



116 W. Beverley Street • Staunton, Virginia 24402-0900 • Phone 540-332-3920 • Fax 540-332-3924
www.staunton.k12.va.us

INVITATION TO BID
November 16, 2017

BID TITLE: DOOR LOCKS AND INSTALLATION

BID #: LL00117

BID OPENING DATE: Tuesday, December 12, 2017, 2:00 P.M.

QUESTIONS DUE: Friday, December 1, 2017, 2:00 P.M.

BID BOND REQUIRED: No

Staunton City Schools is seeking sealed bids from qualified and properly licensed contractors to provide all labor, materials, insurance and supervision for the purchase and installation of BEST Cormax Patented Core locksets at four Staunton City School locations. All work shall be in accordance with the specifications contained herein. Any questions regarding the specifications for this bid should be directed to Earl McCray, Operations Director, at (540) 332-3920.

Please quote lowest price and best delivery on items listed. Advise what discount, if any will be allowed for payment within a specified time. Terms and delivery date must be specified.

Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of Staunton City Schools to the extent allowable by law.

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.

All bids must be submitted in a sealed envelope plainly marked, Bid No. "**LL00117 – DOOR LOCKS AND INSTALLATION**", with the name and address of the bidder in the upper left hand corner and accompanied by complete specifications for the items offered. **E-Mail and facsimile responses are not acceptable.** No responsibility will attach the Owner or any official or employee thereof for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED
BIDS MUST BE SEALED, MARKED, AND DELIVERED TO:

Mail To:

Bonnie S. Stephenson
Purchasing & Risk Manager
P.O. Box 58
Staunton, VA 24402-0058

Hand Deliver or Overnight To:

Bonnie S. Stephenson
Purchasing & Risk Manager
116 W Beverley St., 3rd Floor
Staunton, VA 24401

Phone: (540) 332-3819

**STAUNTON CITY SCHOOLS
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- (A) Bids, to receive consideration, must be received prior to the specified time and date of opening as designated in the invitation. E-mail and facsimile submittals are not acceptable.
- (B) Unless otherwise specified, bidders must use the bid form furnished herein. Failure to do so may cause bid to be rejected. Removal of any part of the bid form may invalidate the bid.
- (C) Bids having any erasures, corrections, or typewriter opaquing fluid are not acceptable and will result in rejection of the bid. Prior to submission or opening, errors may be crossed out, corrections entered in ink and initialed in ink by the person signing the bid. No bid shall be altered or amended after the specified time for opening.
- (D) All bids shall be either typewritten or filled in with ink in order to be considered. Also, all bids must be signed in ink in order to be considered.
- (E) Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
- (F) When specified, each bid shall be accompanied by a bid bond with surety satisfactory to Staunton City Schools or a cashier's or certified check, made payable to the Treasurer, City of Staunton, in an amount equal to 5 per cent of the total bid price. In the event of default by the bidder the 5 per cent deposit shall be and represent liquidated damages to the City.

2. ANNUAL CONTRACT USAGE REQUIREMENTS: Whenever a bid is sought seeking a source of supply for an annual contract for products or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the Staunton City Schools as to the total amount that may or may not be purchased from any resulting contracts.

3. PRICING:

- (A) Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by Staunton City Schools or bidder.
- (B) Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
- (C) Bids based on a firm price or those including a "Downward Escalator" clause for an annual contract period may be given preference over lower ones bearing an "Escalator" clause for an annual contract period.
- (D) When an annual contract is not requested by Staunton City Schools, and the bid is for products or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "Price in effect at time of delivery" shall be cause for rejection of bid.

4. PERFORMANCE BOND: When requested in the bid, Staunton City Schools shall require the successful bidder to furnish a performance bond and labor and material payment bond with surety satisfactory to Staunton City Schools in the amount of contract price at the time of or prior to execution of the contract. If no bond is furnished by the successful bidder, the Schools reserve the right to award the contract to the next lowest responsible bidder with the next lowest responsive bid.

5. DELIVERY POINT: All items shall be delivered F.O.B. destination, and delivery costs and charges included in the bid price. Failure to do so may be cause for rejection of bid. The bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).

