

NOTICE OF AWARD

Contract NO. V211-02-054

28 November 2001

Name Wingfield & Hundley Elevator Co., Inc.

Address P. O. Box 665

Richmond, VA 23218

Your Bid/Offer Dated 21 November 2001

In Response To IFB #V211-02-054

To Furnish Elevator Preventive Maintenance & On Call Repair Service

During the Period 28 November 2001 Through 31 October 2003 (Renewable) hereby is accepted at prices and terms stated, subject to all conditions and requirements of the solicitation, purchase specifications, warranties, performance bond and other stipulations, if any.

The solicitation, your bid or offer and this notice of acceptance constitute the contract.

Jerry E. Ruley, CPPB, VCO
Major
Buyer Specialist

TO: Mr. C. W. Shorter
Deputy Director of Facilities Planning and Physical Plant

FROM: Major Jerry E. Ruley
Buyer Specialist

DATE: 28 November 2001

SUBJECT: Contract Administrator Designation

You are hereby officially designated as the **Contract Administrator** for Contract No. V211-02-054 awarded to Wingfield & Hundley Elevator Co., Inc. for the period 28 November 2001 through 31 October 2003 (**Renewable**).

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. Any problems or deviations from contract requirements must be promptly reported to the Purchasing Office. Depending on the seriousness of any contract problems/deviations, a written report may need to be sent to the Purchasing Office so that adequate corrective action can be taken.
- * If you wish to initiate any modifications or changes to the scope of work or specifications, they must be handled through the Purchasing Office by the Contract Officer who awarded the contract, or their designated representative. 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 the Purchasing Office can maintain a record of the level of satisfaction with regard to how the Contractor is fulfilling its obligations 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.
- * The Contract Officer for this contract is **Jerry E. Ruley**. Please direct your inquiries and concerns to this individual.

CC: Contract File

Mr. Eric L. Boyer
Vice President
Wingfield & Hundley Elevator Co., Inc.
P. O. Box 665
Richmond, Virginia 23218

Re: Notice of Award
Elevator Preventive Maintenance and On Call Repair Service
V211-02-054

Dear Mr. Boyer:

Enclosed for your file is a copy of the above referenced document. This Notice of Award and the bid you had submitted earlier constitute the entire agreement.

Your contact at the Institute and the contract Administrator will be Mr. C. W. Shorter, Deputy Director of Facilities Planning and Physical Plant (540 - 464 - 7357).

If there are any questions, please advise.

Sincerely,

Jerry E. Ruley, CPPB, VCO
Major
Buyer Specialist

C- C. W. Shorter

