



REQUEST FOR SEALED PROPOSAL # R24-013

PRESSURE WASHING SERVICES

FEBRUARY 8, 2024

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**REQUEST FOR PROPOSAL (RFP)
RFP # R24-013**

GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl Sullivan
Phone: (540) 831-6106
Email: ssullivan@radford.edu

Written questions to be submitted via email no later than: **March 4, 2024 by 3:00 PM Eastern Standard Time (EST)**

SEALED PROPOSAL DUE DATE AND TIME: Proposals will be received until **March 28, 2024 up to and including 3:00 PM EST**. Email and fax responses will not be accepted.

LATE PROPOSALS: To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.

BUSINESS HOURS: Radford University's Procurement and Contracts Department is open for business Monday through Friday from 8:00 AM to 4:30 PM (EST).

ADDRESS: Proposals should be mailed or hand delivered to:

Radford University, Procurement and Contracts Department
P. O. Box 6885 (if via mail)
David E. Armstrong Complex, 501 Stockton St. (if via courier)
Radford, VA 24142-6885.

Identify the envelope package as instructed in **Attachment A** – Terms and Conditions.

OPTIONAL PRE-PROPOSAL CONFERENCE and SITE VISIT: An optional site visit will be held on **February 27, 2024 from 1:30 PM (EST) to 3:00 PM (EST)**. ****PRE-REGISTRATION IS REQUIRED**** Following the site visit, an optional pre-proposal conference will be held on **February 27, 2024 at 3:15 PM**. See Section (13) for additional information.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSBD certification number. For assistance with SWaM certification, visit the SBSBD website at <https://www.sbsd.virginia.gov/>

_____ **Large**

_____ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

_____ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

_____ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		EMAIL ADDRESS	
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER	EVA VENDOR ID NUMBER
			VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER

I acknowledge that I have received the following addenda posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply.)

SIGNATURE: _____ **DATE:** _____

1. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to establish an additional contract through competitive negotiations for Pressure Washing Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:** The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:** The initial term of this contract is for one (1) year, or as negotiated. There will be an option of four (4) additional one-year (1-year) renewals, or as mutually negotiated.

4. **BACKGROUND:** Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment, and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development, and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon, and flexible online offerings through its virtual campus.

Specific Background: The Department of Facilities Management is dedicated to supporting the physical development and growth of Radford University. They are committed to serving students, faculty, staff, alumni, and visitors by providing clean, safe, functional, cost-effective, and well-maintained buildings and grounds, achieved by well-trained and motivated personnel with effective tools and equipment to assist Radford University in meeting its short-term and long-term goals. With an average annual spend of \$120,000 (±), **Pressure Washing Services** plays a vital role in keeping the University clean, functional, and well-maintained. Please note that not all buildings will be pressure washed on an annual basis. The prior pressure washing history for each building has been included for reference (See Attachment E).

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a **self-registered** vendor in the eVA system.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES:** Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private

health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C**, Zone Map, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Landscape Superintendent.
8. **DEFINITIONS. INTENTIONALLY LEFT BLANK.**
9. **STATEMENT OF NEEDS:** The Contractor should plan to furnish all labor, tools, materials, equipment, staff, and supervision to provide **Pressure Washing Services** to Radford University as stated in this Statement of Needs.
 - A. **COMPLIANCE:** The Contractor should plan to present a plan for pressure washing services that will adhere to the Radford Green Cleaning Program (See Attachment D). Section 7.0 of the Green Cleaning Program guides allowable cleaning products on campus. While there is not a specific list of exterior cleaning products, this section will provide some guidance regarding restrictions. The use of any product must be approved through Facilities before use. Provide SDS sheets and chemical information for approval.
 - B. **REQUIREMENTS:**
 - 1) The contractor should use biodegradable and non-toxic products. Products must be non-harmful to plants and grass. Cleaning products must be approved by Radford University in advance.
 - 2) **CHLORINE BLEACH (SODIUM HYPOCHLORITE) USAGE:** In accordance with Radford's Green Cleaning Program, the contractor should make efforts to utilize a green cleaning product initially. If the green product is not effective, the Contractor should notify the Contract Administrator and request advanced authorization to use chlorine bleach (sodium hypochlorite). While the University is aware that chlorine bleach often helps with the cleaning process, chlorine bleach is harmful to the plants, foliage, and landscaping of the University. As such, wide use of chlorine bleach is not acceptable. In the event there is a need for the use of chlorine bleach in limited spaces or under special circumstances, the Contractor should contact the Contract Administrator in advance via email and explain the circumstances regarding the use of chlorine bleach. Approval will be granted on a case-by-case basis.
 - 3) The contractor should provide pricing for both the use of hot-water pressure washers capable of up to 4,000 psi with a hot-water output of 200°F and cold-water pressure washers capable of up to 4,000 psi. The pressure washers should be part of a unit that consists of a water tank as some areas to be washed will not have an accessible water source.

- 4) The contractor should use the appropriate spray fan angle to thoroughly clean areas but not corrode or harm surfaces.
- 5) The contractor should remove dirt, mildew, mold, gum, and other foreign debris with a cleaning solution and a high-pressure rinse.
- 6) All locations listed in (Attachment G), Section A of the Pricing Schedule shall be for a full exterior cleaning in accordance with the Statement of Needs listed herein. Areas to be cleaned include all brick, casework, concrete, and painted surfaces of said location. This includes all exterior walls, capstone, exterior trim, and attached stairs and ramps.
 - a) The contractor is not responsible for cleaning roofs or windows; however, the contractor should rinse debris off windows and roof that was deposited as a result of cleaning other exterior areas.
 - b) The price per cleaning for each location should be a **fully burdened** cost to include: all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment. Travel, fuel, soft costs, and other expenses not included in this fixed rate will not be paid separately by the University.
 - c) All cleanings will be at the request of Radford University.
- 7) SIDEWALKS: The sidewalks located around a building perimeter are included in the pressure washing services. Sidewalks should be cleaned from the point of exit from the building entranceway until the sidewalk meets the common intersection sidewalk.
- 8) All debris that is produced as a product of cleaning should be removed/cleaned by the contractor. For instance, windows and window sills should not be pressure washed but debris that gets on windows as a by-product of cleaning must be rinsed or removed by the contractor.
- 9) The contractor should plan to provide the first 200 gallons of water per day per washer. Radford University will provide the remaining water per day. Locations and procedures for filling up must be coordinated with Radford University.
- 10) AERIAL LIFTS: When using aerial lifts the contractor must coordinate with Radford University to locate appropriate locations to operate the lift. The contractor must use sidewalks or plywood to prevent lifts from damaging the grounds. Locations must be coordinated with the Contract Administrator to avoid driving on steam tunnels, duct banks, etc. The contractor shall observe established guidelines on aerial lift operation and fall protection.
 - a) Contractor must abide by the latest OSHA and ANSI regulations and safety standards while operating aerial lifts on campus, including but not limited to:
 1. Use of properly trained and authorized operators;
 2. Inspections of lifts;
 3. Use of fall protection and OSHA approved equipment;
 4. Load capacities;
 5. Operating conditions and overhead hazards; and
 6. Emergency procedures.
 - b) If use of an aerial lift is not feasible, the University does not prohibit the option of climbing/repelling to accomplish the task. However, it is important to note that not all buildings have the appropriate tie off points. Any decision to climb or repel would need to be discussed with the Contract Administrator in advance to ensure that all safety measures are met.
- 11) WATER RUN-OFF CAPTURE: Radford University's storm inlets are not connected to the sanitary sewer system. Be mindful of the following:
 - a) When pressure washing a building and/or parking lot, and using plain water, the following methods can be used:
 - i. Drain all wastewater from the pressure washing activities into grass or gravel areas so it can slowly infiltrate the ground.
 - ii. The wastewater can be directed through adequate filtration (filter fabric with a filter sock) before it enters the storm drain if the wastewater will only contain sediment and other solids.
 - b) When pressure washing a building and/or parking lot, using water with chemicals, the following methods can be used:
 - i. The wastewater containing chemicals can be diverted to the sanitary sewer system so long as the wastewater pH is between 6 and 9.
 - ii. The wastewater can be collected and disposed of at an approved location.
 - iii. The wastewater can be collected and left out to evaporate. Then the sediment left after the liquid is evaporated is collected and disposed of at an approved location.

- 12) EFFLORESCENCE, CALCITE, RUST OR STAIN REMOVAL: These services would not be considered part of the standard pressure washing services provided through this contract. Should the University wish to pursue the removal of any of these substances, the University will contact the Contractor for a detailed quote and plan for removal. The University would request that the services be provided on an hourly basis (hourly rates are provided in the Pricing Schedule).
- 13) TRASH CHUTE/TRASH ROOM, DUMPSTERS, AND DUMPSTER PADS shall be pressure washed five times per year:
- January (during Winter Break)
 - March (during Spring Break)
 - May (after Graduation)
 - August (two weeks prior to the beginning of Fall Semester)
 - November (during Thanksgiving Break)

Contractor shall propose *all five (5) cleanings in a lump sum for the year.*

Trash Chute/Trash Room:

There is one trash chute/trash room located in Muse Hall. The trash chute and trash room shall be pressure washed using hot water mixed with a dumpster wash and a degreaser cleaning solution. A Mosmatic duct cleaner shall be used when cleaning the trash chute starting with the top floor and finishing on the bottom floor. The trash room shall be pressure washed with hot water mixed with a dumpster wash and a degreaser after the chute has been cleaned. The trash room shall be pressure washed with hot water mixed with a dumpster wash and a degreaser after the chute has been cleaned.

Dumpster and Dumpster Pads:

There are five compacting dumpsters on campus; located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall. Cleaning of compacting dumpsters will involve pressure washing the inside hull and the outside with hot water mixed with dumpster wash and a degreaser cleaning solution. Surrounding docks, lifts, and pads shall be washed concurrently. All storm drain inlets shall be protected with filter socks or fabric drain inserts to capture all runoff from cleaning dumpsters and surrounding areas. All sediment captured must be disposed of in a proper receptacle.

Contractor Responsibility for Scheduling: It is the responsibility of the Contractor to set up these dates in advance with the Contract Administrator. The trash chute, trash room, dumpsters, and dumpster pads must be cleaned when the students are off campus. The dates the University is closed for these breaks and holidays change annually. The contractor must ensure these services are provided during the breaks indicated above.

C. WORK SCHEDULE AND PROCEDURES:

- 1) Pressure washing services for buildings would typically be scheduled for May and August of each year but may be subject to change depending on the needs of the University.
- 2) Upon notification of pressure washing services request from the Contract Administrator, the Contractor should respond and/or conduct a site visit within seven (7) days to inspect the areas requested. A quote should be provided to the Contract Administrator within seven (7) days of the request for pressure washing, or site visit, whichever occurs later. All work should be scheduled within thirty (30) days of the original request unless otherwise agreed upon by the Contract Administrator.
- 3) Once cleaning has begun on a designated area, cleaning of that site shall be complete before moving to another job, unless approved in advance by the Contract Administrator or designee.
- 4) Details regarding specific schedules for each building/area along with coordination of access to the areas will be arranged upon award of the contract. Work will be scheduled with Radford University's designated contact for this contract. Work hours will be in accordance with Radford University's work schedule, which is typically 7:30 a.m. to 5:00 p.m. The work schedule may be adjusted as agreed upon by Radford University and the Contractor.
- 5) Contact the University's [Facilities Management Department](#) at the David E. Armstrong Complex, 501 Stockton Street, by telephone **(540)-831-7800** before initiating work, or in person, to inform the Contract Administrator, of the work schedule. The contractor must check-in and check-out daily with the designated Contract Administrator or

designee located in the Armstrong Complex. Check-out will consist of a verification of work completed that day. When jobs are completed, the Contract Administrator or designee must be contacted.

