

# **VIRGINIA MILITARY INSTITUTE**

## **ON-DEMAND CONSTRUCTION**

**Project Values \$50K-\$500K**

**SET-ASIDE FOR SMALL, WOMAN- AND MINORITY-OWNED  
BUSINESS**

**REQUEST FOR PROPOSAL #V211-24-030**

**30 November 2023**

**2:00 PM EST**

**RFP #V211-24-030**



**COPY**

**Licensed Class A Virginia Contractor No. 2701016882 Specialty CBC RBC**



**VIRGINIA MILITARY INSTITUTE  
ON-DEMAND CONSTRUCTION, RENOVATION AND REPAIR SERVICES  
SET-ASIDE FOR SBSB CERTIFIED SwaM VENDORS ONLY  
RFP #V211-24-030**

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1. Qualifications and Experience:

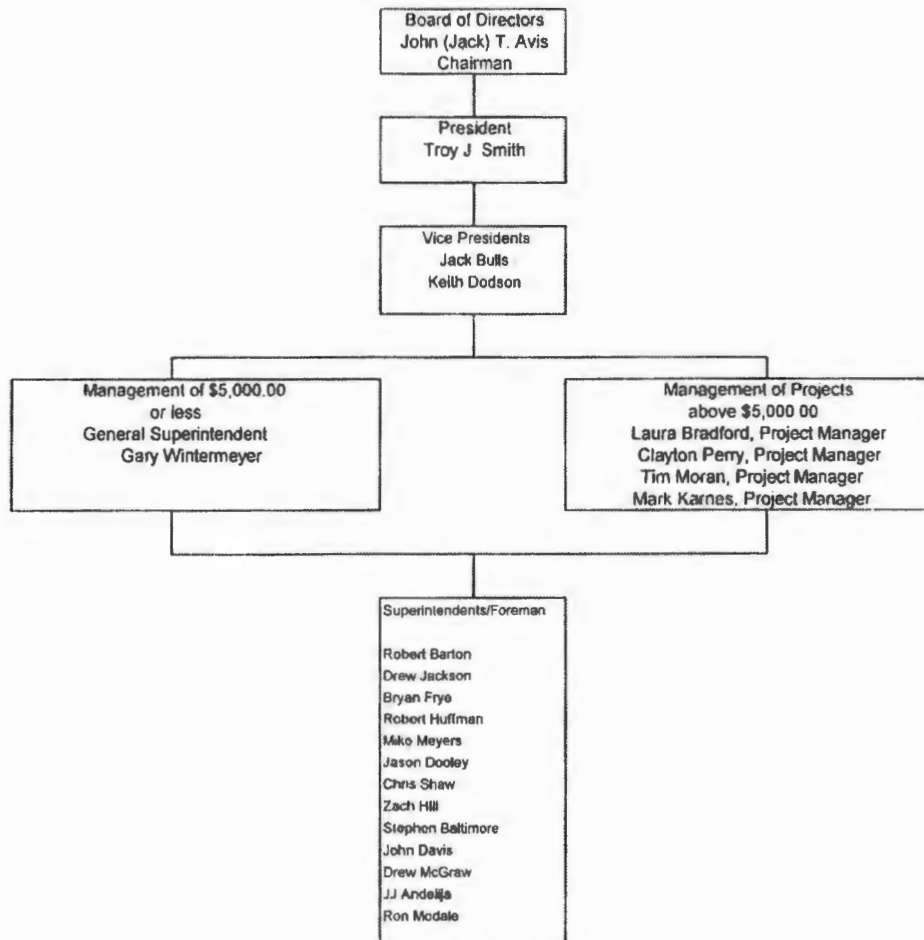
- a. Provide an organizational chart indicating which individuals or positions would have knowledge of an agreement with the Institute, and the degree to which each person would be responsible to an Institute account, including names of project managers and construction superintendents. Include proof of required trade certifications.

Any of our project managers and superintendents could be assigned to a project depending on the scope of work and their workload. We anticipate that Gary Wintermeyer, our General Superintendent, would manage most jobs with a value of \$5,000.00 or less. Ultimately, either our Chairman, Jack Avis, President, Troy Smith or Vice Presidents, Jack Bulls, or Keith Dodson would have authority above the project management level.

A copy of an organizational chart specific for On-demand Construction, Renovation and Repair Services is attached.

1. a. (Continued)

**AVIS CONSTRUCTION COMPANY, INC.**  
**FOR**  
**VIRGINIA MILITARY INSTITUTE ON DEMAND CONSTRUCTION**  
**RENOVATION AND REPAIR SERVICES**



1. b. Describe the offerors general experience in providing construction of the nature the Institute seeks.

Avis Construction has experience with On Demand type of contracts. We have previously been an approved vendor for your On Demand program along with another institution of higher learning.

We most recently completed the renovation of the Hollins University Library and are currently working on added work over the holidays. Through careful coordination and communication we were able to keep this client in continuous operation and met their opening deadline. In addition, we are currently doing two other projects for Hollins University. One project is a renovation to the kitchen of the president's house and the other is structural renovation to the West Building Dormitory.

We also have various clients that we perform construction services for as requested. One of these clients is Berglund Automotive who owns and operates multiple car dealerships in Roanoke and Lynchburg and Virginia Varsity Storage who operates self-storage facilities in Roanoke and Christiansburg, Virginia.

Avis Construction has completed numerous renovation projects both small and large over our 46 year history. We pride ourselves in having people who listen to what the Owner's needs are and implementing timely responses to those needs.

All of our projects receive customized attention to their specific needs. Our personal and company reputations are at stake on every project we do – we take that seriously at Avis Construction.

We have an exceptional reputation for performing difficult construction activities in and adjacent to owner occupied structures. These types of facilities include educational, religious, financial, office, manufacturing, laboratories, health care, hospital, and surgical settings.

Avis Construction Company, Inc. is committed to quality assurance at all levels of the construction process. The quality that we put into our construction provides the client with additional benefits that continues to perform through the life of the building.

