



Bid Response to PROJECT #V211-24-023

ON-DEMAND TRADES POOL

November 16, 2023





Attn: TC Lynn W. Carmack

Re: Honest Elevator Response to Solicitation RFP #V211-24-023

Thank you for the opportunity to compete for your business at the Virginia Military Institute. We believe we are uniquely qualified to be your elevator maintenance provider for several reasons.

We are very confident in our ability to maintain competitor-installed equipment. As a Woman Owned independent elevator company, 100% of our service portfolio is comprised of OEM and Non-Proprietary equipment. Annually, Honest Elevator invests in reverse engineering classes for our technicians saving our customers thousands of service calls and over the past few years alone. This includes virtual training modules designed to enhance our technicians' abilities to maintain and perform troubleshooting on competitor equipment.

Our mechanics were handpicked coming from a variety of OEM backgrounds. We consider ourselves the most diversified yet powerful of knowledge elevator company in the market. We have extensive experience with Torin, Garvanta, Dover DMC, Otis LRV/211/Gen2, and Thyssen TAC20/TAC32/TAC50 elevator controllers. Making the investment of teaming with our mechanics is to heavily focus on callback reduction for our customers. We are also a direct dealer of Garaventa and Savaria making it easier to obtain spares in emergencies.

Also, our 24/7 call center responds to 75% of all service calls within 20 seconds, leading to faster dispatching and return-to-service times for our customers. Through our previous contract, the building IDs and procedures already exist for easy placement of service calls as needed.

We welcome the opportunity to meet with you to discuss your needs and a potential renewed partnership between The Virginia Military Institute and Honest Elevator. Should you need to reach me with any questions regarding the information contained in our RFP response, please do not hesitate to call or email. Thank you for the opportunity to earn your business.

Sincerely,

Mary Cramer | Owner

Phone 804-212-8461

mary.cramer@honestelevator.com



About us

Honest Elevator is a class A contractor and only Small Woman Owned Vertical Transportation business in Virginia. The business was founded in 2017 by Mary Cramer who had the idea of mitigating the transparency and customer service fails of the vertical transportation and providing the best mechanics in the area. Our mission statement is simple, we have a standard markup on parts and labor and are not afraid to show our overhead. In 2017 the company had a starting investment of \$6000.00 dollars and 1 customer willing to give us a chance. Since then, we have maintained a 100% retention rate covering the east coast market with \$2.0 Million Dollar annual average revenue.

Honest Elevator thrives in high profile environments such as Hospitals, Manufacturing and Retail. We understand the importance of Preventative Maintenance and revenue lost when a unit is shut down for a period of time. Honest Elevator picks and chooses who to work with so we can ensure our mechanics have the experience to complete the job.

Who is Mary Cramer?

I have always been a proud supporter of small, local businesses. Whether it's food, gifts for a holiday, or going out to eat, I like to support people in my community that make my community unique. When I had my first experience with the elevator trade in 2015, I was amazed that the elevator field had smaller independent providers that weren't supported by businesses within their community. When I came up with the concept of Honest Elevator, I was able to cut out the characteristics of the industry I wasn't a fan of and truly get back to the simple idea of quality customer service and fulfilled promises.

I immediately gravitated towards Honest because it supported locally owned businesses who's attention and finances should be elsewhere, not on vertical transportation. During my ten plus year career in the addiction and recovery field I watched many non-profit companies fail due to unexpected expenses of operating out of a brick and mortar entity. With the business model of Honest Elevator, small businesses can get back to what they do best, and I give independent elevator companies a shot at big name accounts. Every elevator company, big or small, should have a seat at the table and we know we can help you get a chair.

I support my local community by time and donations. Since 2017, Honest Elevator has donated over \$15,000.00 dollars to charities such as the McShin Foundation, Zeta Breast Cancer Education & Awareness, and Girls for a Change.



Plan of Action for SOW

To support the Virginia Military Institute "on-call" repair program Honest Elevator has a 24/7 dispatch line 365 days a year.

Non-Routine Calls/ Call Backs

Honest Elevator has a 24/7 dispatch answering service in case of an emergency. Our dispatch service has highly trained professionals to help assist in an entrapment or shutdown. Once a call is placed by the customer, a notification goes to both the Mechanic on call and superintendents field link. Each unit on site is given a unique ID so we automatically know where the shutdown occurred and type of equipment it is.