- D. **UTILITIES:** Radford University will provide electricity as necessary for the performance of this work. The Contractor shall supply the first 200 gallons of water per day per washer. Radford University will supply the remaining water per day. The Contractor shall supply all connections to utilities, such as hoses, cords, etc.
- E. **UNIFORMS:** All employees of the Contractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All contractor vehicles used on campus to service this contract shall include contractor's company signage.
- F. **DUTY TO PROTECT PROPERTY:** The Contractor shall continuously maintain adequate protection of his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work. The Contractor shall make good any such damage (paint, stickers, concrete or brick errantly removed), injury, or loss except such as may be directly the result of errors in the Contract Documents or such as shall be caused directly by the Owner.
- G. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- H. **TURF PASS:** Turf passes will be provided to the Contractor by Facilities when they are required. The Contractor will work with the Contract Administrator to obtain a turf pass when appropriate.
- I. **DOCUMENTATION REQUIREMENTS:**
 - 1) Listing of personnel that will service the contract.
 - 2) Complete listing of chemicals to be used and SDS for each.

10. **SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- A. **Plan for Providing Services:** Please provide your plan for providing pressure washing services. Include the following:
 - 1) A description of what specific services the Offeror proposes to provide, including but not limited to, proposed manpower to be used, when the services shall be performed, by whom, and the anticipated time durations for typical services.
 - 2) A description of all certifications and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Please include copies of all standard certifications and reports.
 - 3) Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 - 4) List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
 - 5) Details of how you or your employees intend to communicate with Radford University.
 - 6) Plan for increasing manpower if the need arises.
- B. **Pricing:** Please fully complete Attachment G with the pricing as indicated in Section 9. above. The rates provided must be "fully burdened" to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid for separately. These must be inclusive rates.
 - 1) Any pricing for hourly rates as listed on Attachment G shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment per an hourly rate will be made for travel, lunch breaks, or other extended breaks.

- C. **References:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact. (See Attachment Fa)
- D. ***Participation of Small, Women-owned and Minority-owned business (SWaM) Business:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov>.

11. **SELECTION CRITERIA AND AWARD**

A. **Selection Criteria:**

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	30%
2	Quality of products/services offered and suitability for the intended purposes.	30%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

- B. **Award to Multiple Offerors:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated. See **Attachment B** for sample contract form.

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:**

- 1) **RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
 - a) **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.
 - b) **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
 - c) Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS.**

All identified proprietary information should be blacked out. This USB/Flash Drive should be marked **“Redacted Copy”**

d) Response shall be submitted to:

Radford University
Procurement and Contracts Department
Attn: SHERYL SULLIVAN
P.O. Box 6885
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142-6885

Identify the envelope/package as instructed in Attachment A – Terms and Conditions

No other distribution of the proposal shall be made by the Offeror.

B. PROPOSAL PREPARATION:

- 1) **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 2) **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- 3) **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
- 4) **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
- 5) **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- 6) **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.

7) **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.

C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL CONFERENCE and SITE VISIT:**

A. An optional site visit shall take place on **February 27, 2024 at 1:30 PM (EST)**. *Offerors must register for the site visit with the Procurement Officer (Sheryl Sullivan: ssullivan@radford.edu and indicate the number of attendees by no later than February 20, 2024.* Once notification is received of attendance, further instructions will be provided by the Procurement Officer regarding attendance, meeting location, and parking arrangements. Transportation will be provided by the University for the site visit. As such, the University is requesting that no more than two employees per company attend the site visit.

B. Following the site visit, an options pre-proposal conference will be held **February 27, 2024 at 3:15 PM (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. It is recommended you have a copy of the solicitation readily available to review during the conference.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: February 27, 2024 at 3:15 (EST)

Register in advance for this meeting:

<https://radford.zoom.us/joining/register/tJwqcOypqD0pGteSTtno4mvFOoDWYF6bWawI>

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the Pre-Proposal Conference to complete registration and to obtain the link to the meeting via email.

C. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference. Contact the Contract Officer identified in General Information, subsection Questions, of this document if you wish to attend the conference via teleconference.

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#) .

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov . Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Contract Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror’s proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions

Attachment B – Sample of Standard Contract Form

Attachment C – Zone Map for Cooperative Contracts

Attachment D – Radford Green Cleaning Program

Attachment E – Building Pressure Washing Services History (1998 to present)

Return with Proposals:

Attachment F – Vendor Data Sheet

Attachment G – Pricing Schedule

Attachment A

TERMS AND CONDITIONS

I. GENERAL TERMS AND CONDITIONS: See: [GENERAL TERMS AND CONDITIONS](#)

II. ADDITIONAL TERMS AND CONDITIONS:

- A. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
- B. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
- C. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
- D. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

From

Name of Offeror	Due Date	Time Due
Street or Box Number		Solicitation Number
City, State, Zip Code		Solicitation Title
Name of Procurement Officer:		

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- G. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the RFP Cover Page
Attention: Name of Person Signing RFP

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: Contract Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

- H. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
- I. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

III. SPECIAL TERMS AND CONDITIONS

- A. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the Proposal/Bid may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- B. **AWARD:** The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of Radford University. The award or awards will be made to the lowest responsible Bidder as applicable. Radford University reserves the right to determine reasonable administrative costs in making an award to one, two, or multiple vendors for a particular item, or group of items, on which that vendor is the low Bidder.
- C. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
- D. **EXTRA CHARGES NOT ALLOWED:** The Proposal prices provided shall be “fully burdened” to include all costs associated with a quoted project. Travel, trip charges, fuel, soft costs or other expenses are not allowed and will not be paid separately by the University.
- E. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner’s representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
- F. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.
- G. **INSURANCE:**
By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are

involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq of the *Code of Virginia*. The Offeror further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.
- Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

- H. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
- I. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
- J. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
 - 1. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or four percent (4%), whichever is less, for all renewal periods under the contract.
- M. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing

work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.