6. CASH DISCOUNTS: Cash discounts will be considered in determining the award.

7. BRAND NAMES: Unless otherwise provided in the invitation for bid, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand, make, or manufacture mentioned; it conveys the general style, type, character, and quality of the equipment desired. Staunton City Schools shall determine in its sole discretion equipment bid to be equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

8. SPECIFICATIONS: The bidders must also indicate any variances from our specification and/or conditions, NO MATTER HOW SLIGHT. If variations are not stated in the bid, it will be assumed that the product or service fully complies with our specifications. The Purchasing Department is not responsible for locating or securing any information which is not included in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of his bid all descriptive material, (i.e., Catalog Cuts, illustrations, drawings, specifications, or other information) necessary for the Purchasing Department to determine whether the goods or services offered meet the salient characteristic requirements of the bid.

9. LATEST MODEL/QUALITY: Bidder shall bid on the latest model, design, etc. of this type of equipment by the manufacturer of which he represents. Equipment shall be new and unused.

10. AWARD: Notice of award will be posted at <https://www.ci.staunton.va.us/departments/finance/procurement>.

**STAUNTON CITY SCHOOLS
BID FORM**

<u>DESCRIPTION</u>	<u>TOTAL COST</u>
1. WARE ELEMMENTARY SCHOOL	\$ _____
2. McSWAIN ELEMENTARY SCHOOL	\$ _____
3. DIXON EDUCATION CENTER/GENESIS ALT. SCHOOL	\$ _____
4. SHELBURNE MIDDLE SCHOOL	\$ _____

Warranty Period – Labor & Installation: _____

NOTE: All Material Must Be Installed and Comply with Manufacturer's Specifications and Warranty

PER ATTACHED SPECIFICATIONS

BID

To Purchasing Department:

In compliance with the bid information, the undersigned offers and agrees, if this bid is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

FOB: Staunton TERMS: _____

COMPANY NAME _____

BY: _____
 PRINTED NAME SIGNATURE

STREET ADDRESS _____

CITY AND STATE _____

STATE CONTRACTOR LICENSE NO/TYPE _____

SCC NUMBER. _____

E-MAIL. _____

PHONE: _____ FAX: _____

**BEST CORMAX PATENTED CORE LOCKS – PURCHASE AND INSTALLATION
STAUNTON CITY SCHOOLS
SPECIFICATIONS**

Staunton City Schools (SCS) is requesting sealed bids from qualified and properly licensed contractors to supply all materials, equipment, labor, insurance and supervision to provide and install BEST Cormax Patented Core keyed locksets at four Staunton City School locations.

All locksets must be installed by BEST authorized technicians in accordance with the manufacturer's recommendations to ensure that the full manufacturer's warranty of the equipment is guaranteed. All keyed locksets must be BEST Cormax Patented Core and be keyed into Staunton City School's existing BEST Patented Master Key System.

No verbal agreement or conversation with any officer, agent, or employee of the Schools either before or after the execution of this contract shall affect or modify any of the terms or obligations herein contained.

Bid Questions and Addenda: Prior to submitting their bid, it is the bidder's responsibility to check the City web-site (<https://www.ci.staunton.va.us/departments/finance/procurement>) for any addenda associated with this Invitation for Bid. **All questions must be submitted in writing to Earl McCray by email at emccray@staunton.k12.va.us no later than 2:00 P.M. on Friday, December 1, 2017. Any addenda will be available on the City web site by close of business Monday, December 4, 2017.**

SPECIFICATIONS AND CONDITIONS

Scope of work

Contractor shall provide and install **ONLY** the exact items on the schedules provided. **NO SUBSTITUTES** will be permitted. All keyed locksets must include BEST Cormax Patented Core and be keyed into Staunton City School's existing BEST Patented Master Key System. Each installed door lock or cylinder must include 5 keys. For each school location, 20 master keys and 5 grandmaster keys must be provided.

