends, & Holidays)
Locksmith and Stand		
Alone Access Control		
Low Voltage Electrical		
Access Control		
Aluminum, Wood,		
Hollow Metal Doors		
Automatic Doors and		
Handicap Operators		

## **Non - Scheduled Services**

Service Work Type	Regular Hours Rate (7:30 am - 5:00 pm Monday - Friday)	Overtime Hours Rate (5:00 pm – 7:30 am Monday – Friday, Weekends, & Holidays)
Locksmith and Stand		
Alone Access Control		
Low Voltage Electrical		
Access Control		
Aluminum, Wood,		
Hollow Metal Doors		
Automatic Doors and		
Handicap Operators		

**Emergency Services** 

Service Work Type	Regular Hours Rate (7:30 am – 5:00 pm Monday – Friday)	Overtime Hours Rate (5:00 pm – 7:30 am Monday – Friday, Weekends, & Holidays)
Locksmith and Stand		Hemadys
Alone Access Control		
Low Voltage Electrical		
Access Control		
Aluminum, Wood,		
Hollow Metal Doors		
Automatic Doors and		
Handicap Operators		

Keys = \$/key
(Firm shall list any minimum quantities or quantity thresholds for discounts)
Equipment Discount Percentage%
Other pricing for services firm has to offer (firm to list pricing rate and describe services)

<u>VASCUPP Zone Map</u>: Please refer to the link below to review the VASCUPP Zone Map. Below your pricing proposal, please identify by number which zones you are willing to service. Contracted Offeror(s) may add additional zones of service during the contract term at Offeror's discretion. If no zones are identified

in your proposal as being excluded, it will be assumed that Offeror can service all zones in the Commonwealth.

https://vascupp.org/VASCUPPzonemap.pdf

#### IX. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from SWaM (Small-, Women-, and Minority-owned) businesses to contribute to the establishment, preservation, and strengthening of such businesses, and to encourage their participation in VCU procurement activities. The Commonwealth 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.

Offerors must complete and submit Appendix I (see section XXV: Attachments) unless Offeror is currently a Department of Small Business and Supplier Diversity (DSBSD)-certified SWaM business. DSBSD-certified SWaM businesses must include their certification number on the coversheet of this RFP upon submission to VCU, but are not required to complete Appendix I.

If Offeror is currently a DSBSD-certified SWaM business and is awarded a contract from this RFP, Offeror agrees to maintain such certification for the life of the contract (provided Offeror remains eligible). For assistance with SWaM certification, visit the DSBSD website at http://www.sbsd.virginia.gov/

If the awarded firm is not DSBSD certified but can qualify for certification under DSBSD guidelines, the awarded firm is strongly encouraged to apply for certification within 60 days after award of the contract. Eligibility will be determined by the DSBSD.

<u>Use of Subcontractors</u>: 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 business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by 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 with Small Businesses and Businesses Owned by Women and Minorities). The Offeror's response must include a description of which portion(s) of the work will be subcontracted, and must include the names and addresses of potential subcontractors that are currently certified as SWaM businesses through DSBSD.

#### **SWAM REPORTING AND DELIVERY REQUIREMENTS:**

Unless the Contractor is a DSBSD-certified SWaM business, the Contractor shall submit quarterly reports on the direct involvement of DSBSD-certified SWaM Businesses (subcontractors) 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 in Appendix I for utilization of certified SWaM businesses.

The Contractor shall provide this information quarterly to: swamreporting@ycu.edu

Failure to submit the required information shall be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information may result in invoice payments being withheld until such time as the required information is provided, at VCU's discretion.

#### X. ADDENDA

A. If this solicitation is amended by published addenda, then all terms and conditions which are not modified shall remain unchanged and effective.

B. Offerors shall acknowledge receipt of any addendum to this solicitation by (1) signing and returning the addendum, or (2) by identifying the addendum number and date in the space provided on the Offer Form, or by (3) other written means of acknowledgement.

#### XI. 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.

#### XII. CONFIDENTIAL / PROPRIETARY DATA AND INFORMATION

Virginia Commonwealth University (VCU) is a public institution of higher education and as such is subject to the Virginia Freedom of Information Act (Code of Virginia §2.2-3700, et seq.) (FOIA). Therefore, all proposals and other documentation submitted by Offeror may be subject to disclosure to third parties as required by FOIA and other applicable provisions of law.