- N. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
- O. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the Contract.
- P. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
- Q. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Attachment B

SAMPLE CONTRACT FORM
Standard Contract form for reference only
Offerors do not need to fill in this form.



STANDARD CONTRACT
Contract Number: **RUxxxxx**

This contract entered into this ___ day of _____, 20___, by _____, located at (insert complete physical address), hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ **(number of years) year renewal options or as negotiated, to include all contractual provisions contained herein.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Request for Proposal (RFP) **Rxx-xxx** dated _____, Addendum **xxx** dated _____
(list all addendums in this format).

Contractor’s Proposal signed and dated _____

Negotiation Summation: **(List each document by title and execution date)**

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. **(*Note: If advantageous you can list compensation here.)**

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

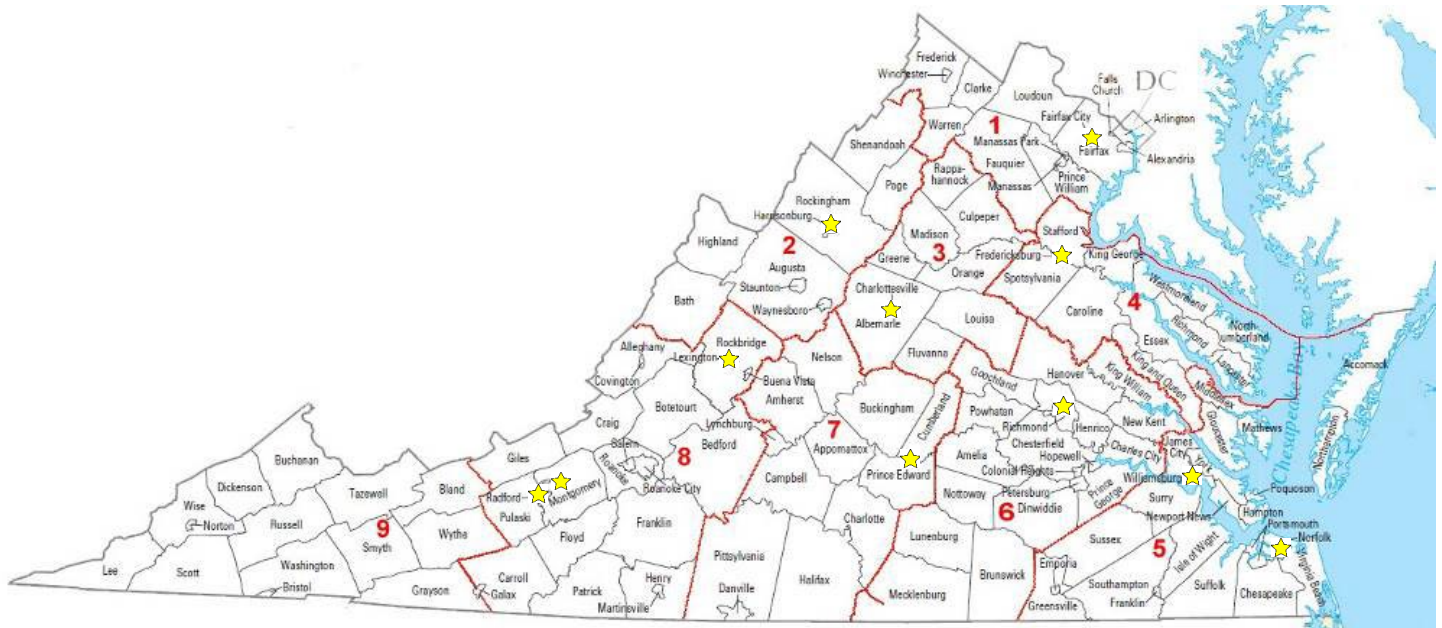
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

<p><u>Zone 1</u> George Mason University (Fairfax)</p>	<p><u>Zone 2</u> James Madison University (Harrisonburg)</p>	<p><u>Zone 3</u> University of Virginia (Charlottesville)</p>
<p><u>Zone 4</u> University of Mary Washington (Fredericksburg)</p>	<p><u>Zone 5</u> Christopher Newport University (Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk)</p>	<p><u>Zone 6</u> Virginia Commonwealth University (Richmond)</p>
<p><u>Zone 7</u> Longwood University (Farmville)</p>	<p><u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)</p>	<p><u>Zone 9</u></p>

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

RADFORD UNIVERSITY

Facilities Management

Green Cleaning Program

January-22

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1.0 Introduction/Scope

As a part of the Facilities Management organization, the Radford University Housekeeping Department is committed to reducing its impact on the environment while providing safe and sanitary facilities for university students, faculty and staff. The Housekeeping Department has implemented this comprehensive Green Cleaning Program to complement its staff and provide awareness to university constituents about the practices and products in place.

2.0 Program statement/Goals

The goals of this policy are to reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment and to balance these needs with the cost and quality (i.e. product effectiveness of the managed systems to provide a sustainable approach to Housekeeping services).