The following part numbers and locations for each school location are listed below:

No. 1 – Dixon Education Center & Genesis Alternative Program

DIXON EDUCATION CENTER & GENESIS ALTERNATIVE PROGRAM, 1751 SHUTTERLEE MILL RD, STAUNTON, VA 24401

DIXON EDUCATION CENTER

Item	Door No.	Door Location	Item Qty	Hardware	Description
1		RM F - PRE-K OFFICE	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
2		RM 7	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
3		RM 11	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
4		RM 12	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
5		RM 10	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
6		RM 8	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
7		MUSIC/ART	1	12E72S2RP626	KEYED RIM CYLINDER
8		RM 19	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
9		RM 21	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
10		RM 23	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
11		RM 24	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
12		RM 22	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
13		RM 20	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
14		OLD CLINIC	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
15		HALL TO CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
16		HALL TO STAGE	1	8T37KSTK626	KEYED DEADBOLT W/ TURNKNOB
17		HALL TO GYM	1	12E72S2RP626	KEYED RIM CYLINDER
18		HALL TO MEDIA	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
19		HALL TO MEDIA	1	12E72S2RP626	KEYED RIM CYLINDER
20		HALL TO OFFICE DIXON SIDE	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
21		CAFETERIA TO BOILER ROOM	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
22		CAFETERIA FOYER	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
23		FOYER TO VENDING MACHINE	1	9K47T15DSTK626	CYLINDRICAL LEVER LOCK W/ PUSH BUTTON

GENESIS ALTERNATIVE PROGRAM

Item	Door No.	Door Location	Item Qty	Hardware	Description
1		HALL TO OFFICE	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
2		HALL TO PRINCIPAL	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
3		RM 5	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
4		RM 3	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
5		RM 1	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
6		RM 2	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
7		RM 4	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
8		RM 6	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
8		RM 9	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
9		HALL TO MEDIA CENTER	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
10		HALL TO GAME ROOM	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON

11		HALL TO GYM	1	12E72S2RP626	KEYED RIM CYLINDER
12		HALL TO STAGE	1	8T37KSTK626	KEYED DEADBOLT W/ TURNKNOB
13		HALL TO CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
14		RM 17	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
15		RM 15	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
16		RM 13	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
17		RM 14	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
18		RM 16 - WEIGHT ROOM	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
19		RM 18	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
20		RM C	1	9K47T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON

No. 2 – McSwain Elementary School

McSWAIN ELEMENTARY SCHOOL, 1101 N. COALTER STREET, STAUNTON, VA 24401

Item	Door No.	Door Location	Item Qty	Hardware	Description
1		RM 145 - MUSIC	1	1E74C181RP3626	KEYED MORTISE CYLINDER
2		HALL TO STAGE	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
3		HALL TO STAGE	1	12E72S2RP626	KEYED RIM CYLINDER
4		HALL TO STAGE	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
5		HALL TO CAFETERIA	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
6		HALL TO CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
7		HALL TO CAFETERIA	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
8		HALL TO CAFETERIA	1	3R021014901LHRB630	EXIT ONLY EXIT DEVICE
9		171 - HALL TO GYM	1	3R02403CD2903ARHRB630	NIGHT LATCH EXIT DEVICE W/ CYLINDER DOGGING
10		171 - HALL TO GYM	1	3R024012901LHRB630	EXIT ONLY NARROW STILE EXIT DEVICE
11		171 - HALL TO GYM	1	12E72S2RP626	KEYED RIM CYLINDER
12		171 - HALL TO GYM	1	1E6AA4C140R705626	TURN KNOB CYLINDER
13		HALL TO MEDIA CENTER	1	1E74C181RP3626	KEYED MORTISE CYLINDER
14		HALL TO MEDIA CENTER - CORRIDOR SIDE	1	1E74C161RP3626	KEYED MORTISE CYLINDER
15		RM 118	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
16		RM 119	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
17		118/119 SUITE	1	1E74C161RP3626	KEYED MORTISE CYLINDER
18		RM 121	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
19		RM 122	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
20		RM 123	1	1E74C161RP3626	KEYED MORTISE CYLINDER
20		RM 123	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
21		RM 131	1	1E74C161RP3626	KEYED MORTISE CYLINDER
21		RM 131	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
22		RM 133	1	1E74C161RP3626	KEYED MORTISE CYLINDER
22		RM 133	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
23		RM 138	1	1E74C161RP3626	KEYED MORTISE CYLINDER
23		RM 138	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
24		RM 138 - VESTIBULE	1	1E74C161RP3626	KEYED MORTISE CYLINDER
24		RM 138 - VESTIBULE	1	1EA6A4C408RP5626	TURN KNOB CYLINDER

