

# HVAC Full-Service Maintenance

RFP# V211-24-087



For Virginia Military Institute

Presented by Southern Air, Inc.



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# 1. RFP Cover Sheet & All Addenda (VII.B.1)

RFP Cover Sheet & All Addenda (VII.B.1)

Virginia Military Institute  
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSAL (RFP)

RFP# V211-24-087

Issue Date: 1 April 2024  
Title: HVAC Full-Service Maintenance  
Pre-Proposal Conference Date: Monday 15 April 2024 at 8:30 AM EST – MANDATORY.  
Questions Due Date: Thursday 25 April 2024 at 2:00 PM EST  
Due Date: Tuesday 7 May 2024 at 2:00 PM EST  
Commodity Code: 94155  
Issuing Agency: Virginia Military Institute

VMI will accept proposals electronically through the eVA Procurement Portal. Proposals must be uploaded to eVA before the electronic solicitation closes at 2:00 PM on Tuesday, 7 May 2024 at 2:00 PM. No emailed or late proposals will be accepted.

Period of Contract: **1 July 2024 – 30 June 2025** (Annually Renewable Thereafter for four (4) successive one year renewals)

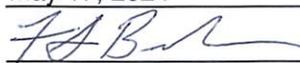
**PREPROPOSAL CONFERENCE- Mandatory:** A **MANDATORY** Pre-Proposal Conference will be held at Marshall Hall, Center for Leadership and Ethics, Virginia Military Institute in Lexington, VA 24450 on **Monday 15 April 2024 at 8:30 AM EST**. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. A site tour will immediately follow. Attendance at this conference and site tour is a prerequisite to submitting a bid. Any changes resulting from this conference will be issued in the form of a written addendum to this solicitation and publicly posted on [www.eva.virginia.gov](http://www.eva.virginia.gov)

All Inquiries For Information Should Be Directed To: LTC Lynn Carmack, CUPO, VCCO, VMI Procurement Services- at [Procurement@vmi.edu](mailto:Procurement@vmi.edu). **Use of the Understanding of Requirements Form, Attachment E, must be used. No phone calls will be accepted; no emails will be answered. Answers will be posted in the form of an addendum to the RFP.**

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:

\_\_\_\_\_  
Southern Air, Inc.  
\_\_\_\_\_  
2655 Lakeside Dr  
\_\_\_\_\_  
Lynchburg Zip Code: 24501  
\_\_\_\_\_  
EVA Vendor ID or DUNS number 006812820  
\_\_\_\_\_  
E-mail: foster.beeker@southern-air.com  
\_\_\_\_\_  
Minority Vendor: \_\_\_\_\_ Woman owned: \_\_\_\_\_ Small Business \_\_\_\_\_ Certification #: \_\_\_\_\_

Date: May 17, 2024  
By:   
\_\_\_\_\_  
(Signature In Ink)  
Name: Foster Beeker  
\_\_\_\_\_  
(Please Print)  
Title: Vice President  
\_\_\_\_\_  
Phone: (434) 385-6200  
\_\_\_\_\_  
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, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.



**REQUEST FOR PROPOSALS  
ADDENDUM 1  
V211-24-087  
HVAC Full-Service Maintenance**

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Submitted and posted by LTC Lynn W. Carmack

17 April 2024

**PRE-PROPOSAL MEETING:**

A mandatory pre-proposal meeting was held at 8:30 AM on 15 April 2024. The sign in sheet for this meeting is attached and identifies companies eligible to respond to the solicitation. A site visit followed the meeting to allow contractors to see some of the existing systems.

**ATTACHMENT:**

Sign In Sheet

END ADDENDUM 1.

RFP # V211-24-087

HVAC Maintenance Services

15 April 2024, Pre-Bid Sign-In Sheet



Printed Name	Company	Phone	Email	Signature
LTC Lynn Carmack	VMI	540-464-7223	<a href="mailto:carmacklw@vmi.edu">carmacklw@vmi.edu</a>	
Shana O'Quinn	VMI	540-464-7372	<a href="mailto:oguinnsp@vmi.edu">oguinnsp@vmi.edu</a>	
KERRI CORNETT	ACI	540-632-5594	kerni.cornette@acibuilds.com	
Nolan Hamilton	ACI	540-529-7601	nolan.hamilton@acibuilds.com	
Stacey McGhee	ACI	540-312-4614	stacey.mcghee@acibuilds.com	
William Jefferson	JCI	540-240-3290	William.Jefferson@JCI.com	
Charlie Gaudin	Southern Air	434-841-9368	Charlie.gaudin@southern-air.com	
BRAD WARBNER	Southern Air	434-383-7397	BRAD.WARBNER@SAI.com	
COL KATHLEEN TOMLIN	VMI Procurement	540 464 7166	tomlink@vmi.edu	
David Sigler	VMI	540-464-7143	Siglerdg@vmi.edu	
Todd Willey	VMI	540-817-5193	willeytj@vmi.edu	
Keith Jarvis	VMI	540 464 7886	jarvisk@vmi.edu	
Eric Schwartz	VMI	540 <del>464</del> 8466	schwartzca@vmi.edu	



**REQUEST FOR PROPOSALS  
ADDENDUM 2  
V211-24-087  
HVAC Full-Service Maintenance**

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Submitted and posted by LTC Lynn W. Carmack

18 April 2024

**UPDATE TO SOLICITATION:**

Virginia Military Institute will hold a second mandatory pre-proposal meeting for the HVAC Full-Service Maintenance RFP. This will result in an extension of the proposal due date. Please make note of the details below:

1. **2<sup>nd</sup> Mandatory Pre-Proposal Meeting:**
  - a. **Thursday, May 2, 2024, at 8:30 AM**
  - b. This proposal is for vendors who *did not* attend the previous meeting on 15 April; however, others are welcome to attend.
  - c. Prime contractors are required to have company personnel attend in person, **or** their Agent must identify that they are representing the Prime only.
  - d. Site Visit will follow the meeting.
  - e. Attendees should RSVP to [procurement@vmi.edu](mailto:procurement@vmi.edu)
2. **The due date for Questions is extended to 8 May 2024.**
3. **The due date for Proposals is moved to 17 May 2024 at 2:00 PM in eVA.**

END ADDENDUM 2.



**REQUEST FOR PROPOSALS  
ADDENDUM 3  
V211-24-087  
HVAC Full-Service Maintenance**

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Submitted and posted by LTC Lynn W. Carmack

3 May 2024

**2<sup>ND</sup> PRE-PROPOSAL MEETING:**

A second pre-proposal meeting was held at 8:30 AM on 2 May 2024. The sign in sheet for this meeting is attached and identifies additional companies eligible to respond to the solicitation. A site visit followed the meeting to allow contractors to see some of the existing systems. Note that this meeting was mandatory only for vendors that did not attend the first meeting on 15 April 2024.

**Questions: The deadline for questions is 5:00 PM on 8 May 2024.** Questions should be submitted using the Understanding of Requirements Form from the RFP document.

**Proposals Due: Proposals are due by 2:00 PM on 17 May 2024 and should be submitted through eVA.**

ATTACHMENT:  
Sign In Sheet

END ADDENDUM 3.



