



Procurement Services

4401 Powhatan Avenue, Norfolk, VA 23529 • Phone: 757/683-3105 • Fax: 757/683-5108 • www.odu.edu/procurement

Contract Renewal

Title: Off Campus Copying and Duplicating

Contract No: 23-ODU-11-JNH

Renewal: May 01, 2025 – April 30, 2026

OLD DOMINION UNIVERSITY hereby renews Contract # 23-ODU-11-JNH with Hackworth Reprographics Inc for the period of May 01, 2025 through April 30, 2026 subject to the prices, terms, and conditions as stated in the contract.

During this renewal period, it shall be the Contractor's responsibility to:

1. **SWAM Reporting:** Provide the University with a quarterly report detailing expenditures with Virginia Department of Small Business and Supplier Diversity (SBSD) certified small, woman-owned, and minority-owned (SWAM) businesses. The report should include vendor name, tax identification number and expenditure amount with the SWAM business. The report shall be received by the University no later than ten days after the end of each quarter. (January 10, April 10, July 10, and October 10).
2. **Required Contract Provisions:** Comply with changes to the Code of Virginia, specifically §2.2-4201, as follow:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin 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 applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the contractor has contracts of over \$10,000.
 - b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that such contractor is an equal opportunity employer. However, 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 chapter.

IDEA FUSION

Old Dominion University is an equal opportunity, affirmative action institution. Minorities, women, veterans and individuals with disabilities are strongly encouraged to apply.

- c. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
- d. The contractor shall include the provisions of subdivisions a., b., and c. in every subcontract or purchase order of over \$10,000, so that such provisions shall be binding upon each subcontractor or vendor.
- e. For additional information related to Contractor Sexual Harassment Training requirements, please go to the Commonwealth's Department of Human Resource Management by following below link: <https://www.dhrm.virginia.gov/public-interest/contractor-sexual-harassment-training>

IN WITNESS WHEREOF, the University has caused this Renewal to be executed by its duly authorized representative effective May 01, 2025.

OLD DOMINION UNIVERSITY

By: _____

Harry R. Smithson, Jr., CPPO, VCCO, CUPO

Title: Assistant Director of Procurement Services