Radford University Housekeeping Department utilizes strategies for conserving energy, water, and chemicals used for cleaning. Cold water will be used for any necessary cleaning/rinsing of equipment as opposed to hot water to reduce energy used to heat hot water. Cleaning chemicals are dispensed through dilution control centers to maximize resource efficiency as well proper dilution rates for most sustainable product usage. The Housekeeping Department also utilizes ready to use (RTU) products in special circumstances. Chemical concentrates that require manual dilution are only used in specialized circumstances where current products are unable to sufficiently clean and/or disinfect the target surface/area with the desired result or desired time. The University is committed to maintaining a high standard of cleanliness as well as optimizing indoor air quality. Radford University developed guidelines to ensure that the replacement of any applicable equipment with vacuum functions will contain HEPA level filtration. Filters for this equipment are changed based on manufacturer specifications to enable air flow and reduce energy consumption of equipment.

Criteria and Performance Measurement:

**See pages 8-10 for criteria.*

<u>Category</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Cleaning products and materials purchases	75% meet sustainability criteria*	Cost
Cleaning equipment purchases	90% meet sustainability criteria	Number of equipment items
Cleaning equipment inventory	40% of equipment in the project inventory will meet the applicable sustainability criteria	Number of equipment items in the overall inventory for the project
Non-Green chemical usage	Non-Green chemicals will only be used in situations where Green products and materials are unable to sufficiently clean the area or the finish of a space cannot be replaced (such as a floor tile), and represents a hazard to human health.	Number of uses

3.0 Responsible Parties

The responsible party for this policy is the Radford University Director of Housekeeping Services. The responsible party ensures that this policy is executed and that contracted cleaning vendors under Radford University Facility Management's control are aware of and trained on the procedures outlined in this policy. Further, the responsible party is responsible for posting the Green Cleaning Program on the Facilities Management website and encouraging policy adoption accordingly. Radford University constituents with questions may contact the responsible party for meeting. The responsible party is responsible for reviewing this policy for any significant changes on the interval specified in the quality assurance section. If updates are required to this program, the responsible party will ensure that the appropriate individuals, e.g. Sustainability Director, Environmental Health and Safety Director and direct reports of the responsible party are informed of the updates.

Roles and responsibilities of the Housekeeping Department are summarized as follows:

Director, Housekeeping Services:

Responsible for development of strategic operational plans, implementing annual objectives and ensuring effectiveness of objectives. Develops and implements strategic and operational plans for the Department to ensure effective staffing, work methods, tools and systems. Responsible for the implementation of the Radford University Green Cleaning Program.

Housekeeping Manager: Responsible to manage, coordinate and lead staff responsible for the cleaning of assigned campus buildings to Radford University Green Cleaning Program standards. Supports the Director in managing Housekeeping services and linking the Housekeeping Department with user Departments. Oversees quality assurance assessment and ensures customer service and performance objectives are met. Responsible for the implementation of the Radford University Green Cleaning Program.

Housekeeping Supervisor: Responsible for the daily supervision and performance of assigned staff. Assesses building needs and responds to customer requests. Ensures staffing shortages are covered. Monitors staff adherence to safety, Departmental and university policies and procedures. Responsible for the implementation of the Radford University Green Cleaning Program.

Sustainability Manager: Review Green Cleaning Program to ensure standards of program are compliant with LEED expectations. In coordination with the Director of Housekeeping Services, the Sustainability Manager will submit Green Cleaning Products inventory to the Sustainability Tracking, Assessment, and Rating System (STARS).

Environmental Health and Safety Director: Evaluate Green Cleaning Program as it relates to health and safety concerning university employees and constituents. In coordination with Housekeeping staff, review Safety Data Sheets for product(s) used and PPE to be used, if any, while using the product(s).

The following limitations apply to this Program:

Physical limitations: Radford University Housekeeping is responsible for the cleaning of main campus buildings under University operational control. Exclusions include certain areas of buildings operated by University dining contractor staff, Athletic training staff, Library staff, Information Technology Services staff, Student Recreation and Wellness staff. Radford University Housekeeping also provides limited services to medical exam rooms and lab spaces which are maintained by the appropriate and appointed personnel.

4.0 Procedures and Strategies for Implementation

Hard floor and carpet cleaning and maintenance

- Hard floors, including terrazzo, tile, concrete, composite LVT, rubber and wood surfaces, will be cleaned with sustainable cleaning products.
- To minimize chemical use, the Radford University Housekeeping Department modified operations to change the frequency of floor care to an as needed basis as evaluated by Housekeeping Management. This modification allowed for the maximization of the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' and staff exposure.
- Carpets will be vacuumed with vacuum cleaners that meet the sustainability criteria listed below in this Program.
- Carpets are inspected for stains and other damages. Routine and restorative cleaning services are scheduled. When carpet extraction equipment must be used, methods to reduce chemical usage will be implemented.

Entry Way Systems

- Entryways and entrances into the building are furnished with walk-off mats to assist in improving indoor air quality as well as reducing slip, trip and fall incidents.

Protection of vulnerable occupants during cleaning

- Housekeeping Services should be notified of occupant vulnerabilities or special accommodations. Employee or student occupants that require special accommodation for cleaning or other services should process these requests with Human Resources and the Dean of Students Office respectively, as to maintain the privacy of employees and/or students. Human Resources and the Dean of Students Office then reports these needs and accommodations to necessary departments (i.e. Housekeeping Services).
- Vulnerable occupants may include women who are pregnant, children, elderly occupants, and individuals with asthma, allergies, or other sensitivities.
- To the extent practicable, only sustainable cleaning products will be used. Please refer to the goals and tracking sections of this policy for additional information.

