

Pest Control Services Joint Procurement RFP 17-586

UNIVERSITY OF MARY WASHINGTON



and

CITY OF FREDERICKSBURG





REQUEST FOR PROPOSALS (RFP)
RFP 17-586

ISSUE DATE: September 23, 2016

RFP NUMBER & TITLE: Pest Control Services

ISSUING AGENCY & ADDRESS: University of Mary Washington, Procurement Services
Eagle Village Executive Offices, Suite 480
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

WORK LOCATION: Fredericksburg, Virginia; Stafford, Virginia; Dahlgren, Virginia

PROPOSAL DUE DATE & TIME: **October 24, 2016; 3:00PM**

COMMODITY CODE(S): 91059, 98872

PRE-PROPOSAL CONFERENCE: ☒ **Optional** ☐ Mandatory ☐ None **DATE & TIME:** October 3, 2016; 10:00am

PRE-PROPOSAL LOCATION: Facilities Conference Room, 1302 Hanover Street, Fredericksburg, VA 22401

CONTRACT OFFICER: Monique SanPietro **EMAIL:** msanpiet@umw.edu

PERIOD OF CONTRACT: Date of award through two years, with up to six (6) one-year renewal options

In compliance with this Request for Proposal (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: _____

Address of Offering Firm: _____

DSBSD Designation (Check All That Apply): ☐ Micro ☐ Small ☐ Woman-Owned ☐ Minority-Owned

DSBSD Certification No.: _____ Expiration Date: _____

VDACS Certification No. : _____ Expiration Date: _____

eVA ID or DUNS No.: _____ FEIN: _____

Email: _____ Telephone: _____

Website: _____ Fax: _____

Submitted By (Print Name & Title): _____

Signature (In Ink): _____ Date: _____

RFP Notification Received By: ☐ eVA VBO ☐ The Free Lance-Star ☐ Other: _____



REQUEST FOR PROPOSALS (RFP)

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QUESTIONS/INQUIRIES: All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **OCTOBER 7, 2016, 12:00PM**.

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on **October 3, 2016 at 10:00AM** in the Facilities Conference Room, Physical Plant, 1302 Hanover Street, Fredericksburg, VA 22401

- a. Review and bring a copy of the RFP with you to the conference
- b. Parking is available in the lot in on the left and right of the building

PROPOSALS: Sealed Proposals to furnish the services described herein must reach the contract officer by the deadline in order to be considered. It is the responsibility of the Offeror to ensure that the proposal is received on time.

- a. Proposals must be submitted in a package that clearly identifies the contents as a response to this RFP.
- b. Submit a clearly marked redacted proposal if any portion of the proposal contains proprietary information.
- c. If proposal are mailed, send directly to issuing agency and buyer shown above. If proposals are hand delivered, deliver directly to a Procurement Services staff member.
- d. The resulting contract will be made available through UMW's Public Contracts Portal
<https://umw.cobblestonesystems.com/public/>.

ADDENDA: Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website: <http://www.eva.virginia.gov>. It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.

TENTATIVE TIMELINE AND KEY DATES (subject to change):

- a. Optional Pre-Proposal Conference: 10/3/2016; 10:00AM
- b. Emailed Questions From Offerors Accepted Only Through: 10/7/2016; 12:00PM
- c. Proposals Due: 10/24/2016; 3:00PM
- d. Initial Evaluations & Score Sheets Complete: 11/4/2016
- e. Tentative Negotiations Complete: 11/18/2016
- f. Tentative Intent to Award or Award: 12/12/2016
- g. Tentative Commencement of Contract: 1/1/2017

INCLEMENT WEATHER/SUSPENDED SCHEDULE: Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check UMW's website or call for closing information: www.umw.edu or (540) 654-2424.

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.



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- I. **PURPOSE:** This Request for Proposals (RFP) is a joint procurement between the University of Mary Washington (“UMW” or “the University”) and the City of Fredericksburg (“the City”) (collectively “Agencies” and each an “Agency”) to establish a term contract with one or more qualified Contractors to provide pest management services for properties owned or leased by the University and the City. Each Agency will place their own orders directly with the Contractor and will fully and independently administer their use of the contract to include contractual disputes, invoicing and payments. Neither Agency shall be liable to the Contractor for orders placed by the other Agency.