RFP # V211-24-087

HVAC Maintenance Services

2 May 2024, Pre-Bid Sign-In Sheet

Printed Name	Company	Phone	Email	Signature
COT Kathleen Tomlin	VMI	540-464-7166	<del>tomlinkth@vmi.edu</del>	
LTC Lynn Carmack	VMI	540-464-7223	carmacklw@vmi.edu	Lynn Carmack
Shana O'Quinn	VMI	540-464-7372	oquinnsp@vmi.edu	
Todd Willey	VMI	540-817-5193	willeytj@vmi.edu	Todd Willey
Eric Schwartz	VMI	540-844-8466	schwartzea@vmi.edu	Eric Schwartz
Charlie Gauldin	Southern Air	434-841-9368	Charlie.gauldin@Southern-Air.com	Charlie Gauldin
Brad Warner	Southern Air	434-363-2391	Brad.warner@Southern-Air.com	Brad Warner
Brian Bahn	AES	703-339-2112	bbahn@aes-hvac.com	Brian Bahn
John A. Smith	AES	703-508-4153	jsmith@aes-hvac.com	John A. Smith
Stacey McCher	ACI	540-312-4614	stacey.mcchere@acibuilds.com	S. McCher
KERRI CORNETT	ACI	540-632-5594	Kerri.cornett@acibuilds.com	Kerri Cornett
Jason Key	ACI	336-686-8451	Jason.Key@Acibuilds.com	Jason Key
Nolan Hamilton	ACI	540-529-7601	nolan.hamilton@acibuilds.com	Nolan Hamilton
David Sigler	VMI	540-461-7143	siglerdy@vmi.edu	D. Sigler



**REQUEST FOR PROPOSALS  
ADDENDUM 4  
V211-24-087  
HVAC Full-Service Maintenance**

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Submitted and posted by LTC Lynn W. Carmack

10 May 2024

**Questions and Answers:**

- Q.** What is the definition/description of (FA) “FA” as it relates to the filter nomenclature? (Excel - Multiple Location Tabs, example – Aquatics Tab, cell C8 – Filter Designation)
- A.** FA Denotes a Fresh Air Filter. Spelled out specifically because of their extra frequency.
- Q.** What is the definition/description of (CcRm) “CcRM” as it relates to the filter nomenclature? (Excel - Multiple Location Tabs, example – Nichols Tab, cell C25 – Filter Designation)
- A.** CcRM denotes that they are for the concrete room (laboratory where engineering students work with concrete). Spelled out specifically because of their extra frequency.
- Q.** Can you better define what “other” means in the labor rates the vendor is to provide? Does this mean, as an example, a plumber or electrician?
- A.** The category of “other” is for services that the contractor may provide that do not fall under the other categories listed, but that can be completed with contractor employees rather than subcontractors. that the contractor would like to charge a different rate for. Examples include controls technician, welder, pipefitter, etc.
- Q.** Do you have a preference of the type and quality of air filter used?
- A.** We have been using MERV 10 filters in most all locations. Some equipment/locations do not have a readily available MERV 10 option, in which case we will use MERV 8 or poly mat filters if called for.
- Q.** Are all HEPA filters listed on the materials spreadsheet the exact size listed, or are any undersized or oversized measurements?
- A.** The HEPA filter sizes listed are the nominal filter dimensions
- Q.** Can you give some examples of routine service parts and materials kept on-site by the current vendor, other than thermostats?
- A.** Other examples of parts are hoses for hydronic fan coils, actuators for VAV dampers and reheat coils, extra boiler service kits, temperature sensors, RIB relays, etc.

## RFP Cover Sheet & All Addenda (VII.B.1)

- Q. What is the minimum number of required technicians and can they be rotated in/out? How is it being handled by the current contracted vendor?
- A. The current contractor maintains 4 to 5 technicians on site during business hours, and they are typically the same people. Other technicians are rotated in/out depending on workload, vacations, etc.
- Q. Are the expectations for preventative and routine maintenance different when school is in session vs when it is not, and how do maintenance calls vary when school is in session vs not in session:
- A. There are very few times when classes or activities are not in progress at VMI. In addition to Fall and Spring semesters, VMI also holds two summer semesters, a Summer Transition Program, College Orientation Workshop, and Cadet training programs during the year. The only real deviation from this is Christmas Furlough, which is a 9-10 business day break around Christmas when the Institute is officially closed, and faculty/staff and cadets are both off Post. During this time, routine maintenance calls are almost zero.
- Q. Scott Shipp Hall – Material parts list has a note about 2021. Is the material list complete for Scott Shipp?
- A. The sheet title was copied over from a previous spreadsheet. It is complete.
- Q. Can you provide an example of a special event, how the vendor would be expected to cover the special event, and how many special events were in 2023?
- A. To answer both questions at once, I can only recall two times that this occurred in 2023. The situation was that we were having issues with the boilers in a building, and had events scheduled to occur in there over the weekend. So we requested that a single technician come in a few hours prior to the event start times, check the boilers and perform a building walkthrough to make sure everything was okay prior to the event.
- Q. Is the HVAC Supervisor required to be at VMI staff meetings or expected to attend meetings with VMI staff? Can you provide examples of these meetings if so?
- A. The HVAC supervisor may be requested to attend meetings with VMI staff on an infrequent basis. A typical example of this would be coordination and planning meetings for summer work in Barracks to make sure that VMI maintenance, custodial, and the vendor know their windows for performing work in different areas of Barracks prior to those rooms being re-occupied.
- Q. Does VMI schedule the preventative maintenance through their work order system and notify the vendor of which ones are due, or is the vendor going to upload and schedule the preventative maintenance tasks themselves?
- A. The exact scheduling of tasks is for the most part at the vendor's discretion. However, there are a few specific tasks that we ask to have performed around specific times. An example of this is to try to limit filter changes in cadet rooms to when cadets are on Christmas, Spring, or Summer Furlough.

END ADDENDUM 4.

## 2. Data Sheet – Attachment B (VII.B.2 & VII.B.4e & IX.N)

ATTACHMENT B

The following information is required as part of your response to this solicitation. Failure to complete and submit this form may result in disqualification of your bid as non-responsive.

QUALIFICATIONS: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

VENDOR'S PRIMARY CONTACT:

Name: Brad Warner Phone: 434-363-2391

Email: brad.warner@southern-air.com

Length of Time in this Business: YEARS: 78 MONTHS: 4

REFERENCES: Indicate below a listing of at least three (3) current or recent accounts, either commercial, industrial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.

COMPANY: Virginia Military Institute CONTACT NAME: Todd Willey

PHONE: 540-464-7947

EMAIL: willeytj@vmi.edu

FAX: \_\_\_\_\_

PROJECT: HVAC Full-Service Maintenance

DATE(S) OF SERVICE: July 1, 2019 - current VALUE: \$ 1,241,112.00

COMPANY: Campbell County Public Schools CONTACT NAME: Brad Fisher

PHONE: 434-485-4238

EMAIL: bfisher@campbell.k12.va.us

FAX: \_\_\_\_\_

PROJECT: HVAC Maintenance, Repairs & Replacement

DATE(S) OF SERVICE: July 1, 2014-present VALUE: \$ 838,236.00

COMPANY: Chesterfield County Public Schools CONTACT NAME: Jason Crowder

PHONE: 804-836-2054

EMAIL: jason\_crowder@ccpsnet.net

FAX: \_\_\_\_\_

PROJECT: HVAC Maintenance, Repairs & Replacement

DATE(S) OF SERVICE: July 1, 2020- present VALUE: \$ 1,000,000.00

# 3. SWaM participation – Attachment D (VII.B.3 & VII.B.4d)

**ATTACHMENT D**

**Small Business Subcontracting Plan**

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** Southern Air, Inc.