Disinfectant and sanitizer selection and use

- Only hand soaps and hand sanitizers that meet at least one of the sustainability criteria listed under the purchasing guidelines will be considered to meet the requirements of this policy.
- Hand sanitizers will be placed near high touch surface points and/or high traffic areas (elevators, classrooms, etc.) the building for the use of occupants.
- Only disinfectants meeting the sustainability criteria listed below will be considered for purchase to meet the requirements of this policy.
- Only university approved cleaning chemicals may be used by non-Housekeeping personnel. Such personnel must be trained by the office of Environmental Health and Safety. University colleges and departments must notify Facilities Management and Environmental Health and Safety of any cleaning material or chemical's intended use for consideration.
- As a part of orientation for new Housekeeping staff, training will be required to follow dilution strategies for disinfectants.

Safe storage and handlings of cleaning chemicals, including spill management

- Cleaning chemicals will be stored in Housekeeping closets to prevent access to other building occupants.
- Housekeeping staff are trained on the various hazards of different chemicals and bodily fluid spills to address spills.
- Spills are cleaned and handled according to the manufacturer safety data sheets provided by the manufacturer.
- Spills are handled carefully. As soon a spill of a non-sustainable product occurs, the responsible party must be notified. Environmental Health and Safety are also to be notified. If the spill occurs in an area to which typical building occupants have access, the area will be closed off and the spill will be communicated to the appropriate personnel (EHS, EMS).
- Safety data sheets for cleaning chemicals used in the building will be retained and clearly displayed in Housekeeping offices.

Strategies for conserving energy, water, and chemicals used for cleaning

- Every effort will be made to conserve water and energy during cleaning. Certified Green Products are utilized except in case of special circumstances when building finishes are not modern and require specialized cleaning chemicals or in cases of virus and bacteria outbreaks, i.e., pandemic.
- Equipment meeting the performance standards and metrics of this Program will be used to reduce the energy and water consumed.
- Cold water will be utilized to reduce energy used to heat hot water.
- Vacuum filters are changed as required per manufacturer instructions to reduce the energy consumption of the equipment.
- When cleaning chemicals are necessary, the operating procedures for chemical dilution will be followed to ensure that the appropriate amount of cleaning chemicals necessary is used.

Strategies for promoting hand hygiene

- Restrooms are furnished with certified green hand soap product in mounted dispensers, and EcoLogo, FSC, or Green Seal certified paper towels in mounted dispensers.
- Hand sanitizers are available throughout each building on main campus.
- Housekeeping staff are trained on appropriate hand hygiene protocols.

Strategies for reducing the toxicity of the chemicals used for laundry:

- Where necessary, Housekeeping Services will supply building occupants with a Green Seal certified or EPA Safer Choice laundry detergent when available, or other preferred products when those are unavailable. Other products may include but are not limited to, USDA Certified Biobased, dye free, fragrance free and hypoallergenic options.
- Signage for laundry machine usage and instructions for detergent will be posted or readily available at designated sites.

5.0 Staffing and Training

Tracking plan for staffing and overall performance

- To meet cleaning objectives within the building, minimum staffing requirements are met. Factors such as staffing levels, occupancy rates, seasonal variations and other considerations are considered when adjusting the staffing plan.
- APPA level II standards of cleanliness are maintained.
- Dilution chemical usage per square foot report.
- Under typical conditions, total cleaning staff time shall be not less than eight hours per day, with the exception of small facilities requiring less time. Generally, ~80 staff members work eight hours per day to meet these requirements for Radford University main campus facilities.
- In the event of staffing shortages in specific buildings, the responsible party temporarily reassigns Housekeeping staff to meet the needs of the affected building(s).
- Housekeeping staff are required to report to a Housekeeping office when they arrive at work. Housekeeping Supervisors and Managers retain attendance records to ensure that each building is sufficiently staffed.
- Housekeeping Managers maintain staff training records of Housekeeping staff to ensure that this Program's goals are met.

Training

Housekeeping staff and leadership receive initial and annual training. This includes: EHS (Environmental Health and Safety) training which addresses, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Training Topics

- Proper donning and doffing of personal protective equipment (PPE).

- Proper dilution center operation.
- Appropriate use of cleaning materials, i.e. color-coded mop heads and microfiber cloths.
- Appropriate maintenance and proper operation of housekeeping equipment.
- Proper cleaning procedures for space types, i.e. bathrooms, classrooms, offices, etc.
- Proper lifting techniques.
- Annual training on OSHA standards, Blood Borne Pathogen, HAZCOM, lead, silica and asbestos training presented by the Environmental Health and Safety Office.
- All workers shall receive 40 hours of training annually.

Training records certifying a staff member's specific training and date shall be documented. These acknowledgements will be kept on site in the Housekeeping Manager's offices as well as Environmental Health and Safety Office for annual HAZCOM training. A log will be maintained displaying the topic and date of the training.

6.0 Performance Assessment

Housekeeping Quality Assessment

- Housekeeping quality assessments will be conducted to evaluate cleanliness. As a part of the assessments, Housekeeping Managers and Supervisors will seek feedback from Housekeeping staff and building occupants to ensure Program adoption and customer satisfaction.
- Additionally, annual assessments of each main campus building will be conducted and led by the responsible party. The responsible party is responsible for following up with Housekeeping Managers to provide additional training and/or guidance if necessary.

7.0 Purchasing Guidelines

Sustainability Criteria for Cleaning Products and Materials

Cleaning products must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes;
- UL EcoLogo 2792 (formerly CCD 110), for cleaning and degreasing compounds;
- UL EcoLogo 2759 (formerly CCD 146), for hard-surface cleaners;
- UL EcoLogo 2795 (formerly CCD 148), for carpet and upholstery care;
- Green Seal GS-40, for industrial and institutional floor care products;
- UL EcoLogo 2777 (formerly CCD 147), for hard-floor care;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to

EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disinfectants, metal polish, or other products not addressed by the above standards must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- UL EcoLogo 2798 (formerly CCD 112), for digestion additives for cleaning and odor control;
- UL EcoLogo 2791 (formerly CCD 113), for drain or grease trap additives;
- UL EcoLogo 2796 (formerly CCD 115/107), for odor control additives;
- Green Seal GS-52/53, for specialty cleaning products;
- California Code of Regulations maximum allowable VOC levels for the specific product category;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disposable janitorial paper products and trash bags must meet the minimum requirements of one or more of the following Programs [or a local equivalent for projects outside the U.S.]:

- EPA comprehensive procurement guidelines, for janitorial paper;
- Green Seal GS-01, for tissue paper, paper towels and napkins;
- UL EcoLogo 175 Sanitary Paper Products, for toilet tissue and hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers;
- FSC certification, for fiber procurement;
- EPA comprehensive procurement guidelines, for plastic trash can liners; and/or
- California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).