An essential element for a quality project is to have qualified subcontractors and suppliers. Identifying and qualifying subcontractors and suppliers is an important part of the pre-construction process. Avis Construction's knowledge of the local and regional markets provides the construction team with an excellent tool for subcontractor and supplier selection. Our firm qualifies subcontractors and suppliers based on quality, financial strength, adherence to safety policies, and the ability to compete jobs in a timely manner.

Avis Construction Company is committed to providing a safe working environment. Avis Construction Company complies with all applicable federal, state, and local health and safety regulations. Avis also provides a work environment free from recognized hazards.



1. c. Provide a list of the offeror's clients comparable to the Institute's indicating length of contract and the nature of each project. The institute may contact and/or visit any of these clients.

### SIMILAR PROJECTS

PROJECT	ADDRESS	OWNER/CONTACT	PROJECT SUMMARY
Hollins University Library Renovation	7916 Williamson Road Roanoke, VA 24020	Ethan McBryde c/o EDC (804) 396-0830	Renovation of an owner occupied facility.  Cost: \$1,142,913.00 Date: Working on additional work over the holidays.
Hollins University Lorimer House Renovations	Faculty Avenue Roanoke, VA 24019	Ethan McBryde c/o EDC (804) 396-0830	Renovations to the kitchen of the Presidents house  Cost: \$225,000.00 Date: Current
Hollins University West Building Structural Renovations	Faculty Avenue Roanoke, VA 24019	Ethan McBryde c/o EDC (804) 396-0830	Structural renovations to a historic dormitory.  Cost: \$98,100 Date: Current
VA Tech Corporate Research Center VTOIA Interior Renovations	902 Prices Fork Road, Suite 4500 Blacksburg, VA 24060	Chris Hemp c/o EDC (804) 221-9810	Interior renovations.  Cost: \$901,765.00 Date: February 15, 2023
VA Tech Corporate Research Center Skylight Renovation	902 Prices Fork Road, Suite 4500 Blacksburg, VA 24060	Chris Hemp c/o EDC (804) 221-9810	Repairs to Skylight in Atrium.  Cost: \$788,000.00 Date: January 12, 2023
Star Behavioral Health Medical Office Renovation	3505 Brambleton Av. Roanoke, VA 24018	Pamela Ruppel (540) 512-9754	Renovation of a former surgery center into a doctor's clinic.  Cost: 201,930.00 Date: November 25, 2022
Chateau Mont Exterior Building Repairs Phase I, II, III, IV	5002 Hunting Hill Drive Roanoke, VA 24018	Bob Powers Chateau Mont Condominium Unit Owners Association (540) 772-2328	Exterior Envelope Restoration  Cost: \$206,037 Date: November 1, 2022
Gala Industries Lobby Addition and Renovation	181 Pauley Street Eagle Rock, VA 24085	Keith McMurry Gala Industries (540) 597-5432	Addition to a Lobby and other minor office renovations  Cost: \$459,687.00 Date: September 19, 2022
WVTF Radio Ice Shields, Roof, and Upgrades	3520 Kingsbury Lane Roanoke, VA 24014	Paxton Durham WVTF Radio (540) 989-8900	Installation of new ice shields over the roof of an existing building, roof repairs, partial roof replacement, and building upgrades  Cost: \$198,844 Date: August 19, 2022
Rayus Imaging Center Up-fit for New MRI machine	2923 Franklin Road, SW Roanoke, VA 24014	Brian Harrison (612) 760-9587	Up-fit for a new MRI machine  Cost: \$483,837.00 Date: August 12, 2022

1. c. (Continued)

ACI Office Renovations	1302 Rockland Avenue Roanoke, VA 24012	Mike Bowling (540) 589-5212	Renovations for new offices.  Cost \$360,550 Date April 2, 2022
Second Presbyterian Church Pre-School Interior Renovations	215 Highland Avenue Roanoke, VA 24016	Robert Kulp (540) 793-0801	Minor interior renovations.  Cost \$216,850 Date January 30, 2022
VA Tech Corporate Research Center Garvin Building Renovations	1660 Huguenot Road Midlothian, VA 23113	Chris Hemp c/o EDC (804) 221-9810	Interior and Exterior Renovations.  Cost \$906,203 Date August 31, 2021
Moe's SW Grille Salem, VA Renovation for New Restaurant	327 Bay Dunes Drive Norfolk, VA 23503	Angelo Dajon Dajon, Inc. (757) 332-3428	Complete up-fit for a new restaurant.  Cost \$259,614 Date May 14, 2021

1. d. Provide a list of all clients lost within the last three years which includes: a) a contact name and telephone number, b) length of contract and c) reason for the loss.

We have no knowledge of any clients lost in the last three years.



2. Plan for providing services:

- a. Provide a complete and detailed description of the offeror's methodology and plan for providing the services described herein.

Currently we have a work force that commutes daily from the Roanoke/Botetourt area. We would endeavor to use the employees that live closer to Rockbridge County as much as possible.

Emergency Work Plan

Our plan would be to have two individuals available at all times to disperse employees in an emergency situation. Typically, these employees would be Jack Avis and our General Superintendent Gary Wintermeyer.

Non-Emergency Work Plan

All Non-Emergency work would be directed to Jack Avis. In his absence it would be forwarded to Troy Smith. If the work is to be bid, then the project would be directed to the Vice President of Pre-construction Services. All other work would be routed to the General Superintendent and an appropriate Project Manager for immediate response.

For the type of projects which would fall under this contract. We typically self-perform the following type of work:

- Selective Building Demolition
- Footing excavation
- Concrete
- Small Steel Installations
- Rough and Finish Carpentry
- Installation of doors, frames, and hardware
- Installation of miscellaneous specialties
- Small metal stud and drywall installations
- Small and miscellaneous painting applications

We would be interested in jobs that require all trades and we will subcontract those needs logically to responsive subcontractors.

Our plan would be for our general superintendent, Gary Wintermeyer, to coordinate work under \$5,000.00. Any jobs above \$5,000.00 would be handled by either Laura Bradford, Clayton Perry, Tim Moran, or Mark Karnes.