**Preparer Name:** Foster Beeker, Vice President **Date:** May 17, 2024

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD- certified small businesses for the initial contract period in relation to the offeror’s total price for the initial contract period.

Points will be assigned based on each offeror’s proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror’s total price.

**Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

SWaM participation – Attachment D (VII.B.3 & VII.B.4d)

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

**B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement**

<b>Micro/Small Business Name &amp; Address  DSBSD Certificate #</b>	<b>Status if Micro/Small Business is also: Women (W), Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract (\$ or %)</b>
Southern Refrigeration 3140 Shenandoah Ave, Roanoke, VA 24017 Cert # 6841	small	Elaina Griffin (540) 342-3493  egriffith@srcusa.com	Filters, Belts & Supplies	Monthly PM Delivery of Materials & WO Parts as needed	\$200,000.00
Commercial Steel Erectors 153 Ragland Rd., Madison Heights VA 24572 Cert # 661924	small	Greg Mayberry (434) 238-5173  greg.mayberry@cseon-line.net	Crane services	Installation & Removal of HVAC Equipment as needed	as needed

# 4. Written Narrative of Provided Services (VII.B.4a)

## Plan for Work Execution (VII.B.4a)

- Southern Air Standard
- Contract Execution
- Service Calls



## Plan for Work Execution (VII.B.4a)

### Southern Air Standard

Southern Air is a full service design/build Mechanical and Electrical contractor. Our team of 790+ trained professionals is equipped to meet the requirements contained in this RFP. Our call center is available for all further inquiries; their contact information is (434) 385-7700, (800) 743-0747, or [callcenter@southern-air.com](mailto:callcenter@southern-air.com). Southern Air is a licensed Class A contractor. The level of knowledge and extensive expertise of our technicians is detailed in the attached resumes. Training is an ongoing priority at Southern Air, and we ensure that our staff has the skills and knowledge to meet the technological changes of our industry.

Southern Air, Inc. is uniquely structured in a sense that our technicians all report to “brick and mortar” offices in each of the geographic regions we serve. In each branch there is an operational staff comprised of a Branch Manager and Service Manager who are empowered by Southern Air, Inc. to make critical decisions at a local level, minimizing customer downtime.

We have 180+ service vans which are equipped with standard usual and customary tools for commercial HVAC service. We have a design staff of licensed professional engineers, designers and CAD operators (draftsmen) with over one hundred years of combined experience in the design of efficient, cost-effective HVAC, Plumbing and Electrical systems. With the advent of LEED Building practices, this experience has proven to be extremely helpful. The design staff uses the latest in computer assisted design software (AutoCAD, CADpipe, AG132) to provide coordination between trades and for Building Information Modeling (BIM).



## Plan for Work Execution (VII.B.4a)

### Contract Execution

At Southern Air, Inc. all of our service calls, preventive maintenance calls, and other “work” deemed to be service-orientated flows through our centralized call center in Lynchburg, Virginia. All preventive maintenance tickets will be filed electronically and reviewed with an emphasis on improving system performance as services are provided.

Customers have two options in which to originate a service call. First, our phone lines are staffed 24/7 and are equipped to generate and book your service call in a timely and courteous manner, even on the hottest days. Second, many of our customers choose to book calls through our centralized Southern Air, Inc. service call center e-mail address. This address is monitored by multiple team members throughout the day to ensure expedient service. When placing a call, we would request that our customers give us as much pertinent information as possible at that time (i.e. MegaMation work order number), in order to provide a pointed, concise solution for their specific service need.

Once a MegaMation work order (WO) has been issued to our Call Center, that WO is then booked into our Dispatch System. All calls are placed into a time sensitive queue. The Dispatcher then assigns the WO to all three on Post Technicians. This allows the fastest response to the issue. At completion of the request, the Technician applies all notes to the service ticket and closes the issue with our Dispatcher who then copies the notes and closes the MegaMation WO. Both the Institute and Southern Air Technologies serve all issues in real time.

Each on Post technician utilizes tablet technology capable of viewing the operation of the mechanical systems tied into the Institutes’ BAS/Controls systems. This allows the tech to quickly observe the issue the WO describes, address the issues first hand, and then make corrections as needed. The corrections are then monitored to confirm proper operation of the system satisfying the WO request and the Institute Staff.

Our system provides multiple checks and balances ensuring that customers receive accurate, timely invoices. All customer work order information (i.e. work order number, service location, reason for service, etc.) is cross referenced in Southern Air’s database by the actual service location as well as detailed notes provided by the technician.



## Plan for Work Execution (VII.B.4a)

### Service Calls

All Southern Air, Inc. Service tickets are available to customers via e-mail or customer portal (see below) and will be attached to an electronic invoice (invoicing style is left to the customer's discretion).

Through Southern Air, Inc.'s seventy-eight years in business, we have been able to build strong relationships with our national and regional suppliers. These are the very relationships that allow Southern Air the ability to provide customers with solutions of the highest value.

A blue graphic with white and red text. At the top, it says 'When you need a technician at your site:'. Below this are two red boxes: one with a phone icon and the number '800.743.0747', and another with an envelope icon and the email 'callcenter@southern-air.com'. The word 'or' is between the boxes. Below the boxes, it says 'Provide the details we need to respond promptly:' followed by a list of four items: 'Your business name', 'Your business location', 'A description of the problem', and 'A name and phone number of someone we can contact if questions arise'. Below that, it says 'Additional information your company may want to give:' followed by a list of three items: 'A purchase order or work order number', 'An amount we should not exceed without approval', and 'Whether you would like to pay the overtime rate to have a technician dispatched outside of regular business hours'. At the bottom left, it says 'The telephone line and email address are monitored 24 hours a day, 7 days a week. Visit us at www.southern-air.com'. At the bottom right is the Southern Air logo.

At Southern Air, customer service is our number one priority. We have 18 service technicians across the state on-call 24-hours a day, including holidays.

A team leader is assigned to each on-call technician in the event that backup technical and/or manpower assistance is required to meet your needs. If additional manpower is needed it is available. We also have agreements with numerous parts suppliers for 24-hour, seven day a week access to their supply houses.

You can always receive emergency service (every day, 24-hours a day) by calling (800) 743-0747 and a technician will be immediately paged. A follow up call will be made to the customer letting them know the estimated time of arrival.

## 4. Written Narrative of Provided Services (VII.B.4a)

### Expertise, Qualifications and Experience of Firm (VII.B.4b)

- Southern Air Background
- Service Division
- Qualifications
- Contractor's License
- Quality Control – Applicable Codes
- Resume Overview
- Campbell County Public Schools
- Amherst County Public Schools
- Virginia Military Institute
- Serviced Educational Facilities



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Southern Air Background

Founded in 1946, Southern Air has grown from a residential heating company with 15 employees to a full-service design/build industrial, commercial, and institutional contractor. Southern Air currently employs over 790 team members and has an annual volume of approximately \$160,000,000.

Over the years, the demands of the industry have changed, but our unyielding dedication to quality service has not. As one of the Southeast's leading mechanical and electrical contractors, Southern Air specializes in the design, installation, and service of mechanical, electrical & plumbing systems.



