

VIRGINIA ASSOCIATION OF STATE COLLEGE & UNIVERSITY PURCHASING PROFESSIONALS  
(VASCUPP)

COOPERATIVE PROCUREMENT AGREEMENT  
RADFORD UNIVERSITY

VASCUPP Contract No 7197878BA  
Contract Title: Event Staffing Services  
Contractor: RMC Events, Inc.

As provided by the Contract Participation section allowing Cooperative Procurement in Virginia Commonwealth University's (VCU) Request for Proposal RFP #7197878BA, Event Staffing Services for, and as stated in the resulting contract number 7197878BA, awarded to RMC Events, Inc., dated September 28, 2017, Radford University desires to access the contract between Virginia Commonwealth University (VCU) and RMC Events, Inc.

RMC Events, Inc. hereby agrees to perform the services as required based on the terms of contract number 7197878BA and as identified in Attachment A – Negotiated Terms for Radford University. This Cooperative Procurement Agreement between Radford University and RMC Events, Inc., is subject to the contract documents, terms and conditions, subsequent renewals, and modifications of contract number 7197878BA, Radford University's Prompt Pay Guidelines and any additional correspondence directly related to providing the services to Radford University.

ACKNOWLEDGED AND AGREED AUTHORIZED ACCEPTANCE SIGNATURES

Contract Name and Address

RMC Events, Inc.

3700 West End Drive

Henrico, VA 23294

**NOTE: NEW CORPORATE ADDRESS:**

**8247 Meadowbridge Road**

**Mechanicsville, VA 23116**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Radford University

PO Box 6885

Radford, VA 24142

540-831-5598

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Attachment A**  
**Negotiated Terms for Radford University**

A. **PAYMENT:**

1. **Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number. Radford University's payment address is as follows:

**RADFORD UNIVERSITY**  
**ATTN: ACCOUNTS PAYABLE**  
**PO BOX 6906**  
**RADFORD, VA. 24142**  
**Email: [acctspayable@radford.edu](mailto:acctspayable@radford.edu)**

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods and services provided under this contract or purchase order, that are to be paid with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

B. **POINTS OF CONTACT:**

1. **Radford University**

- a. Primary Point of Contact  
Debbie Dove  
Phone: 540-831-5598  
Email: [ddove1@radford.edu](mailto:ddove1@radford.edu)

2. **RMC Events, Inc.**

- Peter McCann  
Phone: 540.836.5793  
Email: [Peter@RMCEvents.com](mailto:Peter@RMCEvents.com)



# Procurement Services

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: 7197878BA

This contract entered into date by RMC Events, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called 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:

**PERIOD OF THE PERFORMANCE:** From September 30, 2017 through September 29, 2019 with the option to renew for three (3) additional one (1) year terms upon mutual written agreement of both parties.

**SCOPE OF CONTRACT:** The Contractor shall provide the goods to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form
- (2) Contract Appendix A
- (3) The Request for Proposal (RFP) # 7197878BA, dated June 30, 2017
- (4) The Contractor's Proposal dated July 29, 2017

All documents are incorporated herein by reference. Any conflict or inconsistency between the incorporated documents shall be resolved by giving precedence in the following order:

- (1) This signed form
- (2) Contract Appendix A
- (3) The Request for Proposal (RFP) # 7197878BA, dated June 30, 2017
- (4) The Contractor's Proposal dated July 29, 2017

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

**CONTRACTOR:**

RMC Events

By: Sharon Schmitt Name Printed: Sharon Schmitt  
 Date: 9/27/17 Title: Vice President

**PURCHASING AGENCY:**

Virginia Commonwealth University

By: Karol Kain Gray Name Printed: Karol Kain Gray  
 Date: 9/28/17 Title: VP for Finance and Budget

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**

(2 OF 2)

*VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIV.  
 RADFORD UNIVERSITY & VIRGINIA MILITARY INSTITUTE*

**B. TOTAL FIXED PRICING:**

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/ PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE	
1	Event Security (Unarmed):	16.50	X	24	X	168	\$ 2772	
2	Overnight Security (Unarmed):	20.00	X	3	X	21	\$ 420	
3	Parking Attendant:	16.50	X	3	X	21	\$ 346.50	
4	Ticket Seller:	16.50	X	3	X	21	\$ 346.50	
5	Ticket Takers:	16.50	X	10	X	70	\$ 1155	
6	Usher:	16.50	X	10	X	70	\$ 1155	
7	Supervisor:	18.00	X	1	X	7	\$ 126	
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 -SAMPLE ABOVE HAS ERROR IN *HRS* COLUMN						\$ 6321

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/ PER HOUR)
1	EVENT MANAGER	\$ 20.00
2		\$
3		\$
4		\$
5		\$

**C** OTHER EQUIPMENT/ SERVICES Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.

**C. PERFORMANCE:**

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

7 Calendar Days ARO



**Charlottesville Office**

943 Glenwood Station Lane, Suite 104  
 Charlottesville, Virginia 22901  
 Phone: 434.984.7622  
 Fax: 434.984.2689

**Richmond Office**

3700 West End Drive  
 Henrico, Virginia 23294  
 Phone: 804.353.7621  
 Fax: 804.353.7626

**UVA Ambassador Office**

1413 University Avenue  
 Charlottesville, Virginia 22903  
 Phone: 434.984.7622 x406  
 Fax: 434.984.2689

**OTHER EQUIPMENT / SERVICES****VASCUPP Institutions:**

- **Virginia Tech, Radford University, and Virginia Military Institute**

**OTHER EQUIPMENT / SERVICES:** Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider