

Virginia Military Institute
Lexington, Virginia 24450-0304

PROCUREMENT SERVICES
Phone 540-464-7323
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TO: MAJ ERIC SCHWARTZ
FROM: COL Kathleen Tomlin
DATE: 28 March 2023
SUBJECT: Contract Administrator Designation
PROJECT: Mowing Services (RFP V211-23-058)

You are hereby officially designated as the **Contract Administrator** for Contract No V211-23-058 awarded to RSG Landscaping and Lawn Care, Inc from 28 March 2023 through 27 March 2024 (4 annual renewals available)

The following guidelines apply to your responsibilities as the administrator for this contract program:

- ❖ Your authority is limited to requesting services and monitoring contractor performance to assure it remains in compliance with the provisions of the attached contract document. Any problems or deviations from contract requirements must be promptly reported to Procurement Services. Depending on the seriousness of any contract problems/deviations, a written report may need to be sent to Procurement Services so that adequate corrective action can be taken.
- ❖ If you wish to initiate any modifications or changes to the scope of work or specifications, they must be handled through Procurement Services by the Contract Officer who awarded the contract, or their designated representative. Remember, all contract changes require prior authorization through a formal written change order under the signature of the Contract Officer.
- ❖ Regular comments on vendor performance are strongly encouraged so that Procurement Services can maintain a record of the level of satisfaction with regard to how the Contractor is fulfilling its obligations under this agreement. These comments will be maintained in the official procurement file and taken into consideration when contemplating future procurement actions involving PNC Pest Control. You will formally evaluate the vendor annually for contract renewal.
- ❖ The Contract Officer for this contract is COL Kathleen Tomlin.

CC: Contract File