2. b. Describe the offeror's commitment to the Institute in terms of resources, personnel, investment, etc.

Avis Construction is familiar with the demands of working on the VMI Post. Our firm has completed three projects at the Institute. These include the Science Building, Neikirk Hall, and minor renovations to Moody Hall.

We also have two alumni in our firm who are familiar with the daily operations at the Institute.

We have a staff of dedicated project managers, estimators, superintendents, assistant superintendents and foreman. We intend to make these individuals available as necessary to accommodate work that we may be awarded. They will be available as required to complete projects as scheduled.

Our plan is to have our company owned equipment available for use on these projects.

We also have an excellent working relationship with our subcontractors. We have identified subcontractors from all trades who are interested and will perform the work as described.

2. c. Provide a list of the subcontractors the offeror would use to provide subcontracting.

The following is a list of subcontracted work categories. Subcontractors that Avis has successfully completed or received pricing on similar projects in the past are included under the respective work category.

- Masonry
  - Robert L. Faulkner & Son                      Glasgow, VA
  - Thompson Masonry                              Salem, VA
  - Carroll Masonry                                 Salem, VA
  - Star City Masonry                                Vinton, VA
- Roofing
  - Baker Roofing                                    Roanoke/Norfolk, VA
  - John T. Morgan Roofing                        Roanoke, VA
  - McNeil Roofing                                  Roanoke, VA
- Aluminum Entrances/Storefronts
  - Charlottesville Glass                            Charlottesville, VA
  - American Door & Glass Company, Inc.       Salem, VA
  - Specified Products, Inc.                        Roanoke, VA
  - The Glass Works, LLC                            Roanoke, VA
  - Roanoke Glass                                    Roanoke, VA
- Gypsum Wall Board Systems/Acoustical/Resilient
  - P&D Interiors                                    Waynesboro, VA
  - Baird Drywall & Acoustical                    Vinton, VA
  - Service Contracting                             Dublin, VA
- Ceramic Tile
  - Ceiling and Floor Shop                        Charlottesville, VA
  - Surfaces by Barrows                            Roanoke, VA
  - Whitt Carpet & Tile                              Salem, VA
  - Bonitz    Roanoke, VA
  - Old VA Tile                                        Roanoke, VA
- Carpet
  - Ceiling and Floor Shop                        Charlottesville, VA
  - Surfaces by Barrows                            Roanoke, VA
  - Whitt Carpet & Tile                              Salem, VA
  - Bonitz    Roanoke, VA

2. c. (Continued)

- Painting
  - Southern Virginia Painting Company, Vinton, VA
  - Custer's Painting Company Roanoke, VA
  - Professional Turnkey, LLC Salem, VA
- Plumbing
  - Draft Electric Stuarts Draft, VA
  - James Buck Plumbing and Heating Roanoke, VA
  - JB Plumbing Roanoke, VA
  - GJ Hopkins Roanoke, VA
  - Southern Air Lynchburg, VA
- HVAC
  - Draft Electric Stuarts Draft, VA
  - Newcomb Electric Roanoke, VA
  - Bud Weaver Heating and Air Roanoke, VA
  - GJ Hopkins Roanoke, VA
  - Southern Air Lynchburg, VA
- Electrical
  - Draft Electric Stuarts Draft, VA
  - Newcomb Electric Roanoke, VA
  - Shively, Electric Roanoke, VA
  - Southern Air Lynchburg, VA
- Fire Suppression
  - VSC Fire and Security Salem, VA
  - Summit Fire and Security Salem, VA
  - Magic City Sprinkler Roanoke, VA
- Hydraulic Elevators
  - Otis Elevator Roanoke, VA
  - Thyssen Krupp Elevator Roanoke, VA
  - Schindler Elevator Richmond, VA

This is a partial listing of subcontractors that Avis Construction Company, Inc. has utilized for pricing and construction in the past. A review of information on additional companies could result in the addition of certain team members.

2. d. Provide representation that the prices, terms, warranties and benefits specified in the proposal are comparable to or better than the equivalent terms being offered by the offeror to any present customer.

Avis Construction is familiar with the insurance, payment and safety requirements involved with the Virginia Military Institute Post. We are very familiar with and acceptable to billing on a percentage of completion arrangement. Warranties and guarantees will be issued as required by the code of Virginia as specific to each project's need. Pricing on all work will be competitive and in line with market standards at the time of the pricing. Avis Construction views the Virginia Military Institute Post and the Lexington area in general as a favored client and place to work. We stand ready to be of service to you at your request.

2. e. Comment on your willingness to furnish Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds for some projects when requested by the Institute.

Avis Construction will provide bonds as required for projects as requested by the Institute.

Enclosed is a letter from our bonding company that describes our bonding limits.





Marsh McLennan Agency  
110 Franklin Road SE  
Roanoke, VA 24011  
T +1 540 767 4056  
Kyle.Campbell@MarshMMA.com

November 27, 2023

Virginia Military Institute-Procurement Services  
330 Parade Avenue  
Smith Hall, Room 314  
Lexington, VA 24450

Re: Avis Construction Company, Inc.

Project: RFP#V211-24-030; On-Demand Construction, Renovation and Repair Services

To Whom It May Concern:

The Marsh McLennan Agency is honored to be able to handle the bonding for Avis Construction Company, Inc. Avis Construction is bonded with the Travelers Casualty and Surety Company of America, an A++ (Superior) rated carrier licensed to transact fidelity and surety business in all 50 states and listed in the United States Department of Treasury. We have in place with the Travelers Casualty and Surety Company of America a bonding program for Avis Construction in the 45,000,000-50,000,000 single job range and \$80,000,000-\$100,000,000 aggregate program range.

We would favorably consider a request from Avis Construction to provide a bid, performance and/or payment bonds that may be required on this specific project subject to applicable underwriting considerations such as acceptable contract terms, bond forms, confirmation of satisfactory financing and favorable review of current underwriting information at the time a bond is requested.

