

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia 24450

Procurement Services
Phone 540-464-7323
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TO: Cmdr. Charles Barber
FROM: LTC Lynn Carmack
DATE: 11 September 2026

SUBJECT: Contract Administrator Designation

PROJECT: Fitness Equipment Repair and Maintenance Services

You are hereby officially designated as the **Contract Administrator** for Contract No V211-27-004 awarded to **American Fitness & Sport Supply, Inc.** for the duration of the contract.

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

- ❖ Your authority is limited to requesting services and monitoring contractor performance to assure it remains in compliance with the provisions of the attached contract document. All tasks exceeding \$2,000 must be submitted by requisition with a copy of the formal quote for approval by the Commandant of Cadets. A purchase order must be issued **in advance** of the commencement of any work. Any problems or deviations from contract requirements must be promptly reported to Procurement Services. Depending on the seriousness of any contract problems/deviations, a written report may be required so that applicable corrective action can be taken.
- ❖ Modifications or changes to the scope of work or specifications for any tasking must be initiated through Procurement Services by the Contract Officer who awarded the contract, or their designee. Remember, all contract changes require prior authorization through a formal written change order under the signature of the Contract Officer.
- ❖ Regular comments on vendor performance are strongly encouraged so that Procurement can maintain a record of the level of satisfaction with the Contractor under this agreement. These comments will be maintained in the official procurement file and be taken into consideration when contemplating future procurement actions involving the contract vendor. An annual contract and formal vendor performance review is required.
- ❖ The Contract Officer for this contract is LTC Lynn Carmack.

CC: Contract File