25		RM 142	1	1E74C161RP3626	KEYED MORTISE CYLINDER
25		RM 142	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
26		RM 136	1	1E74C161RP3626	KEYED MORTISE CYLINDER
26		RM 136	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
27		RM 135	1	1E74C161RP3626	KEYED MORTISE CYLINDER
27		RM 135	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
28		RM 134	1	1E74C161RP3626	KEYED MORTISE CYLINDER
28		RM 134	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
29		RM 132	1	1E74C161RP3626	KEYED MORTISE CYLINDER
29		RM 132	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
30		RM 130	1	1E74C161RP3626	KEYED MORTISE CYLINDER
30		RM 130	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
31		RM 128	1	1E74C161RP3626	KEYED MORTISE CYLINDER
31		RM 128	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
32		RM 126	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
33		HALL TO OFFICE	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
34		HALL TO OFFICE - GLASS DOOR	1	1E74C181RP3626	KEYED MORTISE CYLINDER
35		HALL TO 204 - A.P. OFFICE	1	1E74C181RP3626	KEYED MORTISE CYLINDER
36		RM 201 - COUNSELOR	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
37		RM 209	1	1E74C161RP3626	KEYED MORTISE CYLINDER
37		RM 209	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
38		RM 211	1	1E74C161RP3626	KEYED MORTISE CYLINDER
38		RM 211	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
39		RM 213	1	1E74C161RP3626	KEYED MORTISE CYLINDER
39		RM 213	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
40		RM 217	1	1E74C161RP3626	KEYED MORTISE CYLINDER
40		RM 217	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
41		RM 219	1	1E74C161RP3626	KEYED MORTISE CYLINDER
41		RM 219	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
42		RM 225	1	1E74C161RP3626	KEYED MORTISE CYLINDER
42		RM 225	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
43		RM 222	1	1E74C161RP3626	KEYED MORTISE CYLINDER
43		RM 222	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
44		RM 221	1	1E74C161RP3626	KEYED MORTISE CYLINDER
44		RM 221	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
45		RM 224	1	1E74C161RP3626	KEYED MORTISE CYLINDER
45		RM 224	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
46		RM 229	1	1E74C161RP3626	KEYED MORTISE CYLINDER
46		RM 229	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
47		RM 220 - COMPUTER LAB	1	1E74C161RP3626	KEYED MORTISE CYLINDER
47		RM 220 - COMPUTER LAB	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
48		RM 220 - COMPUTER LAB	1	1E02/04RP3626	DUMMY CYLINDER
49		RM 218	1	1E74C161RP3626	KEYED MORTISE CYLINDER
49		RM 218	1	1EA6A4C408RP5626	TURN KNOB CYLINDER

50		RM 216	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
51		RM 214	1	1E74C161RP3626	KEYED MORTISE CYLINDER
51		RM 214	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
52		RM 212	1	1E74C161RP3626	KEYED MORTISE CYLINDER
52		RM 212	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
53		RM 210	1	1E74C161RP3626	KEYED MORTISE CYLINDER
53		RM 210	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
54		RM 208 - ART	1	1E74C161RP3626	KEYED MORTISE CYLINDER
54		RM 208 - ART	1	1EA6A4C408RP5626	TURN KNOB CYLINDER