Please be advised that this letter is not an assumption of liability, nor is it a bid bond or a performance bond. It is issued only as a bond reference requested by Avis Construction Company, Inc.

Avis Construction Company, Inc. is a valued client and, in our opinion, they remain properly financed, well equipped and capably managed. They are well known for their professionalism in the construction industry and you would be well served to use them.

Sincerely Yours,

A handwritten signature in cursive script that reads "Kyle A. Campbell".

Kyle A. Campbell, Surety Consultant

3. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

This solicitation is SET-ASIDE for certified Small, Woman-owned, and/or Minority-owned businesses. Only those businesses certified by the Virginia Department of Small Business and Supplier Diversity are eligible to respond to this solicitation.

See Attachment E.

4. References:

Four (4) recent references, either educational or governmental, for whom you have provided the type services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual the Institute has your permission to contact. (See Attachment D.)

See Attachment D.

5. Financial Stability:

Submit a copy of the offeror's most recent financial statements or other evidence of financial stability.

The financial statement is attached at the end of this proposal due to the length and it being pre-numbered.

6. Geographic Location:

Provide information regarding the locations of company offices relative to this proposal.

Avis Construction Company, Inc. is located at 521 Rutherford Avenue, NE, Roanoke, Virginia. The location of our corporate offices is located approximately 56 miles from the VMI Post with a drive time of approximately 53 minutes.

7. The return of the General Information Form, and addenda, if any, signed and filled out as required.

See Attached.

Virginia Military Institute  
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS

RFP# V211-24-030

Issue Date: 31 October 2023

Title: On-Demand Construction, Renovation and Repair Services  
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY

Questions Due: 14 November 2023 at 2:00 PM EST

Due Date: 30 November 2023 at 2:00 PM EST (mailed or hand delivered to VMI Procurement Services)

Commodity Code: 91200 - Construction Services, General

Issuing Agency: Virginia Military Institute  
Procurement Services  
330 Parade Avenue  
Smith Hall, Room 314  
Lexington, VA 24450

Period of Contract: Date of Award through 31 December 2024, with four (4) optional one-year renewals.

Proposals should be mailed or hand delivered to Virginia Military Institute, Procurement Services, 330 Parade Avenue, Smith Hall - Room 314, Lexington, VA 24450.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XI, paragraph N. The envelope should be addressed as directed in the heading of this Page of the solicitation. No other correspondence or other bids should be placed in the envelope.

All Inquiries for Information Should Be Directed To: LTC Lynn Carmack, VMI Procurement Services at [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu). The Understanding of Requirement Form (Attachment A) must be used for questions concerning specifications or statement of needs.

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

Name and Address Of Firm:  
Avis Construction Company, Inc.

P.O. Box 1198

Roanoke, VA

Zip Code: 24022

EVA Vendor ID or DUNS number E80385 / 085128023

E-mail: avisj@avisconstruction.com

Date: 28 November 2023

By: John T. Avis

(Signature in Ink)

Name: John T. Avis

(Please Print)

Title: Chairman and Treasurer

Phone: ( 540 ) 982-3558

Fax: ( 540 ) 982-2643



Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment

## CONFLICT OF INTEREST STATEMENT

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your proposal. FAILURE TO FURNISH THIS DATA MAY RESULT IN REJECTING YOUR PROPOSAL

NAME: Avis Construction Company, Inc.

ADDRESS: P.O. Box 11985

CITY/STATE: Roanoke, VA 24022

TELEPHONE NUMBER: (540) 982-3558

FEDERAL ID NUMBER (FIN): 54-1055687

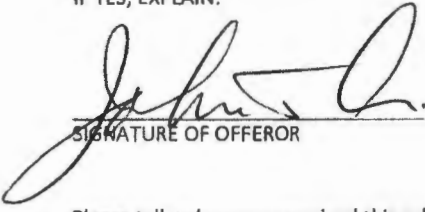
THE ABOVE FIRM IS A: (CHECK, AS APPLICABLE)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> SMALL BUSINESS | <input type="checkbox"/> INDIVIDUAL BUSINESS    |
| <input type="checkbox"/> WOMAN-OWNED BUSINESS      | <input type="checkbox"/> SOLE PROPRIETORSHIP    |
| <input type="checkbox"/> MINORITY-OWNED BUSINESS   | <input type="checkbox"/> PARTNERSHIP            |
| <input type="checkbox"/> SHELTERED WORKSHOP        | <input checked="" type="checkbox"/> CORPORATION |

RELATIONSHIP WITH THE COLLEGE OF VIRGINIA:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE COMMONWEALTH OF VIRGINIA WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1-639.24? ☐ YES ☒ NO

IF YES, EXPLAIN:

  
SIGNATURE OF OFFEROR

DATE

28 November 2023

Please tell us how you received this solicitation:

☐ It was mailed to you directly.

☐ You requested a copy through the Virginia Business Opportunities.

☐ You obtained a copy from the Virginia Department of Small Business and Supplier Diversity

☒ Other (please specify) Through eVA.

QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirement.

Indicate the length of time you have been in business providing this type of service. 46 Years  
\_\_\_\_\_ Months

Provide a list of current references, either college, Educational Institutions, and/or other companies that your firm is servicing. Include the length of service, dollar volume, year contract was entered into, and the name and address of the person the State has your permission to contact. Such listing shall be comprehensive of your firm's customer base and can be formatted as follows:

CURRENT ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
See Avis Attachment	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LOST ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# ATTACHMENT C

