

**Virginia Military Institute**  
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSAL

RFP# V211-22-004

Issue Date: 18 May 2021

Title: FITNESS EQUIPMENT REPAIR AND MAINTENANCE  
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY

Pre-Proposal  
Conference Date: 2 June 2021 at 10:00 AM Cocks Hall, Memorial Gardens. MANDATORY ATTENDANCE

Due Date: 22 June 2021 at 2:00 PM EST (mailed or hand delivered to VMI Physical Plant)

Commodity Code: 80557

Issuing Agency: Virginia Military Institute  
Procurement Services  
314 Smith Hall  
Lexington, VA 24450

Period of Contract: Date of Award through 30 June 2022 (Annually Renewable Thereafter for four (4) successive one-year renewals).

If Proposals are mailed or hand delivered: send directly to VMI at this address: **Virginia Military Institute, Attn: Procurement Services, PHYSICAL PLANT, 110 Hines Lane, Lexington, VA 24450.**

**IDENTIFICATION OF BID ENVELOPE:** The signed price list should be returned in a separate envelope or package, sealed and identified as instructed in Section IX, 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:** 2 June 2021 at 10:00 AM Cocks Hall, Memorial Gardens. MANDATORY ATTENDANCE

All Inquiries for Information Should Be Directed To: LTC Kathleen H. Tomlin, VMI Procurement Services at [tomlinkh@vmi.edu](mailto:tomlinkh@vmi.edu). **Use of the Understanding of Requirement Form (Attachment A) must be submitted for questions concerning specifications or statement of needs.**

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

Name and Address Of Firm: AMERICAN FITNESS & SPORT SUPPLY Date: 6/4/2021  
P.O. Box 11526 By: [Signature]  
LYNCHBURG, VA Name: PATRICK RAMSEY  
Zip Code: 24506 Title: PRESIDENT  
EVA Vendor ID or DUNS number 893890147 Phone: (800) 434-4454  
E-mail: AMFITNESS@AOL.COM 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.e 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.**

initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor are properly licensed for providing the goods/services specified.

CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.

IDENTIFICATION OF RESPONSE ENVELOPE: The signed response should be returned in a separate envelope or package, sealed and identified as follows:

From:	<u>AMERICAN FITNESS &amp; SPORT SUPPLY</u>	<u>6/22/21</u>	<u>2:00 PM</u>
	Name of Offeror	Due Date	Time
	<u>P O Box 11526</u>	<u>V211-22-004</u>	
	Street or Box No.	RFQ Number	
	<u>LYNCHBURG, VA 24506</u>	<u>FITNESS EQUIPMENT</u>	
	City, State, Zip Code	<u>REPAIR &amp; MAINTENANCE</u>	
		RFP Title	

Name of Purchasing Officer: LTC Kathleen H. Tomlin

The envelope should be addressed as directed on the title page of the solicitation.

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the response to be disqualified. Responses may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other responses should be placed in the envelope.

INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.

KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.

UNDERSTANDING OF REQUIREMENTS

OFFEROR: AMERICAN FITNESS & SPORT SUPPLY, INC

RFP#: RFP #V211-22-004

Date: 6/4/21

The following question concerns specifications, Section (number) \_\_\_\_\_

Paragraph \_\_\_\_\_, page \_\_\_\_\_.

N/A

All responses to questions may be made by Addendum.  
Questions not submitted on this form WILL NOT BE ANSWERED.

Questions Submitted by: PATRICK RAMSEY

NAME

AMERICAN FITNESS & SPORT SUPPLY

ORGANIZATION

800-434-4454

PHONE

AMFITNESS@AOL.COM

EMAIL

This may be FAXED to: (540) 464-7669 or E-Mail to: [tomlinkh@vmi.edu](mailto:tomlinkh@vmi.edu), LTC Kathleen H. Tomlin



CONTRACTOR DATA SHEET

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. 27 Years  
11 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
BWXT-LYNCHBURG 434-522-6438 DAVID WARD	27 years	\$15K - \$25K per
NORTHROP GRUMMAN CHARLOTTESVILLE / CAL. LOCATIONS 434-974-2433	6 years	\$4K - \$10K per
Rehab Associates OF VA - Josh Bailey 434-528-1848	28 year (14) LOCATIONS	\$3K - \$15K per
JOHN TYLER CC Richmond - VA	14 years (2) LOCATIONS	\$1K - \$6K per
WASHINGTON & Lee LEXINGTON, VA 540-462-7784	11 years	\$45K LAST YEAR

LOST ACCOUNTS:

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

~~XXXXXXXXXX~~ plus LOTS MORE IF needed

REFERENCES

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

CLIENT: UNIVERSITY OF LYNCHBURG  
 ADDRESS: 1501 LAKESIDE DR - LYNCHBURG, VA 24501  
 CONTACT PERSON/PHONE#: STEVE BRADNEY - 434-390-0251  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$ 20,000  
 PROJECTS/DATES/DESCRIPTION: SALES - SERVICE - PREVENTIVE Pm's

CLIENT: BWXT TECHNOLOGIES  
 ADDRESS: P.O Box 785 - LYNCHBURG, VA 24505  
 CONTACT PERSON/PHONE#: DAVID WARD - 434-522-6438  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$ 20,000 +  
 PROJECTS/DATES/DESCRIPTION: SALES - SERVICE - PREVENTIVE, Pm's

CLIENT: WASHINGTON & LEE UNIVERSITY  
 ADDRESS: 204 WEST WASHINGTON ST. LEXINGTON VA 24450  
 CONTACT PERSON/PHONE#: PATTI COLLITON - 540-458-8287  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$ 45,000 IN 2020  
 PROJECTS/DATES/DESCRIPTION: SALES - SERVICE, Pm's

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](http://www.sbsd.virginia.gov).**

Offeror Name: PATRICK RAMSEY

Preparer Name: PATRICK RAMSEY

Date: 6/4/21

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: 658308

Certification Date: 4/17/18

Expiration Date: 4/17/23

**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.**

Standards of Conduct

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. Smoking will not be permitted in outside areas identified as hazardous areas.

Agreed to by:  \_\_\_\_\_

_____	•SIGNATURE
PATRICK RAMESEY	PRINTED NAME
AMERICAN FITNESS & SPORT SUPPLY	COMPANY
6/4/21	DATE