No. 3 – Ware Elementary School

WARE ELEMENTARY SCHOOL, 330 GRUBERT AVENUE, STAUNTON, VA 24401

Item	Door No.	Door Location	Item Qty	Hardware	Description
5		RM 149 - MUSIC	1	1E74C181RP3626	KEYED MORTISE CYLINDER
9		ELEVATOR TO STAGE	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
10		ELEVATOR TO STAGE	1	12E72S2RP626	KEYED RIM CYLINDER
10		ELEVATOR TO STAGE	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
11		151 - CAFETERIA	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
12		151 - CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
13		151 - CAFETERIA	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
14		151 - CAFETERIA	1	3R021014901LHRB630	EXIT ONLY EXIT DEVICE
14		151 - CAFETERIA	1	KR822600-7'	KEY REMOVABLE MULLION
32		172 - GYM	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
33		172 - GYM	1	12E72S2RP626	KEYED RIM CYLINDER
34		172 - GYM	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
44		MEDIA CENTER ENTRY	1	1E74C181RP3626	KEYED MORTISE CYLINDER
51		HALL TO LOUNGE	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
57		118/119 - AP FOYER	1	1E74C161RP3626	KEYED MORTISE CYLINDER
59		RM 118 - AP OFFICE	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
60		RM 119 - OFFICE	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
62		RM 123	1	1E74C161RP3626	KEYED MORTISE CYLINDER
62		RM 123	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
64		RM 125	1	1E74C161RP3626	KEYED MORTISE CYLINDER
64		RM 125	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
67		RM 129	1	1E74C161RP3626	KEYED MORTISE CYLINDER
67		RM 129	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
69		RM 131	1	1E74C161RP3626	KEYED MORTISE CYLINDER
69		RM 131	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
72		RM 136	1	1E74C161RP3626	KEYED MORTISE CYLINDER
72		RM 136	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
80		RM 144	1	1E74C161RP3626	KEYED MORTISE CYLINDER
80		RM 144	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
82		RM 142	1	1E74C161RP3626	KEYED MORTISE CYLINDER

82		RM 142	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
84		CLASSROOM BY 142 - GLASS DOOR	1	1E74C181RP3626	KEYED MORTISE CYLINDER
85		RM 139	1	1E74C161RP3626	KEYED MORTISE CYLINDER
85		RM 139	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
87		RM 134	1	1E74C161RP3626	KEYED MORTISE CYLINDER
87		RM 134	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
89		RM 133	1	1E74C161RP3626	KEYED MORTISE CYLINDER
89		RM 133	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
91		RM 132	1	1E74C161RP3626	KEYED MORTISE CYLINDER
91		RM 132	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
95		RM 130	1	1E74C161RP3626	KEYED MORTISE CYLINDER
95		RM 130	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
97		RM 128	1	1E74C161RP3626	KEYED MORTISE CYLINDER
97		RM 128	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
101		RM 124	1	1E74C161RP3626	KEYED MORTISE CYLINDER
101		RM 124	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
103		RM 122	1	45H7AT15J626RH	KEYED MORTISE CYLINDER
103		RM 122	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
105		RM 111 - PRINCIPAL	1	1E74C161RP3626	KEYED MORTISE CYLINDER
110		HALL TO MAIN OFFICE	1	1E74C181RP3626	KEYED MORTISE CYLINDER
112		2ND FLOOR - ELEVATOR TO WORKROOM	1	1E74C181RP3626	KEYED MORTISE CYLINDER
114		RM 210 - COMPUTER LAB	2	1E74C161RP3626	KEYED MORTISE CYLINDER
116		RM 210	1	1E74C161RP3626	KEYED MORTISE CYLINDER
116		RM 210	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
118		RM 201 - COUNSELOR	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
121		RM 211 - COMPUTER LAB	1	1E74C161RP3626	KEYED MORTISE CYLINDER
121		RM 211 - COMPUTER LAB	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
125		SUITE 214/213	1	1E74C161RP3626	KEYED MORTISE CYLINDER
125		SUITE 214/213	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
125		RM 214	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
126		RM 213	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
128		RM 219	1	1E74C161RP3626	KEYED MORTISE CYLINDER
128		RM 219	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
130		RM 223	1	1E74C161RP3626	KEYED MORTISE CYLINDER
130		RM 223	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
132		RM 225	1	1E74C161RP3626	KEYED MORTISE CYLINDER
132		RM 225	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
137		RM 233	1	1E74C161RP3626	KEYED MORTISE CYLINDER
137		RM 233	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
139		RM 229	1	1E74C161RP3626	KEYED MORTISE CYLINDER
139		RM 229	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
141		RM 227	1	1E74C161RP3626	KEYED MORTISE CYLINDER
141		RM 227	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
143		RM 226	1	1E74C161RP3626	KEYED MORTISE CYLINDER