Hand soaps and hand sanitizers must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements);
- Green Seal GS-41, for industrial and institutional hand cleaners;
- UL EcoLogo 2784 (formerly CCD 104), for hand cleaners and hand soaps;
- UL EcoLogo 2783 (formerly CCD 170), for hand sanitizers;

- EPA Safer Choice Standard.

[For projects outside the U.S., a local equivalent is any Type 1 eco-labeling Program as defined by ISO 14024: 1999 developed by a member of the Global Ecolabelling Network may be used in lieu of Green Seal or UL standards.]

Sustainability Criteria for Cleaning Equipment

All powered equipment must have the following features:

- safeguards, such as rollers or rubber bumpers, to avoid damage to building surfaces;
- ergonomic design to minimize vibration, noise, and user fatigue, as reported in the user manual in accordance with ISO 5349-1 for arm vibrations, ISO 2631–1 for vibration to the whole body, and ISO 11201 for sound pressure at operator’s ear
- as applicable, environmentally preferable batteries (e.g., gel, absorbent glass mat, lithium-ion) except in applications requiring deep discharge and heavy loads where performance or battery life is reduced by the use of sealed batteries.

Vacuum cleaners must be certified by the Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program and operate with a maximum sound level of 70 dBA or less in accordance with ISO 11201.

Carpet extraction equipment, for restorative deep cleaning, must be certified by the Carpet and Rug Institute's Seal of Approval Deep Cleaning Extractors and Seal of Approval Deep Cleaning Systems Program.

Powered floor maintenance equipment must be equipped with such as vacuums, guards, or other devices for capturing fine particulates and must operate with a maximum sound level of 70 dBA, in accordance with ISO 11201.

Propane-powered floor equipment must have high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board or EPA standards for the specific engine size and operate with a sound level of 90 dBA or less, in accordance with ISO 11201.

Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.

8.0 Quality Assurance

Quality assurance is a process of continuous improvement. Housekeeping Quality Assessments are a critical part of the process. On a daily basis, Facilities Management Work Control offers students, faculty and staff alike the opportunity to report emergencies, hazards or report concerns. Housekeeping staff can be dispatched to respond to reports.

The responsible party will evaluate the results of the Quality Assessments to determine whether the campus is sufficiently cleaned and whether the standard cleaning procedures are being properly

executed. As necessary, the responsible party will revise the Green Cleaning Program to include additional cleaning strategies or modify existing cleaning strategies. Any revisions that are made to the Program will be incorporated into the next training cycle for Housekeeping staff.

The responsible party shall evaluate the success of the Green Cleaning Program prior to the end of each calendar year. This evaluation may include producing and providing reports on an annual basis to senior management.

9.0 Occupant Feedback

A system for gathering occupants' feedback about Facilities Management and Housekeeping services is established and is available for campus participation on an annual basis. During student Quest programs and conference services events, surveys and table tents are stationed in each room for feedback and contact information for questions.

10.0 Record Keeping

A database shall be kept for all powered cleaning equipment, chemical and material purchases to document the date of purchase and all repair and maintenance activities. When cleaning equipment replacement is necessary, acquisition dates and product information shall be retained to demonstrate that newly acquired equipment complies with the specifications required as a part of this Program.

11.0 Time Period

This Program shall continue until updated or replaced by an approved subsequent green cleaning Program.

ATTACHMENT E
PRESSURE WASHING HISTORY BY BUILDING

The following provides a history of pressure washing for each building listed from 2018 to present. It is not indicative of future work that may be requested by the University. The buildings are pressure-washed based on the needs of the University.

Line Item Number	Location	History of Pressure Washing
1.	Allen Building	Not serviced
2.	Armstrong Complex	Not serviced
3.	Baseball and Softball Complex (Includes Bleachers)	2018: July 2019: October
4.	Bolling Hall	Not serviced
5.	Center for the Sciences (CFTS)	Not serviced
6.	Hemphill Hall	2022: July
7.	Cook Hall	2018: July 2023: March
8.	Covington Center	Not serviced
9.	Cupp Stadium (Includes Bleachers)	2018: July 2021: March 2023: August
10.	Curie/Reed Hall	Not serviced
11.	Dalton Hall	2019: March
12.	Davis/Young Hall	2018: May
13.	Dedmon Center	2018: July
14.	Draper Hall	Not serviced
15.	Floyd Hall	Not serviced
16.	Heth Hall	2019: March 2020: July
17.	Hurlburt Student Center	2018: July 2019: March 2022: July
18.	Ingles Hall	Not serviced
19.	Intramural Complex (Brick Walls and Sidewalks)	2018: July 2021: June
20.	Jefferson Hall	Not serviced
21.	Kyle Hall	2019: March 2022: March (porticos/entrance) 2023: March (porticos/entrance) 2023: August (Cupola)
22.	Madison Hall	Not serviced
23.	Martin/Preston Hall	2018: May
24.	McConnell Hall	2021: March
25.	Moffett Hall Moffett Stage (brick walls, stage, stairs, porches, entrances, signs, planters, awnings, generator enclosures)	2019: May 2021: March 2022: March, August (Stage) 2023: March (Stage)
26.	Muse Hall	Not serviced
27.	Norwood Hall	Not serviced
28.	Peery Hall	Not serviced

