

## NOTICE OF AWARD

**TO: Honest Elevator**  
**11407 Sweet Hall Way**  
**Mechanicsville, VA 23116**

**DATE: 1 February 2024**

**Re: VIRGINIA MILITARY INSTITUTE**  
**ON DEMAND TRADES POOL for RENOVATION & REPAIR SERVICES**  
**Contract #V211-24-023**

Your proposal in response to solicitation #V211-24-023 has been selected to participate in Virginia Military Institute's On-Demand Trades Pool for Renovation and Repair Services Contract. You are hereby notified that you have been awarded a contract for the referenced project subject to the provisions stated within the original Request for Proposal (RFP) with the modification stated below. The term of this contract will be from this date through 31 December 2024 with four (4) optional renewals.

You are directed to sign and return this agreement to the Office of Procurement Services, Virginia Military Institute, 330 Parade Avenue, Lexington, VA 24450. You may also submit by email to [procurement@vmi.edu](mailto:procurement@vmi.edu).

You must comply with the following conditions within ten (10) days of the date of this Notice of Award:

1. **eVA Vendor Registration:** The bidder or offeror shall be a registered vendor in eVA.
2. You must deliver to VMI the fully executed counterpart of this agreement.
3. You must deliver a certificate of insurance as specified in the solicitation.

Failure to comply with these conditions within the time specified will entitle VMI to consider your proposal abandoned, to annul this Notice of Award and to declare your proposal forfeited.

After you comply with those conditions, VMI will return to you one fully signed counterpart of this agreement.

ACCEPTED BY:

 2/2/2024  
\_\_\_\_\_  
Signature Date

Printed Name:

Mary Page Cramer  
\_\_\_\_\_  
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Title: Owner  
\_\_\_\_\_

 2/2/2024  
\_\_\_\_\_  
Signature Date

Shana O'Quinn  
Procurement Officer

Virginia Military Institute