The University is also a member of the Virginia Association of State College and University Purchasing Professionals (VASCUPP), which is comprised of a total of eleven (11) institutions of higher education, and the contract will have the ability to be used cooperatively by any of the VASCUPP schools or other state and local agencies. *Reference § XII.H*

- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 5,000 undergraduate and graduate students. The institution currently consists of three academic campuses and three colleges – Arts and Sciences, Business and Education. Additional information is available at: <http://www.umw.edu/about/>

The City of Fredericksburg, Virginia is a thriving, growing and prosperous community. Home to nearly 30,000 residents, the City experienced significant commercial growth in its western quadrant and is a major retail center for the rapidly growing Rappahannock region of Virginia. Located in the heart of one of the fastest growing regions in the State, the City has experienced a growth rate of 26% since the 2000 Census, twice the statewide growth rate. <http://fredericksburgva.gov/>

- III. **BACKGROUND:** The University’s current pest control contract provided service for the Fredericksburg, Stafford and Dahlgren campuses, Gari Melchers Home & Studio (Belmont) had an approximate annual spend of \$24,000. The City is responsible for ensuring that twenty (20) locations are treated for pests and had an approximate annual spend of \$8,300.

The Agencies will not guarantee any particular usage amount during any period of the resulting contract; nor will they be held responsible in any way if contract usage does not meet this estimate.

IV. **DEFINITIONS:**

- A. Integrated Pest Management (IPM) - a process to solve pest problems while minimizing risks to people and the environment.
- B. Pests (excludes termites) - vertebrate (e.g. bird, rodent, or other mammal); invertebrate (e.g. insect, tick, mite, or snail).

- V. **SCOPE OF WORK:** The Contractor shall furnish all labor, tools, materials, equipment, safety signs and supervision necessary to perform pest control services in and around all University and City buildings listed in Attachment A. Pest control service for the grounds and the utility tunnels outside of the buildings will be performed as required. The Contractor must be able to use Integrated Pest Management techniques to achieve long-term prevention of pests.

- A. **PESTS:** Pests to be controlled include, but are not limited to, the following:

- ants
- bedbugs
- bees
- mice
- rats
- roaches



- fleas
- silverfish
- hornets
- wasps

Other pests include flying insects which can be treated during routine service visits with standard equipment. Special service visits for flying insect control will be provided at the hourly rates as submitted on the Pricing Schedule. The Contractor will be reimbursed for the use or rental of special equipment needed for the control of flying insects provided the University agrees to the rental fee prior to the use of the equipment and provided the cost is itemized on the invoice.

Treatment shall not include termites, carpenter ants, wood borers, birds, bats and snake control. However, the Contractor shall be able to provide these services or assist in selecting another contractor as requested or required outside the confines of the contract pricing.

B. TREATMENT:

1. Pest Program: An initial "clean-out" service shall be performed in each location to eliminate all current infestations. The Contractor shall implement an ongoing integrated pest management program. The Contractor shall establish service schedules for maintaining a zero infestation based on the environment. It shall be the responsibility of the Contractor to remove and replace cover plates, access hatches, and doors, and to use the appropriate material in and around electrical apparatus and wiring in regard to pest elimination. All materials used must be registered with the Environmental Protection Agency (EPA) and comply with all Federal and State regulations. All pesticides shall be applied according to registered label directions. No pesticides shall be stored on premises. The Contractor shall be available for emergency call back treatments at no additional cost to the University or the City.
2. Rodent Program: The program shall consist of indoor and outdoor traps and baits. Each building shall have at least one bait station that is secured and tamper proof installed by the Contractor along the exterior. Only multiple catch traps, glue boards or bait stations approved by the Contract Administrator will be allowed indoors. A map shall be generated by the Contractor for each unit and must show the location of each bait station or trap in and around the particular building. Any other method the Contractor feels is necessary must be approved by the Contract Administrator prior to implementation.
3. Additional Pest Services: Any additional pests treated by the Contractor shall be specified along with the associated cost as an attachment to the Pricing Schedule.

C. SERVICE VISITS:

1. Scheduled Service: The Contractor shall perform regularly scheduled pest control operations per the schedule identified for each location in Attachment A, such as spraying outside of buildings and patching all holes. These scheduled days will be determined at the outset of the contract and remain constant throughout the contract unless changed by mutual agreement. The Contractor shall provide enough technicians to ensure that the pest control services are completed up to industry standards to ensure zero infestation. During scheduled visits, the Contractor will perform such additional service that may be required due to pest sightings or other similar type requests that are reported by the University or the City.