Safety

Honest Elevator is a fully COVID 19 Vaccinated company. Each Employee made the choice to receive the COVID 19 vaccination the help the fight in this ongoing pandemic and keep our customers safe. We have a Monthly Meeting that feature different topics such as close calls on site, driver safety, social distancing, process thinking, and transparency. Keeping ourselves and customers safe is a very high priority of ours.

Service Excellence Program

After an extensive study of companies with impeccable reputations for extraordinary customer service and what differentiated them from the rest. Honest Elevator established a list 13 core principles and 3 required service steps that these extraordinary companies lived by. We have trained and reinforce monthly these core principals to our employees to remind them every day we are here for you, our customers. It is because you have placed your trust in us that we have this awesome opportunity to provide these valuable services to you.

1. I protect myself and customers by always wearing a N95 Mask and Being Fully Vaccinated.
2. I work safely and watch out for my coworkers and customers.
3. I anticipate my customers' needs and go out of my way to help them.
4. I always do the right thing and take the time to do the job right the first time.
5. I always follow up and follow through.
6. I am always professional in appearance and actions.
7. I own every customer problem that I am presented with.
8. Every customer. Every time. No exceptions. No excuses.
9. I am always willing to help.
10. I respond with a sense of urgency
11. I always listen to the customer.
12. I create value for my customer.
13. I will always speak positively about my company and its employees.



At a local level that means always checking in, and checking out, and taking care of your priorities as our customer.

Resources – Maintenance/ Repair/Engineering

1. Preventive Maintenance

- a. Complete control of preventive maintenance tasks via our module-based service program.
- b. Mechanics must complete the modules transmitted to their tool pursuant to Honest Elevators acclaimed maintenance program and the requirements of the Dover Air force Base contract specifications.
- c. Mechanics do have some flexibility to address specific special issues they identify during the completion of our required modules.
- d. Safety Testing: It is a company mandate that all units complete the Confirmation of Periodic Safety Inspection (CPSI) program.

2. Callback Management Program

- a. Weekly local management for all units with > 2 callbacks.
- b. Sick unit management via our Team One resources.
- c. Management of all scheduled and unscheduled repairs/upgrades via our customer friendly repair planner.

The preventive maintenance tasks within a module will be transmitted to the assigned Maintenance Mechanics. A 'Maintenance Tasking Plan' for the entire year for each unit in the portfolio will be submitted at the Welcome Process meeting.

Numerous reports are available to the Maintenance Superintendent to track our preventive maintenance tasking program. To ensure completion of all scheduled maintenance visits / tasks, a report is provided and run once per month to compare actual visit and task completion with the missed visit and task report.

If the Mechanic has missed a task within a scheduled month, it is brought to their attention so the visit and task can be accomplished prior to the next scheduled visit / task.



Territory

Honest Elevator serves from Upstate NY, Pittsburgh, Charleston WV, Delaware, Washington DC, Atlanta GA, Virginia, Miami Florida.

Education

It should be noted that all Mechanics and Helpers are members of their respective chapter of The International Union of Elevator Constructors. Each Mechanic has successfully completed the mandatory requirements imposed by NEIEP (National Elevator Industry Education Program). All field personnel classified as Apprentice Helpers must attend the 4-year program and successfully complete a series of education modules prior to taking their final exam. When each achieves a passing grade on the final exam, their status changes to that of a Journeyman Mechanic.

As a Savaria/ Garaventa/ Lula dealer we are fully capable to take care of your Wheel Chair Lifts. We have to go to a class held by the dealer to obtain the dealer rights and currently we have 73 on maintenance. We also have access to engineering help from the dealer when they are available. The good thing is that we do not have to go through another company to get parts which is a cost and ETA savings passed on to my customers.

Payment – Structure and terms

We accept all credit cards, ACH, and payment by Check. Credit Card payments will have an extra transaction cost from the creditor that will be passed on to you. We do not believe in charging our customers for processing the transaction.

Service Calls / PO's

Service calls can only be placed by an approved group of VMI Employees. The customer has two ways to place a service call.