This proposed agreement with VMI seeks to highlight the following crafts:

- **Heating, Ventilating & Air Conditioning**
- **Plumbing & Backflows**
- **Building Automation Systems**

Southern Air is further diversified and offers a wide variety of related services including, Industrial Maintenance (Millwright/Rigging), Boilers, and Chillers.

Southern Air, Inc. has a strong tradition of quality design/build projects, which have been delivered to the owner on time and within budget. We are a contractor that specializes in design, as well as estimation and installation of mechanical and electrical systems for both large commercial and industrial projects. We are fully acquainted with the cost of the systems that we design, as well as the cost of owning and operating the finished product. This makes us uniquely qualified to evaluate the systems we design in order to provide the highest possible value for our clients. Our design personnel are involved in the estimating of our projects, and continue to be involved with the Project Managers in purchasing the materials/equipment. Their assistance in the startup process helps to assure proper operation of the completed systems.

We have the experience, manpower, equipment, training, and financial means necessary to connect with our suppliers and outperform our competitors. Our long list of comprehensive services, extensive experience, and reputation for innovation and economy has proven to be an asset for our clients.



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

Southern Air is headquartered in Lynchburg, Virginia with additional offices and resident technicians located in:

### Virginia

Charlottesville  
Danville  
Fredericksburg  
Harrisonburg  
Tidewater  
Richmond  
Roanoke  
Winchester

### West Virginia

Bluefield  
Charleston  
Morgantown

### North Carolina

Greensboro

We deliver the highest degree of quality in our workmanship, while focusing on safety. Southern Air has been recognized by two national construction organizations: the Associated General Contractors (AGC) and the Associated Builders & Contractors (ABC), as being a leader in the industry in providing:

- ✓ **Quality**
- ✓ **Education**
- ✓ **Safety**

Employee development is our top priority and is essential to our continued growth. We take our training to the next level to ensure that our team members not only know how to do the job, but they know how to go above and beyond. Our commitment to employee training and development means that we have the best-equipped team in the business - capable of handling jobs that range widely in size, type, complexity, and location. We are a merit shop that values and rewards hard work, innovation, and advancement.

Southern Air was the first contractor in the Region 2000 area to implement a four-year State approved Apprenticeship Program. We utilize the "Wheels of Learning" curriculum developed by the National Center for Construction Education and Research (NCCER). We also received ABC's Paragon Award for Excellence in Safety for five consecutive years. In addition, Southern Air was instrumental in developing the Associated General Contractors Central Virginia Safety Alliance.

Southern Air recently earned VA B.E.S.T. Level 2 for our exemplary safety and health programs, compliance efforts, and incident prevention for us and those we work with. We are very proud of this accomplishment, as there are only two other companies in Virginia that have achieved this level of accreditation. VA B.E.S.T. is a strategic partnership between Associated General Contractors (AGC) and Virginia Occupational Safety and Health (VOSH).



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Service Division

Southern Air is recognized as one of the top HVAC service contractors in the Southeast, with a staff of 175 service technicians. The focus of the Service Division is providing industry leading maintenance, repair and replacement services to a broad range of industrial, commercial and institutional customers in the service footprint covered by our 10 service branch locations.

Southern Air Service Technicians are thoroughly trained and equipped with the best tools and technology to diagnose and repair all types of HVAC systems and components. Southern Air ensures that Service Technicians' knowledge is up to date by prioritizing continuous training in the Service Division's operating budgets and Technician scheduling each year. **On average the company spends the equivalent of 3% of Technician base pay on training annually.**

**Southern Air is recognized as one of the top HVAC Service Contractors in the Southeast.**

The service division can be accessed by our customers 24/7 via phone or online. We utilize our centralized call and dispatch center located in Lynchburg, Virginia. Calls are prioritized and electronically assigned by dispatchers to service technicians. All technicians are equipped with tablets giving them the ability to view all data related to the call, as well as, access to the past service history for the customer's equipment from Southern Air's database. Time, materials, field purchase orders, and repair notes are all captured and routed electronically using the technicians' tablets.

- ☐ **Serving VA, WV & NC**
- ☐ **Servicing over 12,000 HVAC Systems**
- ☐ **Custom Preventive Maintenance Agreements**
- ☐ **175 Service Technicians**
- ☐ **24 /7 HVAC**
- ☐ **Emergency Service**





## Expertise, Qualifications & Experience of Firm (VII.B.4b)

Southern Air Service Division provides a full range of programmed preventative maintenance, repair service and equipment replacement which includes:

Refrigerant Recovery & Handling per EPA Guidelines  
Hot Water & Steam Boiler Systems  
Gas / Electric Rooftop Units & Split Systems  
Electric / Electric Rooftop Unit & Split Systems  
Chilled & Hot Water Fan Coil Systems  
Exhaust & Make-Up Air Systems  
Heat Recovery Systems  
Dehumidification Systems  
Pneumatic Controls Systems, Air Compressors & Driers  
Building Automated Control Systems  
System Commissioning & Re-commissioning  
Filtration Systems  
Filter-Changing Programs  
Variable Air Volume Systems (VAVs)  
Air Handling Units  
Centrifugal, Reciprocating, Scroll & Screw Chiller Systems





## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Qualifications

#### Design & Installation

- Air Conditioning Systems
- Air Washers
- Balancing - Air & Water
- Building Automation Systems
- Certified Welding
- Chemical Process Piping
- Computer Aided Engineering
- Constant Temperature & Humidity Processes
- Control Systems
- Control Wiring
- Cost Analysis & Budgeting
- Electrical Systems
- Energy Conservation & Management
- Heat Recovery
- Heating Systems
- Industrial Equipment Installation & Relocation
- Instrumentation
- Interior & Exterior Lighting
- Labs & Clean Rooms
- Material Handling Duct Systems
- Medical Gas Piping
- Millwright
- Noise Control
- Pharmaceutical Process Piping
- Pipe Prefabrication
- Plumbing
- Power Distribution
- Power Wiring
- Process Piping
- Rigging
- Sheet Metal Fabrication
- Site Utilities
- Uninterrupted Power Supplies
- Ventilation Systems

#### Service

- Air Conditioning Equipment
- Air Filter Service
- Backflow Preventer Inspection
- Boiler Repair & Maintenance
- Building Automated Systems
- Chillers
- Control Systems
- Drain Service
- Electrical
- Industrial Equipment
- Legionella Testing & Disinfection
- Medical Equipment Services
- Plumbing Service
- Refrigerant Emission Control
- Refrigeration
- Ventilation
- Water Treatment

**Specializing in the design, installation & service of heating, air conditioning, electrical, and plumbing systems for commercial & industrial facilities**



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### VA contractor's license (2026)

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

EXPIRES ON  
04-30-2026

NUMBER  
2701001733

**BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR**  
\*CLASSIFICATIONS\* CBC ELE GFC HVA PLB RBC



**SOUTHERN AIR INCORPORATED**  
PO BOX 4205  
LYNCHBURG, VA 24502



*K. S. Slt*

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS) DPOR-LIC (02/2017)

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**COMMONWEALTH of VIRGINIA**  
Department of Professional and Occupational Regulation

**CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR**

\*CLASSIFICATIONS\* CBC ELE GFC HVA PLB RBC  
NUMBER: 2701001733 EXPIRES: 04-30-2026

**SOUTHERN AIR INCORPORATED**  
PO BOX 4205  
LYNCHBURG, VA 24502

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



FOLD

DPOR-PC (02/2017)

(DETACH HERE)



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Quality Control – Applicable Codes

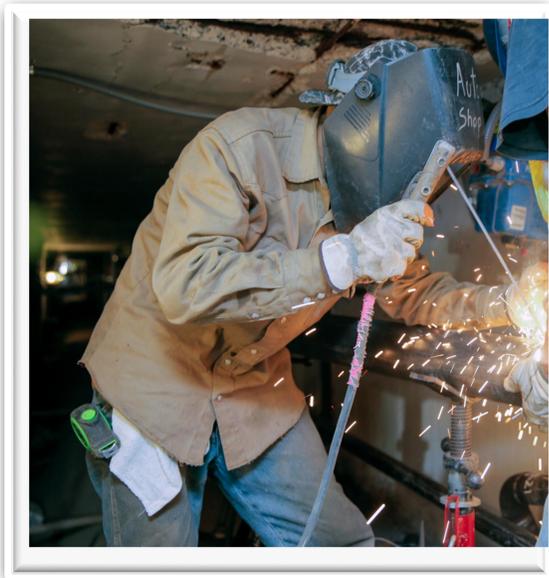
Southern Air has a Quality Control program that ensures quality of installation and excellence in workmanship. As a Class A Mechanical/Electrical Contractor, our work is based on industry standards such as:

- ☐ NFPA 70 National Electrical Code (2020)
- ☐ Virginia Plumbing Code (2021)
- ☐ Virginia Mechanical Code (2021)
- ☐ Virginia Fuel Gas Code (2021)
- ☐ American Society of Heating, Refrigerating, & Air Conditioning Engineers (ASHRAE)
- ☐ Sheet Metal & Air Conditioning Contractor's National Association (SMACNA)

**Employee Credentials**

**VA Tradesmen: 225+**

**Specialty Certifications: 676+**



### Welding Certificates of Authorization American Society of Mechanical Engineers:

**"S" Stamp:** Manufacture & Assembly of Power Boilers

**"U" Stamp:** Manufacture & Assembly of Pressure Vessels

### National Board of Boiler Pressure Vessel Inspectors:

**"NB" Stamp:** Registration of Boilers, Pressure Vessels or Other Pressure Retaining Items

**"R" Stamp:** Metallic Repairs and/or Alterations & Field Repairs



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Resume Overview

Our resume includes numerous major K-12 education institutions and universities in Virginia. From simple preventive maintenance agreements to emergency repairs and system replacements, Southern Air can provide the expertise to get the job done on time and within budget.

Our team of professionals is ready for every challenge:

- ☐ Branch Managers
- ☐ Service Managers
- ☐ Factory Trained Technicians
- ☐ After-Market Sales Team
- ☐ Commitment to Continuous Training & Improvement
- ☐ Buying Power With Large Vendors
- ☐ Numerous Accreditations including Welding/Brazing
- ☐ OSHA 10 / 30 Trained Superintendents



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Campbell County Public Schools

Campbell County Schools and Southern Air entered into our first preventive maintenance agreement in July of 2014. Campbell County Schools faces many of the continued demands of rural school systems. Large geographical distances between facilities, aging building automation controls systems, and a wide variety of heating and cooling technologies represent challenges for the most seasoned facility's professional.

Campbell County Schools' HVAC equipment is comprised of DX rooftop units, hot & chilled water systems, steam heating systems, DX splits, multi-zone ductless and VRF. Campbell County schools are comprised of 13 buildings spanning the county's 507 square miles. Southern Air has provided two service technicians who report to the schools on a daily basis performing scheduled preventive maintenance in accordance with industry standards, and to include condenser coil cleaning and quarterly filter service.

Spot Calls are fielded by our assigned technicians. When call volume is high and/or requires other than ordinary expertise, our technicians can rely on the care of 28 HVAC technicians, in-house Service BAS, and in-house Service Industrial Department, housed minutes away in our Lynchburg Headquarters. Some of the common on demand solutions provided by Southern Air to Campbell County Public Schools are emergency underground steam-line repair, programming and installation of Honeywell Head End Controls to aid in failed and outdated technology, and emergency chiller replacements to name a few. All of the scheduled and executed work along with outstanding quotes can be viewed through Southern Air's proprietary customer portal.



As contracts mature, and solutions rein over challenges, relationships flourish. Southern Air and Campbell County Schools have maximized the county's facilities performance while working within parameters of common sense and fiscal responsibility. Campbell County Schools partnering with Southern Air has accomplished main goals:



1. Upgraded major mechanical systems across numerous schools without interrupting the educational experience.
2. Retrofit replacement of existing aging equipment.
3. Maximizing the life and operation the existing HVAC equipment to reduce downtime.
4. Protecting the county's current investments in new technology and state-of-the-art equipment for years of reliable service.



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Amherst County Public Schools

The relationship between Amherst County Schools and Southern Air's Service Department dates to a preventive maintenance agreement for filter changes only in 1998. In August of 2000, we were awarded our First Full Maintenance agreement and have enjoyed the relationship since.

Over the years management has changed within both parties but our desire to serve Amherst County Schools with quality service has not. Since we started meeting quarterly to review the county's needs and available funds the understanding of where each other stood began to develop. There were times when the financial benefit did not meet our needed return but knowing how many of our own family members attended Amherst County Schools, we did what was necessary. Quarterly meetings helped with understanding each other's' needs and the county replaced equipment that had met its average life expectancy. Southern Air service provided installation and maintenance as part of our contract.

All this demonstrates how we have had and anticipate continuing to have a working relationship with Amherst County Schools. The motto on Southern Air's buildings is "Working Together" and together we will provide a learning environment for each student and staff member.

Our most recent contract is a ten (10) year PPEA contract.



- ### Other Educational Facilities
- Amherst County Schools (7)  
Amherst, VA
  - Belle Heth Elementary School  
Radford, VA
  - Campbell County Schools
  - Fieldale Collinsville School  
Martinsville, VA
  - Floyd T. Binns  
Culpeper, VA
  - Jefferson Forest High School  
Forest, VA
  - Leesville Road Elementary School  
Lynchburg, VA
  - Staunton River High School  
Staunton, VA
  - Thomas Jefferson Elementary School  
Forest, VA
  - Forest Middle School  
Forest, VA
  - Sandusky Middle School  
Lynchburg, VA
  - University of Virginia  
Charlottesville, VA
  - Virginia Polytechnic Institute  
Blacksburg, VA



## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Virginia Military Institute (VMI)

Southern Air's Services first stepped onto post in April 2019 at the request of the Institute to repair and maintain VMI's most recent facility addition – the Corps Physical Training Facility (CPTF). The CPTF has the first passive down draft system east of the Mississippi to cool the 205,000 sq.ft. facility. Southern Air's Service Department gained the confidence of the Institute with the development and execution of a structured maintenance and service strategy restoring CPTF's systems' operation to the architects' original intent.

Nestled in the Shenandoah Valley, VMI is home to 1600 keydets. Our responsibility is to maintain 46 different buildings to include faculty residences, dining facilities, athletic facilities of all types, academic buildings, chapel, museums and barracks. The mechanical equipment is diverse and with scheduled events 7 days a week maintaining equipment is a challenge.