143		RM 226	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
145		RM 224	1	1E74C161RP3626	KEYED MORTISE CYLINDER
145		RM 224	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
147		RM 222	1	1E74C161RP3626	KEYED MORTISE CYLINDER
147		RM 222	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
149		RM 220 - ART	1	1E74C161RP3626	KEYED MORTISE CYLINDER
149		RM 220 - ART	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
152		RM 220 - ART	1	1E74C161RP3626	KEYED MORTISE CYLINDER
152		RM 220 - ART	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
153		SUITE 217/218	1	1E74C161RP3626	KEYED MORTISE CYLINDER
155		RM 217	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
156		RM 218	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
158		RM 215	1	1E74C161RP3626	KEYED MORTISE CYLINDER
158		RM 215	1	1EA6A4C408RP5626	TURN KNOB CYLINDER

No. 4 – Shelburne Middle School

SHELburne MIDDLE SCHOOL, 300 GRUBERT AVENUE, STAUNTON, VA 24401

Item	Door No.	Door Location	Item Qty	Hardware	Description
2		MAIN VESTIBULE TO OFFICE	1	45H7D15J626LH	KEYED STOREROOM MORTISE LOCKSET
16		HALL TO COUNSELING	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
17		HALL TO COUNSELING	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
20		RM A4	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
21		RM A6	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
23		RM A8	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
25		RM A10	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
27		RM A12	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
29		RM A14	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
30		RM A16	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
31		RM A18	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
34		RM A21	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
35		RM A20	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
36		RM A19	1	45H7AT15J626LHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
42		STAGE STAIRS TO GYM	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
43		HERN GYM FROM HALL	1	3R0FL2110V4908ARHRB630	INTRUDER EXIT DEVICE
44		HERN GYM FROM HALL	1	3R0FL21014901LHRB630	FIRE RATED EXIT ONLY EXIT DEVICE
45		HERN GYM FROM HALL	1	KR822600-7"	KEYED REMOVABLE MULLION
46		HERN GYM FROM HALL	1	12E72S2RP626	KEYED RIM CYLINDER
46		HERN GYM FROM HALL	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
54		HERN GYM ENTRY FROM HALL	1	3R0FL2110V4908ARHRB630	INTRUDER EXIT DEVICE
55		HERN GYM ENTRY FROM HALL	1	3R0FL21014901LHRB630	FIRE RATED EXIT ONLY EXIT DEVICE
56		HERN GYM ENTRY FROM HALL	1	12E72S2RP626	KEYED RIM CYLINDER
56		HERN GYM ENTRY FROM HALL	1	KR822600-7"	KEYED REMOVABLE MULLION
56		HERN GYM ENTRY FROM HALL	1	1EA6A4C408RP5626	TURN KNOB CYLINDER

57		C9 - GYM	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
58		C7 - GYM	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
59		C5 - GYM	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
60		C7/C5 - GYM	2	12E72S2RP626	KEYED RIM CYLINDER
61		C7/C5 - GYM	2	1EA6A4C408RP5626	TURN KNOB CYLINDER
62		C3 - GYM	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
67		SHELBURNE GYM HALL TO VESTIBULE	2	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
68		SHELBURNE GYM HALL TO VESTIBULE	2	3R02110V4908ALHRB630	INTRUDER EXIT DEVICE
69		SHELBURNE GYM HALL TO VESTIBULE	4	12E72S2RP626	KEYED RIM CYLINDER
70		SHELBURNE GYM HALL TO VESTIBULE	4	1EA6A4C408RP5626	TURN KNOB CYLINDER
77		RM B27 - TECH ED	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
81		RM B25	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
82		RM B25 - OFFICE	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
84		RM B25 - SHARED OFFICE	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
85		RM B27 - SHOP SHARED OFFICE	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
89		RM B21	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
90		RM B19	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
91		RM B17	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
92		RM B15	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
93		RM B13	1	45H7AT15J626LHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
94		RM B11	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
95		RM B9	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
96		RM B7	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
97		RM B5	1	45H7AT15J626LHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
99		RM B3	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
100		RM B1	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
101		ART B	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
102		ART A	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
103		FACULTY DINING	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
104		HALL TO CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
107		HALL TO CAFETERIA	1	3R0FL2110V4908ARHRB630	INTRUDER EXIT DEVICE
108		HALL TO CAFETERIA	1	KR822600-7'	KEYED REMOVABLE MULLION
109		HALL TO CAFETERIA	1	3R0FL21014901LHRB630	FIRE RATED EXIT ONLY EXIT DEVICE
110		HALL TO CAFETERIA	1	12E72S2RP626	KEYED RIM CYLINDER
111		HALL TO CAFETERIA	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
112		RM C2	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
113		HALL TO GIRL'S LOCKERS	1	8T37KSTK626	KEYED DEADBOLT W/ TURNKNOB
114		RM A5	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
115		RM A3	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
116		RM A1 - FACULTY	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
117		RM A13	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
118		RM A15	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
119		RM A17	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON

120		RM C14	1	45H7AT15J626LHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
121		RM C12	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
122		RM C1	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
123		RM B10	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB
124		B - WING FACULTY	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
125		RM B4	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
126		RM B23 - COMPUTER LAB	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
127		HALL TO MEDIA CENTER - REAR ENTRY	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
128		HALL TO MEDIA CENTER - REAR ENTRY	1	12E72S2RP626	KEYED RIM CYLINDER
129		HALL TO MEDIA CENTER - REAR ENTRY	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
130		HALL TO MEDIA CENTER - MAIN ENTRY	1	3R02110V4908ARHRB630	INTRUDER EXIT DEVICE
131		HALL TO MEDIA CENTER - MAIN ENTRY	1	12E72S2RP626	KEYED RIM CYLINDER
132		HALL TO MEDIA CENTER - MAIN ENTRY	1	1EA6A4C408RP5626	TURN KNOB CYLINDER
133		HALL TO MEDIA CENTER - MAIN ENTRY	1	KR822600-7"	KEYED REMOVABLE MULLION
134		HALL TO MEDIA CENTER - MAIN ENTRY	1	3R021014901LHRB630	EXIT ONLY EXIT DEVICE
135		RM D0	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
136		RM D2	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
137		RM D2	1	9K2DT15DSTK626	LEVER DUMMY TRIM
138		RM D4	1	45H7AT15J626LHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
139		RM D6	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
140		RM D8	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
141		RM D10	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
142		RM D12	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
143		RM D14	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
144		RM D16	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
145		RM D18	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
146		RM D22 - COMPUTER LAB	1	45H7AT15J626LH	KEYED MORTISE LOCKSET W/ TURNKNOB
147		RM D20	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
148		RM D19	1	45H7AT15J626RHRB	KEYED MORTISE LOCKSET W/ TURNKNOB
149		RM D17	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
150		RM D15	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
151		RM D13	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
152		RM D11	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
153		RM D7	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
154		RM D5	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
155		FACULTY ROOM	1	9K37T15DSTK626	KEYED CYLINDRICAL LEVER LOCK W/ PUSH BUTTON
156		RM D1	1	45H7AT15J626RH	KEYED MORTISE LOCKSET W/ TURNKNOB

General Specifications

1. Entire project must be completed no later than March 30, 2018.
2. Before beginning work the successful contractor shall submit all product information to the SCS for approval.
3. Successful contractor's installer must be qualified by the manufacturer providing the warranty of the hardware installed. Contractor shall provide proof of installer's certification with their bid.
4. SCS authorized agent shall inspect the final product installation and workmanship upon completion and prior to the warranty's effective date.
5. All products must arrive with the contractor on site in the manufacturer's original unopened containers or packaging. Materials shall be clearly labeled with the manufacturer's name, product identification, lot numbers, safety and storage information.

General Conditions

1. Bids must submitted as turnkey total price for each school location. Contract will be awarded based on the total cost bid for all locations. However, SCS reserves the right to award by location based on available funding. In the event any locations are not awarded immediately, SCS reserves the right to contract for these locations at the prices bid as funding becomes available through June 30, 2018.
2. All bidders shall provide, with their bid submission, a listing of previous clients that may be contacted as a reference. The bidder must have a minimum experience of three (3) projects of similar size and complexity that have been completed within the last two (2) years. All references provided must include customer name, project description, telephone number and email (if available).
3. Bidder shall provide all warranties including materials, material defects, appearance, workmanship and performance. **Warranties for workmanship and installation must match the manufacturer's warranty for the hardware installed and will not begin until SCS has given the successful contractor written acceptance of the product and its installation.**
4. All bidders shall specify environmental requirements, if any, which SCS will need to meet prior to starting the work, e.g., power, water or space needs, etc.
5. During the course of the work, the contractor shall cause as little inconvenience as possible to the public, School employees and students or scheduled activities within the buildings, and will maintain the work site free from any conditions that may result in danger or nuisance to the public, students, School employees or their daily work schedule.