Pursuant to the Code of Virginia §2.2-4342(F), VCU can withhold confidential information identified as proprietary, or as a trade secret, submitted by an Offeror in connection with a procurement transaction only if, prior to or at the time of submission of such information, the Offeror invokes the protections of §2.2-4342(F), identifies the information to be protected, and states the reasons why protection is necessary. To this end, when submitting proposals containing such information, Offerors must:

- 1. Clearly denote on the outside of the proposal that it contains proprietary information.
- 2. Include as the first section of the proposal a written notice that identifies by section and page number the information to be protected as well as specific reasons why protection is necessary.
- 3. Clearly denote by some distinct method, such as highlighting or underlining, the words, figures or paragraphs within the proposal identified in the written notice.

Failure to follow these instructions shall result in Offeror's full proposal being subject to public disclosure.

PLEASE NOTE: Offeror may not request that its entire proposal, or pricing, or fees or total proposal cost be treated as trade secrets, proprietary or confidential information. The classification of an entire Proposal document, or line item prices, or total Proposal prices as proprietary or trade secrets is not acceptable and, if Offeror does not promptly agree to withdraw this classification following submission, shall result in rejection and return of Proposal.

Section XII shall apply to all documents submitted by Offeror/Contractor throughout the duration of any negotiations, contracts, renewals, and extensions resulting from this solicitation.

#### XIII. <u>LATE PROPOSALS</u>

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. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.

#### XIV. QUESTIONS AND EXPLANATIONS TO OFFERORS

If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the solicitation cover sheet. Any revisions to the solicitation will be made only by addendum issued by the buyer.

Questions concerning this RFP must be received via email no later than: July 30, 2019.

#### XV. COMMUNICATIONS WITH VCU DURING THE RFP PROCESS:

Communications regarding this Request for Proposals shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University rejects all proposals. Formal communications shall be directed to the buyer listed on the solicitation cover sheet. Informal communications, including but not limited to requests for information or comments or speculations regarding this RFP to any University employee other than the buyer on the front of the solicitation cover sheet, may result in the rejection of the proposal from the non-compliant Offeror.

#### XVI. ORAL PRESENTATIONS

- A. Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. Oral presentations are an option and may or may not be conducted, at VCU's sole discretion. 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. VCU reserves the right to rescore proposals following oral presentations
- B. 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 Offeror's presentation team.

#### XVII. BEST AND FINAL OFFERS (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.

#### XVIII. QUALIFICATIONS OF OFFERORS:

The Commonwealth 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 the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth 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.

#### XIX. <u>CANCELLATION OF SOLICITATION</u>

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.

#### XX. EVALUATION CRITERIA

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below.

#### **EVALUATION CRITERIA**

Qualifications and Experience	30%
Methodology/Approach	30%
Pricing Schedule	20%
SWaM Status/Utilization*	20%

\*Offeror's status as a Virginia DSBSD-certified SWaM Business, or Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in Offeror's performance of the contract (see Appendix I).

#### XXI. AWARD OF CONTRACT

- A. Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the selected Offerors.
- B. After negotiations have been conducted with each Offeror so selected, the University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.
- C. The Commonwealth reserves the right to make multiple awards as a result of this solicitation.
- D. Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, 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 solicitation and the Contractor's proposal as negotiated.
- E. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at http://www.eva.virginia.gov for a minimum of 10 (ten) days.

#### XXII. GENERAL TERMS AND CONDITIONS

A. PURCHASING MANUAL: This solicitation 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 purchasing office. In addition, the manual may be accessed electronically at https://vascupp.org/hem.pdf.

B. APPLICABLE LAW AND COURTS: This solicitation 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. To the extent any provision of Contractor's Proposal, Quote, Statement of Work, Addenda, or other related documents is prohibited by Virginia law, or is otherwise not authorized by Virginia law, due to VCU's status as an agency of the Commonwealth of Virginia, such provision is null and void.

C. ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the Commonwealth 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, 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 who performs work relative to this RFP.
- 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 state 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. CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the face of the solicitation by the deadline for questions stated in this document. Any revisions to the solicitation will be made only by addendum issued by the buyer.

#### 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 state contract number and/or purchase order number, and 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 30 days will be regarded as requiring payment 30 days after receipt of invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency 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 are 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, the Commonwealth 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 an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

#### 2. To Subcontractors:

- a. Contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the Subcontractor(s) under the contract; or
  - (2) To notify the agency 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 the Commonwealth, except for amounts withheld as stated in 2.(a) 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 the Commonwealth.
- 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: The Commonwealth 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 the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth 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: The Commonwealth 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 Commonwealth.
- 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 contract to modify the scope of the contract.
- 2. The Purchasing Agency 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 the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual contract 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 Purchasing Agency'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 the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency 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 the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. 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 Purchasing Agency 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, the Commonwealth, 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 the Commonwealth may have.
- Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax, State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this

contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, 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 the Commonwealth 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 solicitation.

S. 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.

T. INSURANCE: By signing and submitting a proposal under this solicitation, 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 the Commonwealth 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. The Commonwealth of Virginia 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.)
- 5. Cyber Security Liability \$5,000,000 (applicable only to Information Technology contracts)
- U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at http://www.eva.virginia.gov for a minimum of 10 days.
- V. 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 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.

W. 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.

X. As applicable, federal law requires compliance with the following for all federal government contracts:

- 1. 41 CFR § 60-1.4 Equal Opportunity Clause prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
- 2. 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulation prohibit discrimination against qualified individuals on the basis of disability (60-741.5(a)) and protected veteran status (41 CFR 60-300.5(a)), and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

Y. eVA REGISTRATION AND FEES: Awarded Contractor agrees to self-register with the Commonwealth of Virginia's electronic procurement system, eVA (information on eVA can be found at http://www.eva.virginia.gov), and agrees to maintain self-registered status for the duration of this Contract. The Commonwealth shall assess eVA transaction fees as specified below for each order resulting from this solicitation/contract. 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.

The specified Vendor Transaction Fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and the invoice is payable 30 days after the invoice date.

Contractor is responsible for the security of its eVA account, including restricting access to it, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of the Contractor's account. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to the Contractor's failure to update or protect its account information.

Z. FERPA: The following provision applies only if Contractor will have access to the University's education records as defined under the Family Educational Rights and Privacy Act (FERPA): Contractor 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 Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor 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.

AA. LIMITATION OF LIABILITY: (1) The total cumulative liability of the Commonwealth, its officers, employees and agents in connection with this contract or in connection with any goods, services, actions or omissions relating to this contract, shall not under any circumstance exceed payment of the maximum purchase price. (2) Contractor shall be liable for the actual damages caused by the negligence of itself, its officers, employees and agents in connection with this contract or any goods, services, actions, or omissions relating to this contract.

BB. SOVEREIGN IMMUNITY: VCU is an agency of the Commonwealth of Virginia and is afforded the protection of sovereign immunity under Virginia law. Any claims against VCU or the Commonwealth are subject to the requirements established under Virginia law for bringing such claims against VCU or the Commonwealth, including the Virginia Tort Claims Act (Va. Code §§ 8.01-195.1 et seq.) and other applicable statutes relating to claims against the Commonwealth or its agencies. Notwithstanding any other provision, nothing in this contract shall be deemed to be or construed as a waiver of VCU's or the Commonwealth's sovereign immunity, or any other applicable requirements under Virginia law for bringing claims against VCU or the Commonwealth.

CC. FORCE MAJEURE: Neither party will be responsible for any losses resulting from delay or failure in performance resulting from any cause, event, or occurrence beyond the control, and without negligence of, the parties. Such events, occurrences, or causes include, without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

DD. 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.

EE. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that VCU shall be bound hereunder only to the extent the funds are appropriated, or otherwise made available or which funds may hereafter be appropriated for the purpose of this contract.

#### 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. No extension shall be granted for Offerors who fail to request to view the applicable public records within the ten (10) day period immediately following the award or the announcement of the decision to award, whichever comes first.

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 clause shall be construed to permit an Offeror 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.

GG. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual contract, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.

HH. REALSOURCE: This solicitation and resulting contract shall result in a purchase order or purchase orders issued via VCU's source-to-pay platform, RealSource. Contractor shall register in RealSource upon award of contract. For information on registering, visit realsource.vcu.edu. Registration is free, and registered vendors shall have access to purchase order, invoice, and payment information. Contractor is responsible for the security of its RealSource portal account, including restricting access to it, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of the Contractor's account. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to the Contractor's failure to update or protect its account information. If this is a cooperative procurement, this clause shall apply to orders placed by VCU only.

