



DEPARTMENT OF
GENERAL SERVICES

COMMONWEALTH OF VIRGINIA

DGS OFFICE OF PROCUREMENT SERVICES (OPS)
1100 BANK STREET • SUITE 724 • RICHMOND, VIRGINIA 23219

DGS Real Estate Management Services Contract # CTR026059

SUMMARY

- **Issuing Agency:**

Office of Procurement Services (OPS)
Contact: procurement@dgs.virginia.gov

- TERM: May 14, 2024 – May 13, 2027, with seven (7) one-year renewals.

- **Contractor & Supplier ID#:**

Jones Lang LaSalle Americas Inc – SUP202536
Robert Hunt, Managing Director
Bob.hunt@jll.com
(206) 354-1397

- **Contracting Officer:**

Judi Whitt, Senior Contracting Officer
Office of Procurement Services
Phone: (804) 298-3283
Email: procurement@dgs.virginia.gov

- **DRES Contract Administrator:**

Michael Nolan, Director
Division of Real Estate Services (DRES)
Phone: (804) 786-2277
Email: michael.nolan@dgs.virginia.gov

- **Authorized User (s):**

Public Bodies must request in writing by email to OPS to be considered as an authorized user to the contract. OPS in cooperation with DRES we will review the request and make a decision. The request must include a scope or work for services needed. OPS will notify the Agency making the request once a decision is made.

- **ORDERING PROCEDURES:**

1. All Authorized Users placing orders against this Contract must place purchase orders through eVA at www.eva.virginia.gov
2. OPS will be the first eVA approvers on ALL orders placed against the contract.
3. The scope of services on the eVA order shall only begin once the eVA order is fully approved.

A. eVA Requisition Entry Information: Click on Shop from eVA. Filter in the and search under the supplier Jones Lang LaSalle Americas, SUP202536 or look up under the filter the contract Real Estate Brokerage Services CTR026059. This will bring up all the products under the contract. Add to cart the items for the requisition. Once all items have been added, click on the check out. This will generate the requisition items and link it to the contract. Then fill out the Header, PO Category, Requester, then next to items click on the pencils and edit to have the correct hours and products added to the orders. Be sure to fill out the correct allocations and attach associated backup documents for your order. This will make sure all items are “catalog” items within the contract and capture the contract and contract spend on your requisition. Complete the other required information and submit the requisition.

- **Payments:**

Authorized User Acceptance: Inspection and acceptance upon delivery and approval pf Contractor's invoice is the responsibility of the receiving Authorized User.

END OF SECTION