The first option is recommended for immediate assistance such as entrapments, the customer will have an assigned emergency number that will dispatch 24/7, 365 days of the year. The dispatcher is trained to take all the following information from the caller:

- Name
- Contact Information
- Location/Address of Unit
- Emergency Issue/ Entrapped or Hurt
- Immediate Service/ Wait until Next Day

The second way for placing a service call is by filling out the Honest Elevator PO Template and emailing it to service@honestelevator.com. This is only recommended for all nonemergency issues. Once the PO is received and confirmed, you will receive an ETA for dispatch onsite.

- Address of Unit
- PO #
- Date
- Unit Number
- Unit Type
- Description of issue
- Description of current condition

University of
Mary Washington

Honest Elevator, LLC
Sweet-Hole Way, 11407
23116 Mechanicsville

PO Number: VM122
Date: 10/1/2023
Contact: Patricia A. Condit
Phone: (540) 654-1237
Fax:

Priority 1 - Order

Service Recipient:	UMW Dodd Auditorium
Invoice Address:	1391 College Avenue, Fredericksburg, VA 22401
Due date:	10/1/2023
Delivery Address:	UMW Dodd Auditorium
Motor:	WCL
Manufacturer:	Quercus
Serial Number:	
Asset Location:	Next to MEPS
Problem Type:	Not working
Operational:	Not operational

Please confirm that this Priority 1 order document has been received by signing with an ETA of when the work will be completed.
Please provide detailed tech notes to the issuer of this PO after completion of work.

Communication Process after visit

After a call back is completed, the school point of contact will receive a Maintenance Ticket which will have the following information.

- Address of Unit
- PO #
- Name of Technician/ Signature
- Date
- Time in / Time Out
- Description of repair/ service
- Description of current condition
- Is the unit BIS or further action needed

Mark up vs List Price

Honest Elevator has a standard MARKUP of 35% on Material Costs from our suppliers and it is company policy to show it.

As you can see from the email below, all Elevator parts companies such as Virginia Controls, Adams Elevator (Schindler), KONE Spares (KONE) ThyssenKrupp Elevator (Vertical Express), ETC do not offer a “retail suggested or MSRP” price. Only elevator contractors can purchase various parts directly from the supplier. This is why Honest Elevator shows our cost from the supplier and adds a Markup after taxes and shipping.

RE: job #17903

DS Dave Smith <dave.smith@vacontrols.com>
To: Jared Cramer

Reply Reply All Forward Thu 2/23/2023 9:09 AM

External (dave.smith@vacontrols.com)

Report This Email FAQ GoDaddy Advanced Email Security Powered by INKY

We don't have retail prices because we only sell parts to elevator contractors. For obvious safety reasons, these aren't the kinds of things you'd want a maintenance man trying to install himself!!!

From: Jared Cramer <jared.cramer@honestelevator.com>
Sent: Thursday, February 23, 2023 9:00 AM
To: Dave Smith <dave.smith@vacontrols.com>
Subject: RE: job #17903

Dave thanks so much! I will get back with them about this.

Also, Retail vs Lst Price. Does Virginia Controls offer this? The customer wants to know if they can get a discount off of Retail price?

Sincerely,

Repairs Cost Transparency

When a repair is needed, the assigned contact Project Manager from Honest Elevator will submit a quotation to include parts needed and time to repair the unit. Our standard procedure with all customers is showing **OUR COST OF PARTS** with a standard markup of 35% after taxes and shipping.

Here is a Quotation for material at a current customer.

- Cost = \$10,990.88
- Contracted Mark Up after taxes = 25%
- Sale Price w/ Shipping = \$14,825.00

Example of Quotation with supplier material cost.