Service to the University and the City should be performed on the days agreed upon by each agency and the Contractor. The technician shall report to the Contract Administrator or designee at the location specified by each agency prior to beginning any treatments and should strive to complete services by the allotted time (usually 12pm) each day.



2. Unscheduled Service: The Contractor, within one (1) working day of being notified by the University or the City of any pest issue(s), shall provide labor and equipment to correct the problem and put the appropriate preventative measures in place. The charge for these services will be at the accepted Pest Technician hourly rates for unscheduled service visits.
3. Emergency Service: Pest complaints which the University or the City deems to be an emergency are to be treated within twenty-four (24) hours of the Contractor being notified of the problem.

D. SERVICE PROCEDURES:

1. The service must be performed by a CERTIFIED PEST CONTROL TECHNICIAN, who shall be in uniform at all times. The technician must have a current permit at all times during the contract period from the **Virginia Department of Agriculture and Consumer Services (VDACS)**. Evidence of such certification must be submitted with the proposal along with the resume(s) itemizing the qualifications and experience of the technician(s) assigned the account.
2. The Contractor is to provide a log book to maintain service records. The log book shall be divided into monthly sections. Log sheets provided by the Contractor are to be completed by the service technician after each service visit. Each entry is to provide at minimum the following information:
 - Contractor's representative
 - Location of service
 - Reason for service call
 - Type of treatment – including concentrations and amount of pesticide applied
 - Date and time completed

The Contractor is to report in the log book and to the Contract Administrator or designee any structural problems with the buildings, which are contributing to a pest problem.

3. On scheduled service days, the service technician will first report to the designated Facilities Services Department representative for the purpose of receiving work requests for specific pest control problems over and above the scheduled control operation.
4. All service visits will be scheduled at a time of day which will least interfere with normal operations.
5. For University pest control servicing - after having received work requests from the Facilities Services Department, the service technician must report to the University Police Office to check out keys needed to perform their work. These keys will be returned on the same day after the completion of the work.
6. For University pest control servicing, the Contractor must secure a parking pass from the Parking Management office and use only designated spaces for any vehicles on University property.
7. The Contractor shall carry a communication device, such as a mobile phone, while on University or City property.
8. The Contractor shall report any unsanitary conditions or unsatisfactory structural situation which could be potential pest nesting places or harbor age.
9. The Contractor shall report the evidence of termites and/or any other insects not covered by this contract.
10. All dead or dying rodents shall be removed and disposed of by the Contractor.
11. When and if fogging, or any other type treatment that would tend to make an area uninhabitable for any given time, is deemed necessary a mutually agreed upon date for such operation must be established at least one week prior.
12. No materials or equipment may be stored or left unattended on University or City property without express prior approval.



13. Agencies reserve the right to reject any Contractor employee who, in the agency's opinion, is not qualified to perform the work under this contract.
14. The Contractor must wear uniform, or other company apparel, and have proper identification at all times. The University and the City will not be responsible for supplying uniforms and will not provide reimbursement for uniform costs.
15. Labor hours charged under this contract shall be paid only for productive time. Time spent for preparation of estimates, transportation of workers, and material acquisition is not directly chargeable, but is overhead and may be included in the hourly rates provided in the Pricing Schedule. Breaks for lunch or other time the employees are away from the job site is not chargeable.

E. COORDINATION AND CONSULTATION:

1. The Contractor and each Contract Administrator or designee shall meet upon award of the contract to set time and days of operation, exchange names of coordinators and discuss other relevant matters.
2. The Contractor shall make available, upon request by the University or the City, a technically certified and registered person for consultations on Pest and Rodent Control.
3. The University, City and Contractor shall arrange to conduct meetings and orientation sessions to include facilities personnel, housekeeping staff and resident directors in an effort to improve knowledge of methods and service and discuss problem areas should they exist. As a minimum, the Contractor shall conduct the orientation meetings and sessions at the beginning of each school year.
4. The Contractor is to provide two (2) material safety data sheet book (MSDS), which includes a listing of products, used by the Contractor, specification sheets for each product, and first aid precautions.
5. If the Contractor methods fail to provide desired results, the University or City will request a change of chemicals to more aggressively deal with the pest/insect problem.

F. INVOICING & REPORTING: Invoices must be submitted no later than thirty (30) calendar days following the last day of the month in which the service was performed.