As the bid process began, our Service Sales team built a comprehensive plan for the Institute's approximately 3,600 pieces of operable mechanical equipment. Upon award, our operations team assigned five Service Technicians to VMI. Through acute communication with VMI facilities, our team realized that preventative maintenance had suffered under a previous vendor. With that in mind, two technicians were designated for preventive maintenance, two technicians designated for trouble calls and one HVAC Supervisor floats between tasks. This formula has proven to be effective in maintaining maintenance schedules during high trouble call volume. After one full year of Southern Air's team onsite, VMI's facilities team has seen reductions in HVAC complaints. VMI has experienced the value of continuous preventive maintenance underpinned by ongoing repairs and component replacements.

As Southern Air enters into our fifth year of our agreement with VMI, both parties have gained each other's confidence and admiration. Unique challenges will continue to arise at VMI, and Southern Air is poised to provide lasting solutions while maximizing the life of existing and new mechanical equipment.





## Expertise, Qualifications & Experience of Firm (VII.B.4b)

### Serviced Educational Facilities

Amelia Street School  
Amelon/Elon Schools  
Amherst County Schools (7)  
Amherst County Vo-Tech  
Appomattox Elementary School  
Appomattox High School  
Averett College  
Bedford Hills Elementary  
Beverly Manor Middle School  
Big Island Elementary School  
Blacksburg Elementary School  
Brookville High School  
Buckingham Middle School  
Campbell County Schools  
Central Virginia Comm. College  
Chandler Middle School  
Chatham Hall Science Bldg  
Chesterfield County Schools  
Christiansburg Elem School  
Cloverhill High School  
Covenant School  
Craig County Schools  
Danville Community College  
Dunbar Middle School  
East End Middle School  
E.C. Glass High School  
Fairfield School  
Ferrum College  
Fieldale Collinsville School  
Floyd T. Binns  
Forest Elementary School  
Forest Middle School  
Fork Union Military Academy  
Germanna Community College  
Hampden-Sydney College  
Hargrave Military Academy  
Harrowgate Elementary School  
Henry County Schools  
Hollins University  
J Sargeant Reynolds CC  
Jefferson Forest High School  
John Tyler Community College  
Leesville Road Elem. School  
Liberty University Basketball Arena  
Linkhorne Middle School Reno  
Longwood University



Lynchburg College  
Madison Heights Elem. School  
Mary Washington College  
Millboro Elementary School  
Minnick Education Center  
Narrows Elementary School  
New Southern Elem. School  
Oak Grove Elementary  
Prince Edward High School  
Randolph-Macon Woman's College  
Radford University  
Rappahannock High School  
Richmond City Schools  
Roanoke College –Library  
Rockfish Elementary School  
Rockhill Elementary School  
Sandusky Middle School  
Staunton River High School  
Virginia Commonwealth University  
Virginia Military Institute  
Sheffield Elementary School  
Stanleytown Elementary  
Stewartsville Elem School  
Sweet Briar College  
T.C. Miller Elementary School  
Timberlake Christian School  
University of Virginia  
Virginia Military Institute  
Virginia Polytechnic Institute  
Washington & Lee  
West Point High School  
William Campbell High School

# 4. Written Narrative of Provided Services (VII.B.4a)

Key Personnel Resumes (VII.B.4b)



## Key Personnel Resumes (VII.B.4b)

### Carl Massie, Service Branch Manager

Carl is responsible for managing and coordinating our Service team in Lynchburg. He oversees all aspects of our service work to ensure our customers' needs are met.



Thirty-two (32) years' experience in Service Industry  
Central Virginia Community College

#### Qualifications/Certifications:

- Master HVAC cardholder – Virginia
- HVAC Technician – West Virginia
- OSHA 10
- NCCER Certified Instructor – HVAC Curriculum
- CFC Refrigerant – Universal
- Forklift, Scissor/Boom Lift Operator

### Charlie Gauldin, Service Manager

Charlie is responsible for overseeing day to day management of service technicians. He will assist in planning and scheduling.



Twenty plus (20+) years' experience in HVAC

#### Qualifications/Certifications:

- CFC Refrigeration card
- Forklift, Scissor/Boom Lift Operator
- Master HVAC – Virginia
- Gastite Installer

### Garry Taylor, AfterMarket Sales

Garry is responsible for building relationships with our vendors, securing quotes for repair parts, and communicating with customers.



Twenty plus (20+) years' experience in Service Industry.

#### Qualifications/Certifications:

- Forklift Operator
- Gastite Installer



## Key Personnel Resumes (VII.B.4b)

### Julie Scott, Dispatcher

Julie is responsible for dispatching and scheduling technicians for all service work, preventive maintenance scheduling and trouble calls.

Twenty plus (20+) years' experience in Service Industry



### Andy Cox, Service Technician

Andy performs scheduled maintenance at manufacturers' prescribed intervals. Troubleshoots and diagnosis equipment, identifies and procures parts.

Thirty-five (35+) years' experience in Service/HVAC Industry



Qualifications/Certifications:

- Arc Flash
- Cadweld
- CFC Refrigeration Card
- Electricity Safety
- OSHA 10
- Silica Awareness

### Danny Fix, Service Technician

Danny performs scheduled maintenance at manufacturers' prescribed intervals. Troubleshoots and diagnosis equipment, identifies and procures parts.

Fifteen (15) years' experience in Service/HVAC Industry



Qualifications/Certifications:

- Arc Flash
- Asbestos Awareness
- CFC Refrigeration Card
- Lead Awareness
- OSHA 10
- VAV Controls
- Scissor/boom lift training
- Silica Awareness



## Key Personnel Resumes (VII.B.4b)

### Chris Slusher, Service Technician

Chris performs scheduled maintenance at manufacturers' prescribed intervals. Troubleshoots and diagnosis equipment, identifies and procures parts.

Twenty-five plus (25+) years' experience in Service/HVAC Industry

Qualifications/Certifications:

- Arc Flash
- CFC Refrigeration card
- OSHA 10
- Scissor/boom lift operator
- Silica Awareness



### Blake Lipscomb, Service Technician

Blake performs scheduled maintenance at manufacturers' prescribed intervals. Troubleshoots and diagnosis equipment, identifies and procures parts.

Qualifications/Certifications:

- Power Tool awareness
- OSHA 10



### Lucas Fitzgerald, Service Technician

Lucas performs scheduled maintenance at manufacturers' prescribed intervals. Troubleshoots and diagnosis equipment, identifies and procures parts.