INVOICE

Address: 1234 Main St, Anytown, CA 90210
 Phone: (555) 123-4567
 Email: info@honestelevator.com

Estimate

Customer: ABC Company
 Address: 5678 Elm St, Anytown, CA 90210
 Phone: (555) 987-6543

Item	Description	Qty	Unit	Amount
101	Part A	1	EA	10,990.88
102	Part B	1	EA	2,500.00
103	Part C	1	EA	1,334.12
				\$14,825.00

Honest Elevator

Address: 1234 Main St, Anytown, CA 90210
 Phone: (555) 123-4567
 Email: info@honestelevator.com

Material	10,990.88	69,952.00
Shipping	2,500.00	1,250.00
Tax	1,334.12	667.06
Total		\$14,825.00

Ways to pay



Set Aside Certifications:

WBENC

February 11, 2023

RE: Notice of WOSB Certification Granted

Mary Cramer
Honest Elevator LLC
11407 Sweet Hall Way
Mechanicsville, VA 23116

Dear Mary Cramer:

Congratulations! It is the decision of the Women’s Business Enterprise Council Greater DMV to grant WOSB re-certification to Honest Elevator LLC.

Sandra Eberhard
President & CEO
Women’s Business Enterprise Council Greater DMV

SBA

SBA Certify Communications certify.beta@sba.gov

Mary Cramer
HONEST ELEVATOR LLC
11407 SWEET HALL WAY
MECHANICSVILLE, VA -

Dear Mary:

Congratulations! Your firm has been certified as a Women Owned Small Business WOSB by the U.S. Small Business Administration’s (SBA) for the Women-Owned Small Business Federal Contract Program (WOSB Program), as set forth in [Title 13, Part 127 of the Code of Federal Regulations](#) (CFR).

Thomas McGrath,
Deputy Director
Office of Government Contracting

EVA

The following information to the left

- Micro Business
- Small Business
- Woman Owned Business

Website www.honestelevator.com	Year Founded 2011
DUNS ID 107791132	LLC Classification Disregarded Entity
Organizational Type Limited Liability Company (LCC, LC, Ltd., Co.)	Tax Exempt No
Supplemental Organizational Type None	
Accept Charge Cards Accepts VISA	
SWaM Categories Small Business, Women Owned Business, Micro Business	
Supplier Performance Methods None	



Assigned Office Staff

Mary Cramer – Owner



Since 2017, Mary Cramer has full responsibility for sales and operations throughout the North and Southeast. She holds a master's in education from the University of Richmond and was recently awarded the "Best Mental Health Podcast" from the Richmond times dispatch. Coming from a family of elevator technicians, she is very knowledgeable in business, service, and repair. She has been the project manager for MOD and NI jobs. Mary enjoys spending her free time volunteering with Mental Health and Addiction services and being with her family.

Jared Cramer – Project Manager



Jared Cramer is our existing and new sales representative for the North and Southeast. He helped support the launching of Honest Elevator in 2017 after working for Schindler Elevator overseeing the Virginia Territory. He previously worked at ThyssenKrupp in the Harrisburg, PA market and D.C. Market. Jared's biggest accomplishments were taking over the Virginia Tech contract, Penn State contract, and most recently the 99th US Army. Jared is a graduate of Virginia Commonwealth University and holds certificates in Hydraulics, Pneumatics, Filtration, and Safety of Elevators.

Katie Cramer – Billing Specialist



Katie possesses extensive knowledge and understanding of our account histories including insight into customer satisfaction. She understands the tedious assignments for specialty billing on high profile accounts such as the US Government, Shell Corporation, and State of Virginia. Katie has a set goal to have an invoice submitted within three days from the time of completion. Her system of PO's has kept Honest Elevator organized with billing and communication to the customer.



Assigned Mechanics

Nick Irving – Standby Technician



After serving our country overseas, Nick joined the “helmets to hardhats” program and has performed at the highest level in various roles as a business owner, IUEC Technician, and Qualified Elevator Inspector. Starting at Local 10 in Baltimore with KONE in 2005, Nick made his way from helper to Adjuster in only four years. He then traveled with all over the USA with KONE assigned to special projects as an adjusted once a job was completed. Nick started his own business where he successfully managed a team of mechanics throughout the east coast. He now concentrates on elevator inspections, traveling all over the USA working closely with the Veterans Hospitals. He is well versed in Schindler, Otis, ThyssenKrupp, Virginia Controls, Garaventa, Savaria, and MCE equipment.