1. Each Agency will issue a Purchase Order (PO) for required and on-demand services. Neither Agency will be responsible for services ordered by a different Agency.
2. The University will enter the PO for the full year of services, but payment will only be made for approved invoices submitted to the Contract Administrator or designee on a monthly basis or after the completion of on demand services or treatments.
3. A copy of the work report form(s) with the information required and a copy of all paid invoices for parts, permits, if any, and materials must be attached to the invoice(s).
4. All invoices must have the individual names, job title, and hours worked.
5. All materials must be billed at the Contractor's list price. Copies of the original material invoices from the Contractor's supplier shall accompany all invoices when materials are used. Pages from list price book to be copied and item highlighted showing price minus discount are acceptable. No invoices will be accepted without documentation of material cost.
6. No invoice will be paid if information on work ticket does not match the information on the billed invoice.
7. The Contractor shall provide reports on a quarterly basis, or upon request, showing direct and subcontracting spend.



VI. CONTRACT ADMINISTRATION:

- A. Each agency will identify their Contract Administrator or designee, who will use all powers under the contract to enforce its faithfulness and performance in conjunction with the Procurement Services department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by Procurement Services through a written two-party modification to the contract.

VII. PROPOSAL SUBMISSION REQUIREMENTS: General requirements for proposal preparation

- A. All information requested must be submitted. Failure to submit all information requested may result in request for prompt submission of missing information and/or a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by Procurement Services. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
- B. This Request for Proposal creates no obligation on the part of the Agencies to award a contract or to compensate vendors for proposal preparation expenses. The Agencies will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The Agencies reserve the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University.
- C. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. *However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.*
- D. In accordance with the University's sustainability initiatives, the RFP must be prepared simply, economically, and with the ability to be recycled. A simple binder clip, or if necessary, a reusable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. *Only send the quantity of copies requested in the RFP.* It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) are not used to bind documents.
- E. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the Agencies and may not be conducted, therefore proposals should be complete.

VIII. PROPOSAL PREPARATION INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that the Evaluation Committee can properly evaluate the Offeror's capabilities to provide the required services. Unnecessarily extravagant brochures and other documents beyond that sufficient to present a complete and



effective proposal are not needed and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper, bindings, visual/presentation aids are not necessary or desired.

A. Proposal Submission:

1. **One (1) original hard copy** (paper) document of the proposal, including all attachments and proprietary information.
2. **One (1) unsecured electronic** media version (Flash Drive or CD) of the entire proposal.

Note: If your proposal includes proprietary information and you are invoking protection from disclosure under §2.2-4342F of the Code of Virginia, *you must submit one (1) additional redacted copy electronically of the proposal with the file clearly marked with the words "REDACTED COPY". No other distribution of the proposals shall be made by the Offeror.*

B. Proposal Contents – Offerors are required to submit the following items within the proposal:

1. Complete and return signed RFP cover page. *Proposals must be signed by an authorized representative of the Offering Firm*
2. Complete and return signed addenda acknowledgments (if applicable).
3. Complete response to the RFP separated by tabs, including but not limited to:

TAB 1: ORGANIZATIONAL BACKGROUND AND STRUCTURE

- i. Describe your firm's background and years in business providing this type of service, details regarding the ownership structure and other relevant information.
- ii. Organizational structure, locations, including the principals, management structure and proposed staffing of contract team.
- iii. Primary contact (name, title, phone numbers, email address).
- iv. Legal name and address and the legal form of company (partnership, corporation, joint venture, etc.). If the company is a wholly-owned subsidiary of a "parent" company, the Offeror must provide all information required on both firms.
- v. All address(es) of affiliates, subsidiaries or satellite service locations that will be used to support this contract.
- vi. References – minimum of two (2).

TAB 2: LICENSING, QUALIFICATIONS & METHODOLOGY

- i. All requested and appropriate licenses and certifications to complete the work requested in this RFP.
- ii. Demonstrated knowledge and experience related to working in an environment of a similar size. Experience preference – university campus with residential halls.
- iii. Qualifications and background providing the types of services delineated in this RFP.
- iv. Experience implementing and providing the services described herein for other clients.
- v. Planned implementation for completing the requested integrated pest management at UMW and the City.
- vi. Resumes of key personnel providing support under this contract.

TAB 3: PRODUCTS AND SERVICES

- i. Existing pesticides and products used along with MSDS and suppliers.
- ii. Examples of reports – inspection, treatment, monthly, quarterly.
- iii. Describe, if applicable, the implementation of any new, innovative or creative products, solutions, and practices currently provided to clients. Describe associated cost savings.
- iv. Complete listing of insects, vermin, etc. that is included in the normal, routine service and what additional pest control services are priced separately.
- v. Any additional services offered by the firm.