## Contractor Data Sheet Current References

Project	Job Address	Amount	Completion Date	% Complete	Owner	Contact	Phone	Length of Service
Hollins University Library Renovations	7916 Campus Drive Roanoke, VA 24020	\$1,142,913.00	Complete. Working on added work over the holidays	95% Complete, working on change orders	Hollins University	Ethan McBryde C/O EDC	(804) 396-0830	10 Months
Hollins L Lorimer House Kitchen Renovation to President's House	7916 Campus Drive Roanoke, VA 24020	\$225,000	3/1/24	10%	Hollins University	Ethan McBryde C/O EDC	(804) 396-0830	10 Months
Hollins University West Building Structural Renovations	7916 Campus Drive Roanoke, VA 24020	\$98,100.00	1/10/24	0%	Hollins University	Ethan McBryde C/O EDC	(804) 396-0830	10 Months
William Byrd High School Additions and Renovations	2902 E. Washington Ave, Vinton, VA 24179	\$27,556,161.00	4/1/24	90%	Roanoke County Public Schools	Chris Lowe	(540) 314-0901	3 years
H&V Plant 2 FL27 Project	365 Christiansburg Pike, NE, Floyd, VA 24091	\$13,128,993.00	12/31/24	40%	Hollingsworth & Vose Company	Dan Clark, PE	(540) 745-7622	Since late 70's
American Electric Power S&T Building Renovation	1600 Loch Haven Dr., Roanoke, VA 24019	\$1,757,570.00	1/12/24	72%	American Electric Power	David A Rinaldi	(614) 716-6854	2 years
American Electric Power Transmission Building	1281 N. Electric Road, Roanoke, VA 24019	\$11,719,144.00	TBD Based on changes requested by Owner	45%	American Electric Power	Ashley B. Trepal	(614) 716-1641	2 years
Patton Warehouse Expansion	5600 International Blvd., Dublin, VA 24084	\$9,000,000.00	1/24/24	90%	Patton Virginia Investments, LLC	Thierry Lindor	(570) 246-5213	3.5 years
Patton Terminal New Trucking Terminal	5600 International Blvd., Dublin, VA 24084	\$11,000,000.00	12/25/243	95%	Patton Virginia Investments, LLC	Thierry Lindor	(570) 246-5213	3.5 years
Southern Team Hyundai New Automotive Dealership	7300 Williamson Rd. Roanoke, VA 24019	\$12,000,000.00	3/31/24	60%	Roanoke AVA, RE, LLC	John DeGrosa	(954) 868-1515	1 year
Virginia Varsity Storage Cambria Storage Facility	400 Cambria St NE Christiansburg, VA 24073	\$5,918,974.00	4/31/24	60%	Cambria Storage Partners, LLC	John Lugar	(540) 627-6589	24 years
Ruffner Career & Technical Educational Center	3601 Ferncliff Ave., NE, Roanoke, VA 24017	\$19,297,000.00	01/15/24	90%	Roanoke City Public Schools	Gregory N Burgess	(540) 853-1872	Over 10 years

### Notes:

- (1) Length of service is for the length of service for the client not the specific project.
- (2) We have listed the project amounts instead of volume per year. The amount per year varies depending on the project.

## ATTACHMENT D

RFP# V211 24-030

## REFERENCES

Please list at least four references for whom you have performed each applicable category of service specified herein and within the past five years.

CLIENT: Hollins UniversityADDRESS: 7916 Williamson Road, Roanoke, VA 24020

CONTACT

PERSON/PHONE#: c/o EDC Ethan McBryde (804) 396-0830APPROXIMATE DOLLAR VOLUME PER YEAR: \$1,500,000.00

PROJECTS/DATES/DESCRIPTION: 1. Renovation of Library, \$1,142,913.00, Current, 2. Hollins Track, \$26,900, 6/23  
3. Lorimer House Renovation to Kitchen (President's House), \$225,000, Current  
4. West Building Structural Repairs, \$98,100, Current

CLIENT: VA Tech Corporate Research CenterADDRESS: 1715 Pratt Drive, #1000, Blacksburg, VA 24060

CONTACT

PERSON/PHONE#: Elizabeth Reed (540) 580-6728APPROXIMATE DOLLAR VOLUME PER YEAR: Varies (\$1,000,000.00 to \$6,592,353.00)

PROJECTS/DATES/DESCRIPTION: 1. VTOIA Interior Renovations, \$901,765.00, 2/15/23 2 Skylight Renovation,  
2. Skylight Renovation, \$788,000.00, 1/12/23 3. Garvin Buiding Renovations, \$906,203, 8/31/21  
4. Construction of New Building 1331, \$7,209,714.00, 5. New Building 1311, \$6,971,739.00 4/4/19

CLIENT: Berglund AutomotiveADDRESS: 1824 Williamson Road NE, Roanoke, VA 24012

CONTACT

PERSON/PHONE#: Mike Morris (540) 759-4876APPROXIMATE DOLLAR VOLUME PER YEAR: Varies (\$10,000.00 to \$8,420,806.00)

PROJECTS/DATES/DESCRIPTION: 1. Berglund Toyota New Facility, \$8,420,806, 5/22, 2. Berglund Toyota Service  
\$19,255, 4/20, 3. Berglund Toyota Grates, \$7,670, 4/20 4. Berglund Administrative Building Roof  
Repairs, \$61,060, 7/19 5. Berglund Chevrolet T&M Repairs, \$13,656, 1/22

Please use a separate sheet of paper for additional references

ATTACHMENT D

RFP# V211-24-030

REFERENCES

Please list at least four references for whom you have performed each applicable category of service specified herein and within the past five years.

CLIENT: **VA Varsity Storage**

ADDRESS: **2087 Apperson Drive, Salem, VA 24153**

CONTACT  
PERSON/PHONE#: **John Lugar (540) 915-3086**

APPROXIMATE DOLLAR VOLUME PER YEAR: **Varies \$50,000 to \$5,000,000.00**

PROJECTS/DATES/DESCRIPTION: **Varsity Storage Office Salem Building Damage Repair, \$53,635, 9/22/22**  
**VA Varsity Storage Cambria, New Facility, \$4,839,164.00, Current**

CLIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT

PERSON/PHONE#: \_\_\_\_\_

APPROXIMATE DOLLAR VOLUME PER YEAR: \_\_\_\_\_

PROJECTS/DATES/DESCRIPTION: \_\_\_\_\_

CLIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT

PERSON/PHONE#: \_\_\_\_\_

APPROXIMATE DOLLAR VOLUME PER YEAR: \_\_\_\_\_

PROJECTS/DATES/DESCRIPTION: \_\_\_\_\_

Please use a separate sheet of paper for additional references.