#### XXIII. SPECIAL TERMS AND CONDITIONS

- A. <u>ADVERTISING</u>: 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. <u>ASBESTOS</u>: 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, Contractor 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. 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.
- D. <u>TERMINATION OF CONTRACT:</u> VCU may terminate this contract if Contractor materially breaches this contract and such breach is not cured within thirty (30) days after written notice to Contractor.

	Contractor Name:
	Subcontractor Name:
	License# Type:
F.	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 Offeror 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 <i>Code of Virginia</i> (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.
G.	<u>CONTRACTOR'S TITLE TO MATERIALS</u> : 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 contract 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.
H.	<u>DELIVERY AND STORAGE</u> : It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. VCU will not assume any responsibility for receiving these shipments. Contractor shall check with VCU and make necessary arrangements for security and storage space in the building during installation.

E. <u>CONTRACTOR LICENSE REOUIREMENT</u>: By my signature on this solicitation, I certify that this

firm/individual and subcontractor is properly licensed for providing the goods/services specified.

- I. <u>PROMPT PAYMENT DISCOUNTS</u>: Virginia Commonwealth University will pay within 30 days after receipt and acceptance of an invoice. Offerors are encouraged to offer a prompt payment discount, in which Offeror provides a discount off the invoice total in exchange for VCU paying the invoice in fewer than 30 days. Offeror should describe such an offer at the bottom of their pricing proposal, indicating both A) the discount percentage offered and B) the net number of days in which payment would need to be made in order to achieve the discount. Such an offer, if present, shall be factored in to the evaluation of Offeror's proposal..
- J. <u>SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS</u>: 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.

- K. <u>EXTRA CHARGES NOT ALLOWED</u>: 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.
- L. <u>FINAL INSPECTION</u>: At the conclusion of the work, the Contractor shall demonstrate to VCU 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.
- M. <u>INDEMNIFICATION</u>: 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.
- N. <u>INSPECTION OF JOB SITE</u>: Offeror's signature on its proposal constitutes certification that it has inspected the job site and is aware of the conditions under which the work must be accomplished. Claims, resulting from Offeror's failure to inspect the job site, will not be considered by the Commonwealth.
- O. <u>INSTALLATION</u>: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- P. <u>LABELING OF HAZARDOUS SUBSTANCES</u>: If the items or products requested by this solicitation are "Hazardous Substances" as defined by § 1261 of the United States Code (U.S.C.) or "Pesticides" as defined in § 136 of Title 7 of the United States Code, then the Offeror, by submitting his proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the forgoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136.
- Q. <u>MAINTENANCE MANUALS</u>: 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.
- R. RADIATION/CHEMICAL/BIOLOGICAL HAZARD AREAS: The personnel employed by the Contractor shall be capable employees, trained and qualified to perform specified services. If the Contractor is to perform work in areas posted with radiation warning signs and/or chemical/biological hazard signs, prior to the commencement of the contract, the Contractor shall contact: (1) the Office of Environmental Health and Safety's (OEHS) Radiation Safety Section (804) 828-9131 for training information as required by the NRC and the Commonwealth of Virginia, and (2) the Chemical/Biological Safety Section (804) 828-4866 for training information in the handling of hazardous materials as required by OSHA, and other regulatory agencies. Radiation Safety and Chemical/Biological Safety will provide the Contractor with the appropriate training information for radiation work areas and hazardous materials. The Contractor shall be responsible for training its employees with the information provided by VCU. New employees are required to receive training prior to working in posted areas. A copy of the training roster shall be submitted to OEHS at the end of each month in which training has occurred. Refresher training shall be conducted by the Contractor and reported to VCU annually. Any additional training requirements identified by VCU shall be coordinated with VCU's Contract Administrator, OEHS, and the Contractor.
- S. <u>PERFORMANCE AND PAYMENT BONDS</u>: The successful Offeror shall deliver to the purchasing office executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount, with the Commonwealth of Virginia as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the Contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office. Standard bond forms will be provided by the purchasing office to or at the time of award.

If the Commonwealth elects to exercise the option to renew the contract, the Contractor shall deliver to the purchasing office executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount for the renewal period, with the Commonwealth of Virginia as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the Contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office.