TAB 4: PRICING SCHEDULE

- i. Pricing requested in Attachment B.
- ii. Optional – zone map service areas.

TAB 5: SMALL BUSINESS SUBCONTRACTING PLAN

- i. It is the policy of the University to contribute to the establishment, preservation, and strengthening of small, woman-owned and minority-owned (SWaM) businesses and to encourage their participation in procurement activities. The Agencies encourage Contractors to provide for the participation of SWaM businesses through partnerships, joint ventures, subcontracts, or other contractual opportunities.

IX. EVALUATION CRITERIA: Proposals will be evaluated by the Evaluation Committee using the following criteria:

| Criteria | Point Value |
|---|-------------|
| Organizational background and structure; references | 10 |
| Licensing, qualifications and methodology | 30 |
| Products and services; reports | 30 |
| Pricing | 20 |
| Small Business Subcontracting Plan | 10 |
| Total | 100 |

X. GENERAL TERMS AND CONDITIONS: Please refer to the link to follow regarding Required General Terms and Conditions of this solicitation which are a mandatory part of the resulting contract:

- A. UMW - <http://adminfinance.umw.edu/procurement/umw-policies-and-procedures-2/>
- B. City of Fredericksburg - <http://www.fredericksburgva.gov/documentcenter/view/6659>

XI. SOLICITATION SPECIAL TERMS AND CONDITIONS:

- A. **ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for one hundred and eighty (180) days. At the end of the one hundred and eighty (180) days the proposal 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 canceled. The Agencies reserve the right to reject any proposal received in which the offeror shortens the acceptance period.
- B. **ADVERTISING TO THE GENERAL PUBLIC:** In the event a contract is awarded for services resulting from this solicitation, no indication of such services to the Agencies will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- C. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two (2) 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 Proposal, 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, the Agencies shall select the Offeror which, in their opinion, has made the best proposal, and shall award the contract to that Offeror. The Agencies reserve the right to make multiple awards as a result of this solicitation. The Agencies may cancel this Request for Proposal or reject proposals at any time prior to an award, and are not required to furnish a statement of the reason why a particular proposal was not deemed to be the most



advantageous (Code of Virginia, §2.2-4359D). Should the Agencies determine in writing and in their 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.

- D. **IDENTIFICATION OF ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows (on the outside of the package). The envelope should be addressed as directed on Page 1 of the solicitation:

FROM:

Name of Offeror

VA Contractor No. (if applicable)

RFP No.

RFP Title

Due Date and Time

Address of Offeror: Street Number and Name, City, State, Zip

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.

- E. **INSPECTION OF JOB SITE:** The Contractors signature on this solicitation constitutes certification of the inspection of the job site and awareness 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 the Agencies.
- F. **LATE PROPOSALS:** To be considered for selection, proposals must be received in Procurement Services by the deadline date and hour. The official time used is that time on the automatic time stamp machine in the issuing office. Proposals received after the date and hour designated are automatically disqualified and will not be considered. The Agencies are not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intradepartmental University mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.
- G. **OPTIONAL PREPROPOSAL CONFERENCE:** An optional preproposal conference will be held on Monday, October 3, 2016 at 10:00AM in the Facilities Conference Room located at the Physical Plant, 1302 Hanover Street, Fredericksburg, VA 22401. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. 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. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

XII. CONTRACT SPECIAL TERMS AND CONDITIONS:

- A. **ADDITIONAL SERVICES:** The University and the City reserves the right to request the Contractor to provide additional services under similar market-based pricing, and terms and conditions, to make modifications or enhancements. Such additional services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional services shall be provided to the Agencies at favored nations pricing, terms, and conditions.
- 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 both Agencies, whichever is sooner. Each



Agency, its authorized agents, and/or State auditors shall have full access to, and the right to examine any of said materials during said period.