## Small Business Certification

## Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude SBSD-certified women- and minority-owned businesses when they have received SBSD small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

Offeror Name: Avis Construction Company, Inc.

Preparer Name: John T. Avis

Date: 28 November 2023

## Instructions

- A. Businesses certified by the Department of Small Business and Supplier Diversity (SBSD) as a small business must complete Section A of this form.

## Section A

CERTIFICATION TYPE (check only one below):

☒ X Small Business

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

Certification number: 649180 Certification Date: 2-21-2023

Expiration Date: 2-21-2028

NOTE: It is your responsibility to ensure that your certification is renewed and does not lapse. Should your certification expire, you will no longer be eligible to receive awards under this contract.



## ADDENDUM 1 V211-24-030

314 Smith Hall  
Phone: 540-464-7357

Lexington, VA 24450  
Fax: 540-464-7682

**Project:** *On-Demand Construction Contract*

**Date/Time:** *11:28 AM, 11/24/23*

**To:** *Prospective Bidders*

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Bid Documents.

**Response to Questions:**

1. **Section VIII, Paragraph B,3, page 14: Small, Woman-Owned and Minority-owned business (SWaM). This section does not appear to ask for any information. Is anything required to be submitted for this section?**
  - This section provides an overview of the SWaM requirement and identifies that the solicitation is a set-aside for certified vendors. Attachment E, page 36 is included for vendors to provide their SWaM information and should be included in the proposal.
2. **Does the form referenced in Section "N", page 26, need to be turned in with this proposal?**
  - This section identifies the information that should be included on the outside of the proposal package. Page 26 does not need to be completed and returned.

Submitted by:

LTC Lynn W. Carmack  
Assistant Director of Procurement Services  
540-464-7223  
[carmacklw@vmi.edu](mailto:carmacklw@vmi.edu)

*28 November 2023*



AVIS CONSTRUCTION COMPANY, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

Note 1. **Nature of Business and Significant Accounting Policies**

Nature of operations

Avis Construction Company, Inc. (the "Company"), a Virginia corporation organized in 1977, is a full service general contractor specializing in commercial, industrial, and institutional construction. The Company is licensed in Virginia, North Carolina, South Carolina, and West Virginia. Most of the Company's customers are located in Central and Southwest Virginia.

Operating cycle

The Company's contract work is performed under fixed price and cost plus contracts. The length of the Company's contracts varies, but is typically less than one year. As a result, all contract related assets and liabilities are classified as current, because the contract-related items in the balance sheet have realization and liquidation periods within one year.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Significant estimates used in preparing these financial statements include those assumed in estimating costs to complete contracts under the percentage-of-completion revenue recognition method. It is at least reasonably possible that the significant estimates used will change within the next year.

Contract assets and liabilities

The Company's contract assets and liabilities are reported on a contract-by-contract basis at the end of each reporting period. The Company classifies contract assets and liabilities as current or noncurrent to the extent the revenue is expected to be recognized in excess of one year from the balance sheet date.

Retainage, included in contract assets represent the amounts withheld from billings by the Company's customers pursuant to provision in the contracts and may not be paid to the Company until the completion of specific tasks or completion of the project and, in some instances, for even longer periods. Retainage may also be subject to restrictive conditions such as performance guarantees.

Contract performance obligations

In all material instances, the Company's contract performance obligations on construction contracts transfer control to customers over time as services are rendered, rather than at a point in time. Customers are invoiced monthly under standard contract terms with payment typically due within 30 days, except for retainages when applicable

The Company performs service related work under service orders and fixed price agreements. Revenues from service related work are recognized at a point in time as the service activity is performed.

(Continued)



AVIS CONSTRUCTION COMPANY, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Contract assets and liabilities (Continued)

*Contract modifications*

Contract modifications are routine in the performance of the Company's contracts. Contracts are often modified for changes in the contract specifications or requirements. In most instances, contract modifications are for goods or services that are not distinct, and, therefore, are accounted for as part of the existing contract.

*Variable contract consideration*

Contract prices may include variable consideration for change orders, claims, incentive bonuses, liquidated damages, etc. These occurrences are accounted for as modifications of existing contracts and related performance obligations. Management recognizes variable consideration at the estimated amount for which the Company will most likely be paid. These estimates are based on assessments of anticipated performance and available information (historical, current, and forecasted). Depending upon specific facts and circumstances, there can be prospective changes to estimated revenue. The Company recognizes revenue and costs for variable consideration when it is probable that a significant reversal in the amount of cumulative revenue recognized will not occur.

Revenue and cost recognition

Revenues from fixed-price and modified fixed-price construction contracts are recognized using an input-based method, measured by the percentage of costs incurred to date to estimated total costs for each contract. This method is used because management considers costs to be the best available measure of progress on these contracts.

Contract costs include all direct material and labor costs and those indirect costs related to contract performance, such as indirect labor, supplies, tools, repairs, and depreciation. Selling, general and administrative costs are charged to expense as incurred. Provisions for estimated losses on uncompleted contracts are made in the period in which such losses are determined. Changes in job performance, job conditions, and estimated profitability, including those arising from contract penalty provisions, and final contract settlements may result in revisions to costs and income and are recognized in the period in which the revisions are determined.

Cash and cash equivalents

The Company maintains cash in demand deposit accounts with federally insured banks. These accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, the balances in these accounts may be in excess of federally insured limits.

(Continued)

AVIS CONSTRUCTION COMPANY, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Fair value measurement

The Company carries investments at fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, a market-based approach is used which establishes that fair value is based on the "highest and best use". Additionally, in accordance with accounting guidance, the Company categorizes its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy as reflected below. The fair value hierarchy gives the highest priority to unadjusted quoted prices in active markets (Level 1) and the lowest priority to unobservable inputs (Level 3).

**Level 1** – Fair values are based on unadjusted quoted prices in active markets for identical assets or liabilities that management has the ability to access at the measurement date.