Line Item Number	Location	History of Pressure Washing
29.	Peters Hall	2018: May 2020: July 2021: June
30.	Pocahontas Hall	Not serviced
31.	Russell Hall	2019: March
32.	Sioros Center (Indoor Hitting Facility)	Not serviced
33.	Stuart Hall	Not serviced
34.	Student Rec. and Wellness	2018: July 2019: March 2022: July
35.	Trinkle Hall	Not serviced
36.	Tyler Hall	Not serviced
37.	Waldron Hall	2022: February, May
38.	Walker Hall	Not serviced
39.	Washington Hall	Not serviced
40.	Whitt Hall	2019: July
41.	Young Hall	2018: May 2021: June

Additional buildings pressure washed during the course of the contract are as follows:

Tennis Complex: 2023: August

915 Tyler Ave.: 2020: July
2023: March

1000 E. Main St.: 2022: March
2023: March

VENDOR DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____

ATTACHMENT G
Pricing Schedule

Attachment G is to be completed and submitted by the Offeror as part of a the RFP. Offeror shall identify all costs associated with providing the goods/services as specified in this document and should submit pricing in different formats as hourly rates may apply in certain situations and lump sum pricing may apply in others.

The contractor agrees to provide the services per the statement of needs of service and terms and conditions at the firm fixed price as follows:

- A. **One-Time Pressure Washing Price:** The price per cleaning for each location shall include all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment.

Line Item Number	Location	Price per One-Time Cleaning
1.	Allen Building	\$
2.	Armstrong Complex	\$
3.	Baseball and Softball Complex (Includes Bleachers)	\$
4.	Bolling Hall	\$
5.	Center for the Sciences (CFTS)	\$
6.	Hemphill Hall	\$
7.	Cook Hall	\$
8.	Covington Center	\$
9.	Cupp Stadium (Includes Bleachers)	\$
10.	Curie/Reed Hall	\$
11.	Dalton Hall	\$
12.	Davis/Young Hall	\$
13.	Dedmon Center	\$
14.	Draper Hall	\$
15.	Floyd Hall	\$
16.	Heth Hall	\$
17.	Hurlburt Student Center	\$
18.	Ingles Hall	\$
19.	Intramural Complex (Brick Walls and Sidewalks)	\$
20.	Jefferson Hall	\$
21.	Kyle Hall	\$
22.	Madison Hall	\$
23.	Martin/Preston Hall	\$
24.	McConnell Hall	\$
25.	Moffett Hall	\$
26.	Muse Hall	\$
27.	Norwood Hall	\$
28.	Peery Hall	\$
29.	Peters Hall	\$
30.	Pocahontas Hall	\$
31.	Russell Hall	\$
32.	Sioros Center (Indoor Hitting Facility)	\$
33.	Stuart Hall	\$
34.	Student Rec. and Wellness	\$
35.	Trinkle Hall	\$
36.	Tyler Hall	\$

Line Item Number	Location	Price per One-Time Cleaning
37.	Waldron Hall	\$
38.	Walker Hall	\$
39.	Washington Hall	\$
40.	Whitt Hall	\$
Total One-Time Cleanings		\$

B. Annual Price for Trash Chute/Trash Room, Dumpster and Dumpster Pad Cleaning

1. Trash Chute: Muse Hall
2. Dumpster & Dumpster Pad Cleaning for compacting dumpsters on campus located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall.

\$ _____/year

- a. Price shall be for five cleanings per year of the trash chute/trash room, dumpsters, and dumpster pads.
- b. Cleanings shall occur: January (during Winter Break), March (during Spring Break), May (after Graduation), August (two weeks before the beginning of Fall Semester) and November (during Thanksgiving Break).
 - i. The Contractor shall be solely responsible for identifying suitable dates within the specified University breaks mentioned above and organizing the cleaning services accordingly.
- c. To be pressure washed using hot water with a dumpster wash and degreaser cleaning solution.
- d. Chutes shall be cleaned with a Mosmatic duct cleaner.
- e. Any runoff from cleaning operations shall be captured and disposed of before reaching the stormwater system.

C. Additional Service Requests:

Price for Hot Water Pressure Washing Cleaning per Hour \$ _____/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

D. Price for Cold Water Pressure Washing Cleaning per Hour \$ _____/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

E. **PRICING TABLE:**

ITEM	COST	ESTIMATED ANNUAL USAGE	ESTIMATED ANNUAL COST
One-Time Pressure Washing Total One-Time Cleanings of Attachment G, Section A	\$	x 1	\$
	(annual total)		
Annual Price for Trash Chute/ Room, Dumpsters/Pads of Attachment G, Section B	\$	x 1	\$
	(annual total)		
Hot Water Pressure Washing Per <u>Hour</u> of Attachment G, Section C	\$	x 40 hours	\$
	(hourly rate)		
Cold Water Pressure Washing <u>Per Hour</u> of Attachment G, Section D	\$	x 40 hours	\$
	(hourly rate)		
		GRAND TOTAL	\$

PRICE EVALUATION PROCEDURES: Pricing will be evaluated based on an estimated **Grand Total**. The estimated Grand Total shall be the summation of the Contractor’s firm fixed price of **Estimated Annual Cost** of Attachment G, Sections A-D in **Section E Pricing Table**.

DISQUALIFICATION OF CONTRACTORS: By signing this bid, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors **OR** the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No: _____

Bidder: _____
(Legal Name of Firm)

Contractor Class: _____

By: _____
(Signature Required)

Specialty: _____

Valid until: _____

Virginia State Corporation Commission ID No: _____