- T. <u>PREVENTIVE MAINTENANCE</u>: The Contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.
- U. <u>PRIME CONTRACTOR RESPONSIBILITIES</u>: 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.
- V. <u>PRODUCT INFORMATION</u>: The Offeror shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the proposal to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the proposal to be considered nonresponsive.
- W. <u>QUANTITIES</u>: 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.
- X. <u>RENEWAL OF CONTRACT</u>: This contract may be renewed by the Commonwealth upon mutual written contract of both parties 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 price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the Other Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- Y. <u>SECURITY LICENSE</u>: In accordance with § 9-183.3 of the *Code of Virginia* (1950), the Offeror shall be licensed by the Department of Criminal Justice Services for solicitations which include the following work: installation, service, maintenance, or design of security equipment; security officer service; and/or private investigator service. Licenses must be obtained prior to submitting a proposal. The Offeror shall place their license number in the space provided below:

Private Security Services Business License Number:	

For assistance, Offerors may contact the Department of Criminal Justice Services at (804) 786-0460.

- Z. <u>SUBCONTRACTS</u>: 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.
- AA. <u>USE OF RECYCLED MATERIALS</u>: Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the

product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein. Please provide the following information in this regard:

- 1. Do any of the goods offered contain recycled materials? \_\_Yes \_\_No
- 2. If so, please qualify the recycled material content: \_\_\_\_\_
- BB. <u>WARRANTY (COMMERCIAL)</u>: 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. A copy of this warranty must be furnished with the proposal.
- CC. <u>WORK SITE DAMAGES</u>: 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.
- DD. <u>DAMAGE TO PUBLIC OR PRIVATE PROPERTY:</u> Under this contract, the Contractor shall be responsible for making repairs, as necessary, to public or private property damaged by their work at the Contractor's sole expense. Pavement, curbs or sidewalk repairs shall be as specified by the City of Richmond VA, Department of Public Works for each separate location at which time such repairs may be required as a result of the contractor's operations under the Contract
- EE. WORK ESTIMATES (TIME AND MATERIAL CONTRACTS): Under this time and material contract, the Contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the Contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at the Contractor's actual invoice costs (Contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If VCU determines that the estimated price is not fair and reasonable, VCU has the right to ask the Contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, VCU reserves the right to obtain additional quotes from other vendors. A work order will be issued to the Contractor, as the authority to proceed with the work, which will incorporate the Contractor's estimate and the terms and conditions of the contract. The Contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.
- FF. <u>POLICY OF EQUAL EMPLOYMENT</u>: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, minorities, and 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.
- GG. <u>ADDITIONAL USERS OF CONTRACT</u>: It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's contracts and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any contract resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University, Radford University, University of Mary Washington, and Longwood University. Upon written request from a VASCUPP institution, the Contractor may allow access to the contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A Contractor's willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting contract, VASCUPP is not bound to use the contract and any use of the contract is strictly optional.

If the VASCUPP institutions choose to access the contract and the Contractor agrees to such access, the terms and conditions of the contract will be in full force and effect as between the VASCUPP

institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the contract. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this contract.

#### HH.GRAMM-LEACH-BLILEY ACT:

The Contractor shall comply with the Act by implementing and maintaining appropriate safeguards to protect and prevent unauthorized release of student, faculty and staff nonpublic information. Nonpublic information is defined as social security numbers, or financial transactions, bank, credit and tax information.

II. <u>CRIMINAL BACKGROUND INVESTIGATION</u>: If Contractor employees and agents will be on the VCU campus, Contractor must comply with the following: Contractor shall ensure that its employees, full-time or part-time, including newly hired, re-hired, seasonal, and/or temporary, who may have access to VCU confidential or proprietary information, or data about VCU personnel or students, have passed a criminal background check pursuant to the Code of Virginia, § 2.2-1201.1. Criminal background checks shall comply with the standards set forth in VCU's employment policies found at:

http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf

Specifically, Contractor shall ensure an investigation is conducted by a third-party vendor utilizing courthouse records and national databases to obtain records within the past seven (7) years. Convictions related to drugs, violence and/or sexual behavior are generally considered job related due to the nature of the VCU environment and the need to provide reasonable levels of protection for students, patients, employees, visitors and institutional resources.

#### **II. IDENTIFICATION CARDS:**

All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <a href="http://vcucard.vcu.edu/">http://vcucard.vcu.edu/</a>. Contractor's employees must wear their VCU identification when they are on VCU property.

- KK. <u>SECTION 508 COMPLIANCE</u>: All information technology which, pursuant to this contract, is purchased or upgraded by or for the use of the University (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 below 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.
- LL. <u>NONVISUAL ACCESS TO TECHNOLOGY:</u> All Technology shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Contract:
  - (a) effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
  - (b) 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;
  - (c) nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
  - (d) 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 University determines (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.