Qualifications/Certifications:

- OSHA 10



# 5. Price – fees charged (VII.B.4c & XI)

**XI. BID FORM/PRICING SCHEDULE:**

The offeror agrees to provide services in compliance with the Statement of Need and Terms and Conditions of this Request for Proposal as follows:

**Lump Sum Price Schedule for Preventive Maintenance Services and Routine Service Calls on these facilities:**

<b>Aquatics Center</b>	<b>\$ <u>52,095</u> /Year</b>
<b>Barracks (Old, New, Third)</b>	<b>\$ <u>66,598</u> /Year</b>
<b>Cameron Hall</b>	<b>\$ <u>41,240</u> /Year</b>
<b>Carroll Hall</b>	<b>\$ <u>28,406</u> /Year</b>
<b>Clarkson-McKenna &amp; Foster Stadium</b>	<b>\$ <u>24,282</u> /Year</b>
<b>Cocke Hall</b>	<b>\$ <u>53,326</u> /Year</b>
<b>Cocke Hall Annex</b>	<b>\$ <u>22,131</u> /Year</b>
<b>Cormack Hall</b>	<b>\$ <u>68,474</u> /Year</b>
<b>Corps Physical Training Facility</b>	<b>\$ <u>82,779</u> /Year</b>
<b>Crozet Hall</b>	<b>\$ <u>67,003</u> /Year</b>
<b>Davidson Tucker House</b>	<b>\$ <u>7,244</u> /Year</b>
<b>Gray-Minor Stadium</b>	<b>\$ <u>2,034</u> /Year</b>
<b>Hinty Hall</b>	<b>\$ <u>21,680</u> /Year</b>
<b>Memorial Hall</b>	<b>\$ <u>30,777</u> /Year</b>
<b>Kilbourne Hall</b>	<b>\$ <u>45,690</u> /Year</b>
<b>LeJeune Hall</b>	<b>\$ <u>41,329</u> /Year</b>
<b>Mallory Hall</b>	<b>\$ <u>48,723</u> /Year</b>
<b>Marshall Hall Center for Leadership &amp; Ethics</b>	<b>\$ <u>40,936</u> /Year</b>
<b>Maury-Brooke Hall</b>	<b>\$ <u>75,202</u> /Year</b>

Price – fees charged (VII.B.4c & XI)

Moody Hall	\$ 31,228 /Year
Neikirk Hall	\$ 12,777 /Year
Nichols Engineering Building (includes Morgan Hall)	\$ 74,581 /Year
Old Post Hospital	\$ 1,602 /Year
North Post Firing Range & Latrine	\$ 9,527 /Year
Paulette Hall (includes Welding Shop)	\$ 8,334 /Year
Physical Plant Grounds Maintenance Shop	\$ 2,193 /Year
Post Residences	\$ 27,690 /Year
Preston Library	\$ 35,527 /Year
Richardson Hall & Infill Bldg	\$ 27,946 /Year
Scott Shipp Hall	\$ 48,832 /Year
Shell Hall	\$ 20,542 /Year
Smith Hall	\$ 20,702 /Year
Jackson House	\$ 16,204 /Year
VMI Health Center	\$ 26,576 /Year
<b>TOTAL LUMP SUM PRICE</b>	<b>\$ 1,184,210 /Year</b>

**Price Schedule for Emergency and Repairs, Improvement-Enhancement Services, and Special Events Support Services**

Man-hours paid under this contract shall be only for productive hours at the job site. Time spent in transportation of workers, material acquisition, handling and delivery, or for movement of contractor owned or rented equipment is not chargeable directly, but is overhead and the cost shall be included in the hourly rate. The hourly rate shall also include direct labor, general and administrative overhead, taxes, insurance, profit and the cost of equipment that is normal and necessary (trucks, tools, etc.) **The Institute will not accept an offer with a minimum charge stipulation.**

**Failure to complete any of the hourly rates listed below will be cause for rejection of proposal (via a non-responsive determination). Any offeror who enters \$0 on a pricing blank or leaves it blank shall be considered non-responsive.**

Costs for materials, parts and supplies shall be billed at Contractor’s actual invoice cost plus up to a maximum 15% markup (contractor shall furnish copies of all invoices for materials) or discount off the list price.

**Hourly Rate Price Schedule for Emergency and Repairs, Improvement-Enhancement Services, and Special Events Support Services:**

<u>Category</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime Hourly Rate</u> <u>(Nights, Weekends, Holidays)</u>
(a) Master Mechanic	\$ <u>105.00</u> /hour	\$ <u>141.75</u> /hour
(b) Journeyman Mechanic	\$ <u>97.50</u> /hour	\$ <u>131.63</u> /hour
(c) Apprentice	\$ <u>90.00</u> /hour	\$ <u>121.50</u> /hour
(d) Helper	\$ <u>82.50</u> /hour	\$ <u>111.38</u> /hour
(e) Technician	\$ <u>97.50</u> /hour	\$ <u>131.63</u> /hour
(f) Other	\$ <u>123.00</u> /hour	\$ <u>166.05</u> /hour
(g) Project Manager	\$ <u>125.00</u> /hour	\$ <u>168.75</u> /hour
(h) Mechanical Engineer (PE)	\$ <u>175.00</u> /hour	\$ <u>236.25</u> /hour

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# 6. Attachments A, C, E, F, G



ATTACHMENT C

CONFLICT OF INTEREST STATEMENT

The following information is required as part of your response to this solicitation. Failure to complete and submit this form may result in disqualification of your bid as non-responsive.

NAME: Southern Air, Inc.

ADDRESS: 2655 Lakeside Dr.,

CITY/STATE: Lynchburg VA 24501

TELEPHONE NUMBER: 434-385-6200

FEDERAL ID NUMBER (FIN): 54-0604377

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

- |  |   |
|--|---|
| <input 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 VIRGINIA MILITARY INSTITUTE:

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

May 17, 2024  
\_\_\_\_\_  
DATE

Foster Beeker, Vice President

Please tell us how you received this solicitation:

- You were notified through the eVA Procurement Portal.
- You obtained a copy from the Virginia Department of Small Business and Supplier Diversity.
- Other (please specify) \_\_\_\_\_.

**ATTACHMENT E  
SAMPLE CONTRACT  
VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia 24450**

PROCUREMENT SERVICES  
Phone 540-464-7323 Fax 540-464-7669  
314 Smith Hall

**COMMONWEALTH OF VIRGINIA**

STANDARD CONTRACT

Contract Number: V211-24-087

This contract entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 between \_\_\_\_\_  
\_\_\_\_\_, SSN/FIN: \_\_\_\_\_, hereinafter known as the "Contractor" and the  
Commonwealth of Virginia, Virginia Military Institute, hereinafter known as the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall \_\_\_\_\_.

**PERIOD OF PERFORMANCE:** \_\_\_\_\_.

**COMPENSATION AND METHOD OF PAYMENT:** \_\_\_\_\_.

**CONTRACT DOCUMENTS:** The contract documents shall consist of:

- (1) This signed form
- (2) The Contractor's Proposal/Bid and any modifications, if applicable.
- (3) The General Terms and Conditions
- (4) Special Terms and Conditions as required