James Lewis – Standby Technician



Starting out in Local 51 in 2011, James worked his way up through the technician rankings quickly. Starting out at KONE, James went from helper to mechanic 3 years. At KONE, James was head of MOD and Repair until becoming the lead installer at Dominion Tower in Richmond, VA. During that time, he installed 4 KONE specially made MONO Mixed 32 traction machines for the new 21 story building. In 2018 he became a part of the “Adjuster Program” with Schindler Elevator corporation and flew all over the country working on High Profile building MOD’s and New Installations. After settling down, James decided he wanted to stay local to his family and switched to Honest Elevator in 2021. He is well versed in Schindler, Otis, ThyssenKrupp, Virginia Controls, Garaventa, Savaria, and MCE equipment.



REQUEST FOR QUALIFICATIONS
PROJECT #V211-24-023

ON-DEMAND TRADES POOL
Rolling Enrollment
Project Values up to \$50k
October 16, 2023



Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS

RFP# V211-24-023

Issue Date: 16 October 2023

Title: On-Demand Trades Pool for Renovation and Repair Services
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY - - Limited to Area 103

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

Due Date: 16 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 renewals. VMI will also solicit for new vendors to add to the contract annually during an open enrollment period.

Proposals should be mailed or hand-delivered directly to the Issuing Agency shown above.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XII, paragraph H. 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.

PRE-PROPOSAL CONFERENCE- No pre-proposal conference will be held for this solicitation.

All Inquiries for Information Should Be Directed To: LTC Lynn W. Carmack, VMI Procurement Services at 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 Qualifications 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:
Honest Elevator

Honest Elevator

11407 Sweet Hall Way

Mechanicsville, VA Zip Code: 23116

EVA Vendor ID or DUNS number VS0000311953

E-mail: mary.cramer@honestelevator.com

Date: 10/31/2023

By: 

Name: Mary Cramer (Signature In Ink)

(Please Print)

Title: Owner

Phone: (804) 3165803

Fax: ()

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.

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. 6 Years
3 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
Lidl Grocery Stores, Harlem, NY 703-785-6294	4 years	\$600,000.00
Dover Air Force Base, Dover, DE 302-632-9799	2 years	\$100,000.00
Shell Chemical, Monaca, PA, 724-774-1444	1 year	\$300,000.00
University of Mary Washington Fredericksburg, VA	3 months	\$100,000.00
West Point Military Academy West Point, NY	6 months	\$360,000.00
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LOST ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
N/A - 100% Retention Rate	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

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

CLIENT: Lidl US Harlem

ADDRESS: 271 Jericho Turnpike, Suite B, Syosset, NY 11791

CONTACT PERSON/PHONE#: Antoine Busson / 703-785-6294

APPROXIMATE DOLLAR VOLUME PER YEAR: \$600,000.00

PROJECTS/DATES/DESCRIPTION: Monthly elevator/escalator PM, all service repairs, callbacks, testing, cleaning, etc.

CLIENT: West Point Military Academy

ADDRESS: West Point, NY

CONTACT PERSON/PHONE#: John Gaudent / 347-622-0266

APPROXIMATE DOLLAR VOLUME PER YEAR: \$360,000.00

PROJECTS/DATES/DESCRIPTION: Resident Mechanic, elevator PM, all service repairs, callbacks, testing, cleanig, etc.

CLIENT: UMW

ADDRESS: Fredericksburg, VA

CONTACT PERSON/PHONE#: Nolan Akau / 540-654-2023

APPROXIMATE DOLLAR VOLUME PER YEAR: \$150,000.00

PROJECTS/DATES/DESCRIPTION: Monthly elevator/escalator PM, all service repairs, callbacks, testing, cleanig, etc.

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 SBSB-certified women- and minority-owned businesses when they have received SBSB 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 (SBSB) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at www.sbsd.virginia.gov.

Offeror Name: Honest Elevator

Preparer Name: _____ Date: 10/31/2023

Instructions

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

Section A

CERTIFICATION TYPE (check only one below):

- Small Business
- Small and Women-owned Business
- Small and Minority-owned Business

Certification Number: 817214 Certification Date: 10/12/2021
Expiration Date: 1/26/2026

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.

ATTACHMENT F

VMI CONTRACTOR / VENDOR STANDARDS OF CONDUCT

The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and are not engaging in any destructive or criminal activity.

Foul language of any kind will not be tolerated. Engaging in verbal or physical behavior that causes distress to cadets, faculty, staff and/or employees will result in immediate removal from the job site.

All employees of the contractor and subcontractors shall wear uniforms or other appropriate Institute approved attire at all times to designate their affiliation with the contractor.

Brandishing a firearm, whether threatening or non-threatening, will result in immediate removal from the job site.

Contractor's employees who appear to be under the influence of alcohol or other substance shall not be permitted on VMI property.

Contractor's employees shall not use VMI owned equipment without the distinct permission of the Director of Physical Plant or Director of Construction or their designees. This equipment includes but is not limited to telephones and computers, hand tools and operable equipment.

The contractor is also responsible for insuring that its employees do not disturb papers on desks, or open desk drawers, cabinets or briefcases, or use the Institute equipment and the like, except as authorized in the preceding paragraph.

Smoking is not permitted on Post or at other VMI owned property except in **designated areas** as indicated by **General Order 45**. Tobacco use in VMI-owned or leased buildings, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on state-owned property by contractors or vendors is prohibited. Tobacco use in VMI provided vehicles is prohibited. Outside smoking or tobacco use will not be permitted within 50 feet of building entrances or exits. Smoking will not be permitted in outside areas identified as hazardous areas.

Agreed to by:

	SIGNATURE
Mary Cramer	PRINTED NAME
Honest Elevator	COMPANY
10/31/2023	DATE

TRADE CONSIDERATION

Contractor Pool for Non-Capital Construction, Renovation and Repair Services for projects valued at less than \$50k

Check all trades for which your firm is proposing:

TRADE:	CHECK ALL THAT APPLY FOR CONSIDERATION
General Construction	
Asbestos Remediation	
Asphalt Repair	
Casework/Millwork	
Concrete Work	
Demolition	
Disaster Recovery	
Dry Wall Installation/Finishing	
Electrical	
Elevator Inspections	X (Can perform for 3rd Party Inspector)
Excavation/Grading	
Exterior Waterproofing	
Fencing	
Fire System Services	
Flooring Installation/Refinishing	
Guttering	
HVAC	
Insulation services	
Masonry	
Mechanical	
Metal Fabrication	
Mold Remediation	
Painting	
Plumbing	
Roofing	
Tile and Grout Work	
Water Mitigation	
Welding	
Window & Door Repair/Replacement	
OTHER: (Describe) Elevator Maintenance, repair, MOD, New Construction	X



ADDENDUM 1 V211-24-023

330 VMI Parade Lexington, VA 24450
Phone: 540-464-7323 Fax: 540-464-7669

Project: *On Demand Trades Pool, Project Values to \$50K*
Set-Aside for SBS Certified SWaM Vendors

Date: *31 October 2023*

To: Prospective Offerors

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Request for Proposal dated 16 October 2023.

Additional Scope:

This addendum is provided to add Solar Panel Design, Manufacturing and Installation Services to the trades that are being solicited for contract. This scope is detailed in Additional Requirements Attachment O included as part of this addendum. The Trade Consideration, Attachment G, document has been updated and the new version is also attached.

The solicitation schedule is also amended:

Questions Due: 2:00 PM, 8 November 2023

Proposals Due: 2:00 PM, 17 November 2023

Proposals are due at 330 VMI Parade Avenue, Room 314 by the posted deadline. Late proposals will not be accepted. Please note that VMI is not in a guaranteed delivery zone and vendors should plan accordingly.

Submitted by:

LTC Lynn W. Carmack
Assistant Director of Procurement Services
540-464-7223
carmacklw@vmi.edu

ADDITIONAL REQUIREMENTS FOR
SOLAR PANEL DESIGN, MANUFACTURING & INSTALLATION SERVICES

Objective. Contractor shall provide a total “turnkey” project including all necessary equipment, materials, design, manufacturing, and installation services for the installation of a [Roof-Mounted, Ground-Mounted, and Carport-Mounted Grid-Tied PV System] utility-interactive photovoltaic (PV) system. The contractor should prepare a system summary detailing each location, applicable equipment/size, and predicted system energy production (kWh). With regard to any building-mounted system, the contractor shall evaluate roof conditions and may remove the existing roof system and replace it with either an integrated roof/PV system or a new roof with a PV system installed. See roofing specification for these requirements. The project shall meet all requirements of this statement of work and other specifications included that apply.