#### XXIV. FEDERAL TERMS AND CONDITIONS

- A. For any purchase resulting from this RFP which is funded by a U.S. Government grant or contract, the following provisions found in Appendix II of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (2 CFR Part 200, et al) shall be incorporated and made a part of the purchase contract between the parties.
  - 1. Equal Employment Opportunity (E.O. 11246 as amended by E.O. 11375 and supplemented by 41 CFR part 60).
  - 2. For construction with Federal funds: the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by 29 CFR part 5.
  - 3. Copeland "Anti-Kickback" Act (40 U.S.C. 3145 and 29 CFR part 3).
  - 4. Where applicable, the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by 29 CFR part 5.
  - 5. For non-profit organizations and small business, patent rights will be governed by 37 CFR part 401, "Rights to Inventions Made by Non-Profit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Contracts."
  - 6. The Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387.), as amended.
  - 7. Mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
  - 8. When applicable, this Order is subject to Debarment and Suspension (E.O.s 12549 and 12689) as provided in 2 CFR part 180.
  - 9. The BYRD Anti-Lobbying Amendment (31 U. S. C. 1352): awards of \$100,000.00 or more will file the required certification.

#### XXV. ATTACHMENTS:

See below.

#### 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 a business that is at least 51 percent independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business. 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 that 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 is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- **Minority-owned business** is a business that is at least 51 percent owned by one or more minority individuals 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 the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.
- **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:
  - 1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
  - 2. "Asian American" means a person 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 Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka, and who is regarded as such by the community of which this person claims to be a part.
  - 3. "Hispanic American" means a person 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 is regarded as such by the community of which this person claims to be a part.
  - 4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

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

This appendix should only be completed by firms that are not currently 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.

SWaM-certified bu services these sub	ncting Plan: In the space below, please describe the areas in which you plan to utilize a sinesses as subcontractors. Please be specific as to what types of goods and/or ocontractors will provide during the performance of the contract. If currently known, act SWaM-certified subcontractors you plan to utilize.
	utilization of DSBSD SWaM Businesses: of total contract amount that will be performed by DSBSD certified SWaM businesses.
Identify the indivi	dual responsible for submitting SWaM reporting information to VCU:
Name Printed:	
Firm:	
	ls and acknowledges that the subcontracting plan above represents a contractual commitment by e to achieve the percentage commitment will be considered a breach of contract and may result in
Acknowledged:	
Title: —	
	ity and/or Women-owned business sub-contractors are required to become certified and mainta th the Virginia Department of Small Business and Supplier Diversity (DSBSD;

https://www.sbsd.virginia.gov/certification-division/) in order to fulfill the Offeror's commitment for utilization.

Page **31** of **34** 

# APPENDIX II INVOICING AND PAYMENT

### **Invoicing:**

The Contractor shall submit a fully itemized invoice to <u>Virginia Commonwealth University</u>, Accounts Payable, <u>PO Box 3985 Scranton</u>, <u>PA 18505</u>, 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 VCU RealSource vendor portal; and Contractor agrees to comply, to the extent commercially reasonable, 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: <a href="mailto:ecommerce@vcu.edu">ecommerce@vcu.edu</a>.

## Payment:

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, but the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the method selected below.

### Payment Methods

1. **Electronically through a Wells Fargo Visa commercial card:** Payment is processed thirty (30) days after receipt of a proper invoice for the amount due, or thirty (30) 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.

Questions regarding this method of payment should be sent to

Page **32** of **34** 

### commcard@vcu.edu.

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

Contrac	ctor must indicate the meth	od of payment selected:
_	Commercial Car	rd Payment (Wells Fargo VISA)
_	Automated Clea	aring House (ACH)
Invoici	ng and Payment Method Ac	knowledgement:
Л Г И	Signature: Name Printed: Fitle: Name of Firm: Date:	
а	appropriate point of contact v	contact information for the individual who will serve as the within your company to be contacted by VCU Accounts ctronic invoicing and payment processes:
7	Name of the individual: Fitle: Mailing address: _	
F	Email address: Phone number: Fax number:	

# APPENDIX III EXCEPTIONS

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive. VCU also reserves the right it its sole discretion to reject Offeror exceptions.

UNIVERSITY PROPOSAL SECTION NUMBER	STATED EXCEPTION