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

**PURCHASING AGENCY:**

By: \_\_\_\_\_

By: \_\_\_\_\_

LTC Lynn W. Carmack, CUPO, VCCO

For: \_\_\_\_\_

For: Virginia Military Institute

Title: \_\_\_\_\_

Title: Assistant Director of Procurement Services

# Attachments A, C, E, F, G

## Attachment F: VMI HVAC Backflow Preventers

Building	UnitID	Location	Room	Equip Type	Make	Model #	Serial #
Barracks 3rd / Lejeune	BFP	000fl	3G 07 Mech Rm	backflow	Watts	1" 909 QT RPZ	638981
Barracks 3rd / Lejeune	BFP	000fl	3G 07 Mech Rm	backflow	Watts	2" 909M1 QT RP	439110
Barracks 3rd / Lejeune	BFP	000fl	3G 07 Mech Rm	backflow	Watts	3/4" 909 QT RPZ	644051
Barracks 3rd / Lejeune	BFP	00fl	3-101	backflow	Watts	4 in. Watts 909 RP	215892
Barracks 3rd / Lejeune	BFP	00fl	3-101	backflow	Watts	1 in. Watts 909 QT RPZ	42225
Barracks New	BFP	00fl	C-04 Mech Rm / Chute Rm over chute	backflow	Watts	3/4 in. Watts 909 QT RPZ	21033
Barracks Old	BFP	00fl	S-5 Sprinkler Control Rm	backflow	Watts	1" Watts 909 QT RPZ	49093
Cameron	BFP	01fl	229 Mech Rm	backflow	Watts	1-1/2" MZ01	45628
Cameron	BFP	01fl	229 Mech Rm	backflow	Watts	3/4" 009-MZQT	35770
Cameron	BFP	01fl	229 Mech Rm	backflow	Watts	3/4" LF009-M3QT	37945
Carroll	BFP	01fl	Press Rm	backflow	Watts	909 MOD QT RPZ 3/4"	42451
Carroll	BFP	01fl	chiller pump room	backflow	Watts	LF909 QT RPZ	014901
Clark King	BFP	01fl	Mech Rm Pool	backflow	Watts	3/4" LF009-M3 QT	208069
Clark King	BFP	01fl	Mech Rm for chillers facing Main St	backflow	Watts	3/4" 009-M3 QT	214014
Clark King	BFP	03fl	303 Janitor	backflow	Wilkins	1" 975XL2	4757032
Clarkson McKenna	BFP	01fl	109 Mech Rm	backflow	Watts	3/4"	27515
Clarkson McKenna	BFP	01fl	109 Mech Rm	backflow	Watts	3" 994	727515
Clarkson McKenna	BFP	01fl	109 Mech Rm	backflow	Watts	3"	1046161113
Clarkson McKenna	BFP	01fl	107 Mechanical	backflow	Wilkins Zum	2" 975 XL2	4104677
Cocke	BFP	03fl	305 Main Water Rm	backflow	Wilkins Zum	3" 375	L95590
Cocke	BFP	03fl	305 Main Water Rm	backflow	Wilkins Zum	1" 975XL2	399245
Cormack	BFP	01fl	101 Sprinkler Rm	backflow	Wilkins Zum	375 - 3"	193593
Cormack	BFP	01fl	Mech Rm	backflow	Wilkins Zum	2" 975XL	(no #s)
CPTF	BFP-1	00fl	111 Chiller Plant Rm	backflow	Wilkins Zum	4" 375	L98258
CPTF	BFP-2	00fl	111 Chiller Plant Rm	backflow	Wilkins Zum	2" 975 XL	4102408
CPTF	BFP-3	00fl	111 Chiller Plant Rm	backflow	Wilkins Zum	2" 975 XL	4102867
CPTF	BFP-4	00fl	221 Mechanical	backflow	Wilkins Zum	3" 375	L102560
CPTF	BFP-5	01fl	240 Mech Rm	backflow	Wilkins Zum	1" 975XL2	4168089
Crozet	BFP	01fl	Mech Rm	backflow	Watts	1" LF909QT RPZ	021973
Crozet	BFP	01fl	Mech Rm	backflow	Watts	3" 909 MOD	L75088
Foster Stadium	BFP	01fl	West Entrance Womens Rm	backflow	Watts	2" 009M2 QT-RP	27061
Foster Stadium	BFP	01fl	concessions ceiling	backflow	Watts		288365
Gray Minor	BFP	01fl	Housekeeping closet in Womens Rm	backflow	Watts	2" 009 M2 QT RP	A08029
Grounds Maint Shop	BFP	01fl	shop	backflow	Wilkins Zum	975XL2	4012609
Hitty	BFP	01fl	109 Supply Rm	backflow	Watts	2.5" RPZ No 909	120835
Hospital	BFP	01fl	105 Outside Storage	backflow	Watts	1" 909 QT RPZ	626669
Hospital	BFP	01fl	CLOSET RM 113	backflow	Watts	2 1/2IN	126757
Jackson Memorial	BFP	00fl	Mech Rm	backflow	Watts	3/4 009M3 QT	213988
Kilbourne	BFP	01fl	JANITOR CLOSET	backflow	Watts	RPZ 3" 909 MOD	181163
Kilbourne	BFP	01fl	1001	backflow	Watts	2IN	456880
Kilbourne	BFP	01fl	1001	backflow	Watts	3/4" LF909QT RPZ	008633
Kilbourne	BFP	01fl	1016	backflow	Watts	3/4" LF909QT RPZ	009085
Kilbourne	BFP	01fl	1028 Sprinkler Control Rm	backflow	Watts	1" 909QT RPZ	400447
Kilbourne	BFP	00fl	006 Mech Rm	backflow	Watts	RPZ 2.5" No 909	122138
Kilbourne	BFP	00fl	011 Mech Rm	backflow	Wilkins Zum	3/4" 975 XL	W245170
Kilbourne	BFP	00fl	109 Janitor	backflow	Wilkins Zum	3/4" 975 XL	2201341
Kilbourne	BFP	00fl	003 Mech Rm	backflow	Watts	2" 909M1 QT RP	436987
Kilbourne	BFP	00fl	139 Mech Rm	backflow	Wilkins Zum	1" 975XL	2816151
Kilbourne	BFP	01fl	MECH RM	backflow	Wilkins Zum	3" 375	L36167
Mallory	BFP	01fl	110A Water Service Rm	backflow	Watts	1 1/4IN	435431
Marshall CLE	BFP	00fl	101 Mech Rm	backflow	Watts	4" 909 RP	226564
Marshall CLE	BFP	01fl	Mech Rm	backflow	Watts	3/4" 009-M3 QT	214001
Maury Brooke	BFP	00fl	Mech Rm	backflow	Watts	3/4" 009-M3 QT	194744
Morgan NEB	BFP	00fl	Mech Rm	backflow	Watts	3" 909MOD	L72772
Nichols Engineering	BFP	01fl	419-A	backflow	Watts	3IN	128486
Paulette	BFP	04FL	Dry Cleaning Shop	backflow	Watts	3/4" 009-M3 QT	153922
Preston	BFP	02fl	Janitor's Closet	backflow	Watts	2" 909M1 QT RP	456880
Richardson	BFP	01fl	207	backflow	WATTS	909M 3IN	158711
Rifle Range NP	BFP	02FL	101A Mech Rm	backflow	Watts	LF909 M101 RP	(not legible)
Scott-Ship	BFP	01fl	104-105 Mech Rm	backflow	Watts	3/4" 009M2QT	184414
Shell	BFP	01fl					
Smith	BFP	01fl					

# Attachments A, C, E, F, G

184422  
151633  
20283  
87222

3/4" 009M2QT  
375AST 2.5IN  
1.1/2IN

Watts  
WILKINS

backflow  
backflow  
backflow  
BACKFLOW

104-105 Mech Rm  
UNDER BOILER FLOOR  
B04

01f  
Ground

BFP  
BFP  
bfp  
BFP

Smith  
Stonewall Jackson House  
POST POLICE STATION  
PROTOCOL

Attachments A, C, E, F, G

Attachment G

**VMI Trouble Call Frequency**

Month	2021	2022	2023
JAN	151	88	83
FEB	75	89	57
MAR	95	86	61
APR	81	82	62
MAY	65	88	65
JUN	97	100	73
JUL	66	67	87
AUG	123	87	69
SEP	79	74	67
OCT	89	94	51
NOV	99	99	65
DEC	55	46	45
Total	1075	1000	785