6. All equipment including, but not limited to, scaffolding, lifts and ladders and all other necessary equipment shall be provided by the successful contractor, at their cost, and must meet all applicable OSHA, local, state and federal safety codes.
7. Appropriate School personnel will make payment for all completed work only after final approval and acceptance of the work completed. Payment requests may be submitted upon completion and acceptance of individual school locations.
8. A tax-exempt certificate will be provided to the successful contractor on request.
9. Insurance - Contractor agrees to provide Staunton City Schools a copy of their General Liability, Vehicle Liability, and Worker's Compensation Insurance prior to beginning work. Insurance shall be in amounts not less than \$2,000,000, \$500,000, and \$500,000 respectively or such other insurance as is satisfactory and may be approved by SCS. Insurance shall be written by companies licensed to do business in the Commonwealth of Virginia and **shall list SCS as an additional insured.**
10. Hold Harmless: The Contractor shall hold harmless the Staunton School Board, Staunton City Council, officers, directors, agent and employees, against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney and other professional and non-professional fees) arising out of, or resulting from any and all injuries to persons or damage to property by reason of services performed hereunder or intentional negligence acts or omissions arising out of, or resulting from Contractor, its employees, agents or sub-consultants, including any independent contractors. This provision shall survive the completion of all work.
11. Drug Free Workplace: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
12. Non-Discrimination
 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
13. Immigration Reform and Control Act Of 1986 – During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)
14. Forum Selection: Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.
15. Prompt Payment Act: Any contract awarded as a result of this Bid shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.
16. Cooperative Procurement: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the bidder, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.
17. Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
18. Certification of Crimes Against Children: All bidders/Contractors shall certify that Contractor, Contractor's employees, and all other persons who will have direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. In accordance with this paragraph, Contractor shall execute the certification attached hereto as Attachment A and submit the certification contemporaneously with this executed Contract.

Pursuant to Code of Virginia §22.1-296.1, any person making a materially false statement regarding offenses which are required to be included in the certification referenced above shall be guilty of a Class 1 misdemeanor and, upon conviction, the

fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Staunton Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

19. Certification of Interest & Relationships with the School Board/Staunton City Schools Employees: The extent that neither Contractor nor any of Contractor's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for, or employed by, the Staunton City Schools, and or the Staunton City School Board, Contractor shall reveal such relationships. In accordance with this paragraph, Contractor shall execute the certification attached hereto as Attachment B and submit the certification contemporaneously with this executed Contract.

ATTACHMENT A
CERTIFICATION REGARDING CONTACT WITH CHILDREN

Contractor acknowledges that, to the extent the implementation of this contract requires Contractor, Contractor's employees or other persons within Contractor's control to have direct contact with Staunton Public Schools' students, the, Contractor hereby certifies, and is deemed to be continuously certifying, that neither Contractor, Contractor's employees nor any person who will have direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor understands that, pursuant to Code of Virginia §22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Staunton Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

It is certified, now and on a continuous basis, that none of our employees, or any person on our behalf who will have direct contact with students under this contract, has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor

By: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT B
CERTIFICATION OF INTEREST & RELATIONSHIPS
WITH STAUNTON SCHOOL BOARD AND STAUNTON PUBLIC SCHOOL
EMPLOYEES

Contractor hereby certifies that neither Contractor, nor any of Contractor's officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the Staunton School Board, or Staunton Public Schools Employees.

To the extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

☐ Neither Contractor nor any of its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the Staunton School Board or Staunton Public Schools.

☐ The following individuals currently maintain a **financial** relationship with Contractor.

SCS Employee's Name: _____

Position with SCS: _____

Staunton School Board Member: _____

Nature of Relationship: _____

☐ The following individuals currently maintain a **familial** relationship with Contractor.

SCS Employee's Name: _____

Position with SCS: _____

Nature of Relationship: _____

CONTRACTOR

DATE

By: _____

Name: _____

Title: _____