Scope. The contractor shall perform all professional services as necessary to provide Virginia Military Institute with a complete design package, including the requirements outlined in this statement of work. The contractor shall install the project such that it is operational and compliant with all applicable standards, building codes, utility interconnection requirements, and Virginia requirements. The contractor shall include specifications, calculations, and drawings in the design package and submit it to VMI Construction Office for review and approval. After approval by Virginia Military Institute of the final design package, the contractor shall provide all necessary construction services to successfully complete the PV system installation.

Design Guidelines for [Roof Mounted, Ground Mounted, and Carport].

Design Guidelines for Rooftop PV. Contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for installation and existing roof structure plans. These drawings are meant for informational purposes only and must be field-verified by the contractor.

- The mounting system shall minimize roof penetrations and may include building-integrated roof PV or fully ballasted. The mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Conduit penetrations shall be minimized.
- If the system is not building-integrated or membrane-sealed, the system shall be fixed-tilt (minimum 5-degree tilt for flat roof or flush mounted for sloped roof) with an orientation that maximizes annual energy production.
- All roof access points shall be securely locked at the end of each day.
- The system layout shall meet local fire department, code, and ordinance requirements for roof access.

Design Guidelines for Ground-Mounted PV. The contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for installation. Not all locations need to be used. It is the responsibility of the contractor to assess site topography and review geotechnical report to estimate costs related to project installation. The entity will provide geotechnical report as part of this request for proposal

- The mounting system shall be either directly anchored into the ground (driven piers, concrete footers, etc.) or ballasted on the surface without ground penetration. The mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.

- Panels' orientation or azimuth shall be within 20–30 degrees of due south.
- Panels' tilt shall be based on site latitude and wind conditions.
- Ground cover and vegetation management shall be included in the proposal.
- The stormwater management and erosion control management plan shall be included in the proposal.
- OPTIONAL. Chain link fencing and gate shall be included in the proposal.
- All lines interconnecting PV arrays to the point of interconnection (POI) shall be underground.

Design Guidelines for Carport PV. The contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for carport installation. Not all locations need to be used. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to the project installation.

- Carport PV shall be tilted at a minimum of 5 degrees to allow for drainage and reduce soil buildup.
- The carport PV shall be at least 9 ft clear in all locations.
- Lighting shall be provided under each carport. This lighting shall be efficient (e.g., light-emitting diode, LED) and allow for adjustable times for illumination with photocell controls to turn the lights on at dusk and off in the morning prior to daylight.

All lines interconnecting PV arrays to the POI shall be underground.

Performance Criteria. The following performance criteria shall be met for all arrays:

- The power provided shall be three-phase compatible with the on-site distribution system. Winning bidder will be required to submit design drawings stamped (by a licensed professional engineer) specifying connection voltage and location.
- The proposal shall provide an estimated energy delivery for each array, for each month of the year, and for the total for the year at the delivered voltage.
- The standard test condition (STC)-rated power value, slope, and orientation will be entered into PVWatts (<http://pvwatts.nrel.gov/>) using the nearest weather file to determine estimated energy delivery in kWh AC. A default value for the system losses of 14% shall be used.
- The PV array shall mean one or more PV modules having the same orientation and on the same maximum power point tracking (MPPT) system. Every array with differing orientation shall have a separate MPPT system.
- All proposed/implemented PV array locations shall be shade-free from 9 a.m. to 3 p.m. (solar time). The contractor shall provide documentation of shading calculations for exterior extents for each proposed array. These calculations may be modified for shading obstructions that will be removed and mitigated as part of the project. Suggested documentation would include sun path diagrams for exterior array locations or SunEye measurements.
- All PV hardware components shall be either stainless steel or aluminum. PV structural components shall be corrosion-resistant (e.g., galvanized steel, stainless steel, composites, or aluminum).
- The project, including supports and power conductors, shall not interfere with roof drains, water drainage, expansion joints, air intakes, existing electrical and mechanical equipment, existing antennas, and planned areas for future installation of equipment shown on drawings.

Production Metering. The project shall have at least one production meter at POI of the building.