**Level 2** – Fair values are based on inputs other than quoted prices in Level 1 that are either for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that were observable for the asset or liability, or inputs that are derived principally from or corroborated by observable market data by correlation or other means.

**Level 3** – Fair values are based on unobservable inputs for the asset or liability where there is little, if any, market activity for the asset or liability at the measurement date.

The estimated fair value for specific groups of financial instruments is presented within the notes applicable to such items. If not specifically presented, fair value is estimated to approximate the related carrying value.

Investments

Investments include marketable equity and debt securities and are held for an indefinite period. Management determines the appropriate classification of securities at the date individual securities are acquired, and the appropriateness of such classifications is reassessed at each balance sheet date. Investments are stated at fair value, as determined by quoted market prices, and unrealized gains and losses are reported in the statement of activities. Realized gains and losses are computed based on specific identification of the securities sold in the statement of activities.

Contract receivables

Contract receivables are stated at the amounts expected to be collected in future periods. From time to time, management may choose to secure receivables by use of an interest-free collateralized note. The Company generally considers trade accounts receivable balances over 90 days to be past due accounts. Interest is not charged on overdue contract receivables. At September 30, 2022, the Company had \$23,095 in contract receivables and \$1,992,018 in retainage receivable balances over 90 days. Management has deemed all amounts collectable and has determined an allowance is not necessary.

(Continued)

AVIS CONSTRUCTION COMPANY, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

Note 1. Nature of Business and Significant Accounting Policies (Continued)

Property and equipment

Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Assets with a total cost greater than \$2,500 are capitalized unless the asset has a useful life of less than one year.

Advertising

Advertising costs are charged to operations when incurred.

Income taxes

Income taxes are provided for the tax effects of transactions reported in the financial statements and consist of taxes currently due, plus deferred taxes related primarily to the differing basis of assets and liabilities for financial statement and income tax purposes. The differences relate primarily to depreciable assets (use of different depreciation methods and lives for financial statement and income tax purposes) and deferred compensation (expensed for financial statement purposes but not deductible until paid for income tax purposes). The deferred tax assets and liabilities represent the future tax return consequences of those differences, which will be either deductible or taxable when the assets and liabilities are recovered or settled.

Reclassification

Certain amounts in the prior year's financial statements have been reclassified to conform to the current year's presentation. Such reclassifications had no effect on reported net income.

Subsequent events

Management has evaluated events through January 5, 2023, the date on which the financial statements were available to be issued.

Note 2. Investments

Investments in marketable equity securities and mutual funds are reported on the basis of quoted market prices and are categorized as Level 1 as defined in the fair value hierarchy. Investments in debt securities, which consist of corporate and municipal bonds, are categorized as Level 2, and are valued based on similar assets.

(Continued)

**AVIS CONSTRUCTION COMPANY, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022**

**Note 2. Investments (Continued)**

Investments are summarized as follows:

	<b>2022</b>			
	<b>Cost</b>	<b>Gross Unrealized Gains</b>	<b>Gross Unrealized Losses</b>	<b>Market Value</b>
Equity securities	\$ 192,014	\$ 94,460	\$ -	\$ 286,474
Mutual funds	100,036	-	(2,167)	97,869
Debt securities:				
Due within one year	412,409	-	(5,115)	407,294
Due within one year to five years	207,118	-	(16,993)	190,125
Due after five years	75,174	-	(6,528)	68,646
	<u>\$ 986,751</u>	<u>\$ 94,460</u>	<u>\$ (30,803)</u>	<u>\$ 1,050,408</u>
	<b>2021</b>			
	<b>Cost</b>	<b>Gross Unrealized Gains</b>	<b>Gross Unrealized Losses</b>	<b>Market Value</b>
Equity securities	\$ 381,405	\$ 268,611	\$ (3,703)	\$ 646,313
Mutual funds	-	-	-	-
Debt securities:				
Due within one year	-	-	-	-
Due within one year to five years	40,271	1,040	(324)	40,987
Due after five years	207,117	7,045	-	214,162
	<u>\$ 628,793</u>	<u>\$ 276,696</u>	<u>\$ (4,027)</u>	<u>\$ 901,462</u>

**Note 3. Contract Assets and Liabilities**

	<b>2022</b>	<b>2021</b>
Billed:		
Completed contracts	\$ 5,124	\$ 6,215
Contracts in progress	<u>2,927,411</u>	<u>4,624,771</u>
	<u>\$ 2,932,535</u>	<u>\$ 4,630,986</u>

The components of contract assets at September 30 consisted of the following:

	<b>2022</b>	<b>2021</b>
Contract asset – retainages	\$ 2,123,311	\$ 1,084,411
Contract revenues earned in excess of billings	<u>6,717</u>	<u>28,778</u>
Total contract assets, current	<u>\$ 2,130,028</u>	<u>\$ 1,113,189</u>

(Continued)

**AVIS CONSTRUCTION COMPANY, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022**

**Note 3. Contract Assets and Liabilities (Continued)**

The components of contract liabilities at September 30 consisted of the following:

	<u>2022</u>	<u>2021</u>
Billings in excess of contract revenues earned	\$ 2,641,114	\$ 2,252,036

Work in progress on uncompleted contracts at September 30 consisted of the following:

	<u>2022</u>	<u>2021</u>
Contract revenues earned	\$ 49,042,051	\$ 82,333,479
Less: billings to date	<u>(51,676,448)</u>	<u>(84,556,737)</u>
	\$ <u>(2,634,397)</u>	\$ <u>(2,223,258)</u>

**Note 4. Property and Equipment**

	<u>2022</u>	<u>2021</u>
Property and equipment:		
Machinery and equipment	\$ 493,830	\$ 493,830
Autos and trucks	797,121	772,247
Furniture and fixtures	95,855	95,855
Leasehold improvements	<u>33,353</u>	<u>33,353</u>
	<u>1,420,159</u>	<u>1,395,285</u>
Accumulated depreciation:		
Machinery and equipment	(421,330)	(403,220)
Autos and trucks	(585,951)	(544,892)
Furniture and fixtures	(84,245)	(73,988)
Leasehold improvements	<u>(17,970)</u>	<u>(16,823)</u>
	<u>(1,109,496)</u>	<u>(1,038,923)</u>
Net property and equipment	\$ <u>310,663</u>	\$ <u>356,362</u>

