

CONTRACT MODIFICATION AGREEMENT

Date: July 20, 2016

Contract No.: 214-14-LaundryEqptSvcs

Modification No.: 1

Issued By: COMMONWEALTH OF VIRGINIA
Longwood University
Farmville, VA 23909

Contractor: Caldwell & Gregory LLC
129 Broad Street Road
Manakin-Sabot, VA 23103

Commodity: Laundry Equipment Services

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

Description of Modification: This Contract Modification Agreement (CMA) is being issued to reflect the changes to the contract as noted below.

1. The Longwood University Real Estate Foundation contract with Caldwell & Gregory LLC (C&G) for Lancer Park North and South will be incorporated into the Longwood University Contract 214-14-LaundryEqptSvcs to allow operation under one contract.
 - a. Current count.
 - i. 18 rooms.
 - ii. 2 washers and 2 dryers in each room.
 - b. These machines are card only.
 - c. C&G will charge a fee of \$45.00 per machine per month, with an allowable 3% annual increase if requested by C&G.
 - d. The residents of Lancer Park North and South will have a laundry plan loaded to their Lancer Card. This fee will be built into their room & board cost.
 - e. Anyone doing laundry that is not a resident or any resident who uses all of their allotment, will pay for laundry with Lancer CA\$H and the commission rate will follow that for main campus.
2. Three additional locations will be added to the contract: Sharpe, Register and The Landings Laundry.
 - a. Sharpe and Register will operate the same as the other main campus locations. These machines will be coin and card and accept cash and Lancer CA\$H. The financial structure should also match main campus.
 - i. Sharp: 4 dryers, 4 washers.
 - ii. Register: 4 dryers, 4 washers.
 - b. The Landings Laundry will be a laundry room set up for residents of The Landings apartments. This location will operate similar to Lancer Park North and South.
 - i. 14 Front Load Washers and 7 Dryer Stacks (14 drying pockets).
 - ii. These machines will be card only.

- iii. C&G will charge a fee of \$45.00 per machine per month, with an allowable 3% annual increase if requested by C&G.
 - iv. The residents of The Landings will have a laundry plan loaded to their Lancer Card. This fee will be built into their room & board cost.
 - v. Anyone doing laundry that is not a resident or any resident who uses all of their allotment, will pay for laundry with Lancer CA\$H and the commission rate will follow that for main campus.
3. Current contract states that C&G will provide all hardware, wiring, installation and connection requirements to implement the CBORD laundry card system in all laundry rooms. To clarify, this includes installing the initial readers in new locations and replacing readers as necessary in all locations.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

Caldwell & Gregory, LLC

By: _____

Signed

Robert Dinnie
President

Name and Title (Type or Print)

7/21/2016
Date Signed

Longwood University

By: _____

Signed

P. Kenneth Copeland, Jr.
Vice President for Administration and Finance
Name and Title (Type or Print)

7/26/16
Date Signed

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.