Construction. Contractor (unless otherwise noted by Virginia Military Institute) shall perform all construction services necessary for the successful installation of the system based upon the design generated

Technical Requirements and Reference Materials

- **Code Compliance.** The installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL), Factory Mutual (FM), Electrical Testing Laboratories (ETL), or another nationally recognized testing laboratory shall be used as components in the project. Non-listed products are only permitted for use as project components when a comparable useable listed component does not exist. Non-listed products proposed for use as components must be identified as such in all submittals.
- The contractor shall use project components that are or made of materials that are recyclable, that contain recycled materials, and that are or ENERGY STAR[®] rated if they are available on the market.
- The publications listed below form a part of this document and are hereby incorporated by reference:
 - National Electrical Code (NEC)
 - UL 1703 Flat – Plate PV Modules and Panels
 - UL 1741 – Standard for Static Inverters and Charge Controllers for Use in PV Power Systems
 - FM Approved – Fire Protection Tests for Solar Component Products
 - International Electrotechnical Commission (IEC) 62446 Grid-Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections
- Other technical codes that shall apply include:
 - American Society of Mechanical Engineers (ASME) Performance Test Codes (PTC) 50 (solar PV performance)
 - American National Standards Institute (ANSI) Z21.83 (solar PV performance and safety)
 - National Fire Protection Association (NFPA) 853 (solar PV systems near buildings)
 - Institute of Electrical and Electronics Engineers (IEEE) 1547 (interconnections)
 - American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI)-7 – ASCE – “Minimum Design Loads for Buildings and Other Structures”
 - National Roofing Contractors Association (NRCA)

Roles and Responsibilities

Contractor. The contractor is required to provide:

- Conceptual Design Drawings
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or professional engineer in the appropriate discipline of the subject design drawings (e.g. architectural, geotechnical, electrical, structural)
- Submittals for materials and products
- Construction materials, equipment, and labor
- Design and construction supervision/contract management
- A quality control plan (QCP)
- A safety plan
- Inspections and tests (per QCP)
- Manuals (e.g., design calculations, operation/maintenance, a shop drawing, etc.)

- Commissioning of the project
- Mentoring and training of building operating staff for operation and maintenance
- Operation and maintenance during the first year and an optional service plan after the first year
- A web-based monitoring system for 20 years

Virginia Military Institute will:

- Provide information and facility site visits per the contractor's request
- Review for approval design submittals and QCP
- Witness inspections to verify attainment of performance requirements
- Make progress payments for design/construction as agreed

TRADE CONSIDERATION

Contractor Pool for Non-Capital Construction, Renovation and Repair Services for projects valued at less than \$50k

Check all trades for which your firm is proposing:

TRADE:	CHECK ALL THAT APPLY FOR CONSIDERATION
General Construction	
Asbestos Remediation	
Asphalt Repair	
Casework/Millwork	
Concrete Work	
Demolition	
Disaster Recovery	
Dry Wall Installation/Finishing	
Electrical	
Elevator Inspections	x (can perform 3rd party witness)
Excavation/Grading	
Exterior Waterproofing	
Fencing	
Fire System Services	
Flooring Installation/Refinishing	
Guttering	
HVAC	
Insulation services	
Masonry	
Mechanical	
Metal Fabrication	
Mold Remediation	
Painting	
Plumbing	
Roofing	
Solar Panel Services	
Tile and Grout Work	
Water Mitigation	
Welding	
Window & Door Repair/Replacement	
OTHER: (Describe) elevator maintenance, repair, M&D, NI	x



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/12/2023

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

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

PRODUCER Connor & Gallagher Ins. Serv. 750 Warrenville Road, Ste. 400 Lisle IL 60532	CONTACT NAME: CGO Certificate Team	
	PHONE (A/C No, Ext): 630-810-9100	FAX (A/C, No): 630-810-0100
E-MAIL ADDRESS: certs@gocgo.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Cincinnati Specialty Underwriters Insurance Co		13037
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Honest Elevator LLC d/b/a Honest Elevator 11407 Sweet Hall Way Mechanicsville VA 23116-4907	HONES-1
---	---------

COVERAGES

CERTIFICATE NUMBER: 336411099

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CSU 0183704	3/1/2023	3/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Thomas W. Conner

© 1988-2015 ACORD CORPORATION. All rights reserved.