(Continued)



**AVIS CONSTRUCTION COMPANY, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022**

**Note 5. Income Taxes**

The Company's total deferred tax assets and deferred tax liabilities are as follows:

	<u>2022</u>	<u>2021</u>
Deferred tax asset	\$ 184,673	\$ 184,613
Deferred tax liability	<u>(83,857)</u>	<u>(147,336)</u>
	<u>\$ 100,816</u>	<u>\$ 37,277</u>

The Company has determined that a valuation allowance is not necessary and that the entire amount of the deferred tax asset will be recognized over time.

**Note 6. Accounts Payable**

Accounts payable includes amounts due to subcontractors, totaling \$2,690,938 and \$4,228,393 at September 30, 2022 and 2021 respectively. As of September 30, 2022 and 2021, an additional \$1,841,937 and \$1,002,851, respectively, have been retained pending completion and customer acceptance of the jobs.

**Note 7. Notes Payable**

	<u>2022</u>	<u>2021</u>
Note payable to a financial institution, monthly installments of \$516, through July 23, 2022, collateralized by computers.	\$ -	\$ 4,954
Note payable to a financial institution, monthly installments of \$701, including interest of 4.10%, through August 15, 2022, collateralized by automobiles.	-	7,542
Note payable to a financial institution, monthly installments of \$705, including interest of 4.10%, through July 15, 2022, collateralized by automobiles.	-	6,917
Promissory note payable to the financial institution, monthly installments of \$1,540, including interest of 2.50% through March 19, 2023, collateralized by an automobile.	<u>9,166</u>	<u>27,172</u>
	9,166	46,585
Less current maturities	<u>(9,166)</u>	<u>(37,420)</u>
Long-term portion of notes payable	<u>\$ -</u>	<u>\$ 9,165</u>

(Continued)



**AVIS CONSTRUCTION COMPANY, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022**

**Note 8. Line of Credit**

The Company has an unsecured revolving line of credit in the amount of \$750,000; interest payable is at the Pinnacle Base Rate. There was no balance owed on the line of credit at September 30, 2022 and 2021. The line of credit matures on November 5, 2023.

**Note 9. Deferred Compensation Arrangements**

The Company has nonqualified deferred compensation arrangements with certain key employees under which future defined benefits are funded principally by individual life insurance policies. If the employees remain continuously employed with the Company on a full-time basis until age 65, the Company will then pay to each employee \$3,333 monthly for ten years. The expected future cost of the deferred compensation is being accrued ratably each year. Amounts recognized as expense, net of payments made to retirees under such arrangements, which are not deductible by the Company for tax purposes until distributions are made to participants, amounted to \$50,233 and \$51,757 for 2022 and 2021, respectively.

**Note 10. Lease Commitments**

The Company entered into an office lease dated February 16, 1994, with A & L Holdings, L.C. in which the Company's chairman is a member. The lease provides for a one-year term at \$2,000 per month and annual renewal options. Rental expense under this lease was \$24,000 in 2022 and 2021.

The Company leases a facility from CASS, LLC, of which the Company's stockholder is a member, on a month-to-month lease basis. Rent expense under this lease was \$33,600 for 2022 and 2021.

**Note 11. Retirement Plan**

The Company provides a 401(k) retirement plan with a discretionary matching contribution that covers substantially all employees who have attained the age of 18. The Company's maximum contribution is limited to 25% of the first 6% deferred by the employee. Beginning February 1, 2018, the Company began matching 25% of the first 4% deferred by the employee. Company contributions were \$16,950 and \$20,516 for 2022 and 2021, respectively.

**Note 12. Contingencies**

The Company periodically is subject to claims and liquidating damages that arise in the ordinary course of business. It is the opinion of management that the disposition or ultimate resolution of such claims and damages will not have a material adverse effect on the financial position of the Company.

In order for the Company to obtain certain contract work, the customer may require the Company to obtain contract performance and payment surety bonds. The surety bond provides a guarantee to the owner that the contract work will be completed and material suppliers are paid as stated in the contract agreement by the surety company. In the case the contractor does not complete the work as contracted or the material suppliers are not paid, the surety company will be required to complete the work and pay material suppliers as stated in the original contract agreement. The surety company has the right of subrogation against the contractor for monies spent to complete the contract.

(Continued)

AVIS CONSTRUCTION COMPANY, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

Note 13. Backlog

The following schedule summarizes changes in backlog on contracts:

Backlog, September 30, 2021	\$ 42,591,971
New contracts and adjustments	<u>43,534,618</u>
	86,126,589
Less contract revenues earned	<u>(38,259,424)</u>
Backlog, September 30, 2022	<u>\$ 47,867,165</u>

The Company has signed and unsigned contracts after September 30, 2022 in the amount of \$7,327,867 which will begin after October 1, 2022 (unaudited).

Note 14. Pending Pronouncement

Lease accounting

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-02, *Leases (Topic 842)* in February 2016. This ASU requires the recognition of lease assets and lease liabilities by lessees for those leases classified as operating leases under previous GAAP, which have terms greater than 12 months. This ASU defines a lease as a contract, or part of a contract, that conveys the right to control the use of identified property, plant, or equipment (an identified asset) for a period of time in exchange for consideration. This ASU retains a distinction between finance leases and operating leases. The result of retaining a distinction between finance leases and operating leases on the statements of activities and cash flows is largely unchanged from previous GAAP. In May 2020, the FASB voted to extend the effective date of ASU No. 2016-02. As a result, the standard is effective for the Company on October 1, 2022. The standard will require modified retrospective application as of the beginning of the earliest period presented in the financial statements. Early application is permitted.

The Company is still evaluating the effects of implementing this standard.