- C. **AUTHORIZATION TO DO BUSINESS IN VIRGINIA:** Contractor is authorized to do business in Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 of the Virginia Code. Contractor shall not allow its existence to lapse or its certificate of authority or registration to do business in Virginia to be revoked or cancelled during the term of this contract.
- D. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.
- E. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that each Agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. **CALL-BACK COSTS:** Contractor shall be responsible for any costs associated with repeat site visits and treatments for the same issue at the same building location. If an issue is not remedied after the initial call, Contractor is held responsible for any costs associated with additional call backs and fixing the issue to the Agency's satisfaction. If issue is not fixed within a timely manner to the Agency's satisfaction, Contractor shall be responsible to reimburse the ordering Agency for any costs incurred to remedy the problem that the Contractor has not fixed (i.e. hire a second contractor to rectify the issue).
- G. **CANCELLATION OF CONTRACT:** Each Agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by any party, without penalty, after the initial twelve (12) months of the contract period upon sixty (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 all outstanding orders issued prior to the effective date of cancellation.
- H. **COOPERATIVE PROCUREMENT/ADDITIONAL USERS – USE OF AGREEMENT BY THIRD PARTIES:** It is the University's intent in issuing the solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resulting contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms.

1. The Contractor shall notify the University in writing of any such entities accessing the contract.
2. No modification of the contract or execution of a separate agreement is required to participate.
3. The Contractor shall provide quarterly usage reports for all entities accessing the contract.
4. Participating entities will place their own orders directly with the Contractor and will fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from the University.



5. The University will 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.
6. It is understood and agreed that the 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.
7. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

It has been agreed that any member of the Virginia Association of State College and University Purchasing Professionals (VASCUPP) may participate in the contracts resulting from this solicitation. VASCUPP is currently comprised of eleven (11) members who include: The College of William and Mary, George Mason University, James Madison University, Longwood University, Old Dominion University, Radford University, The University of Mary Washington, The University of Virginia, Virginia Commonwealth University, Virginia Military Institute and Virginia Tech.

- I. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous twelve (12) months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
- J. **EXTRA CHARGES PROHIBITED:** The proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the contractor shall not be honored nor paid. These charges, for example, shall include but not be limited to fees invoked by the vendor for the use of the credit card for payment of invoices, or any order-associated eVA fees. These costs, as well as all contractor business expenses are assumed to be built into the contractor's quoted price.

Credit card "check-out fees" or surcharges MUST be disclosed as a flat fee or percentage of invoice total with the offer, and shall be considered in the evaluation process. The Agencies reserve the right to request certification (with confirmation code) of the vendor's registration with its merchant bank/VISA to invoke "check-out fees" or surcharges for use of the credit card. "Check-out fees" or surcharges for use of the credit card shall not exceed the vendor's cost of acceptance rate.
- K. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Agencies, the Commonwealth of Virginia, their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, good or equipment delivered.
- L. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by §1261 of Title 15 of the United States Code (USC) or "Pesticides" as defined in §136 of Title 7 of the United States Code, then the offeror, by submitting their 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 Title 15 U.S.C. §1263 or Title 7 U.S.C. §136.

- M. **MATERIAL SAFETY DATA SHEETS:** Material 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 a lower score for the proposal.

N. **PERMITS:**

1. The Contractor shall be responsible to obtain all necessary permits for work directed under this contract. Payment for such will be made on the basis of invoiced/billed cost to the Contractor.
2. The Contractor shall comply with all applicable federal, state and local laws, codes and regulations in connection with the accomplishment of work under this contract. The Contractor shall be responsible for all damages to persons and/or property that occur as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public and the property.

O. **PRICE ESCALATION/DE-ESCALATION:**

1. Price adjustments may be permitted for changes in the contractor's cost of materials. No price increases will be authorized for one hundred and twenty (120) calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each sixty (60) days thereafter and only where verified to the satisfaction of the Procurement office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the University and the City.
2. Contractor shall give not less than thirty (30) days advance notice of a requested price increase to each Contract Officer. Any approved price changes will be communicated in writing and shall be effective only at the beginning of the calendar month following the end of the full thirty (30) day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will:
 - i. Verify that the requested price increase is general in scope and not applicable just to the University or the City.
 - ii. Verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.
3. The Procurement office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Procurement office.

- P. **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.

- Q. **RENEWAL OF CONTRACT:** This contract may be renewed by the University and the City for six (6) successive one year periods under the terms and conditions of the original contract except as stated in a. and b. below. Price increases may be negotiated only at the time of renewal. Written notice of the University or City's intention to renew will be given approximately ninety (90) days prior to the expiration



date of each contract period. *The University or the City can separately elect not to renew their portion of this contract without penalty to the other agency.*

1. If the agency elects to exercise the option to renew the contract for an additional one year period, the contract price(s) for the additional one year shall not exceed the contract prices of the original contract increased/decreased by the percentage increase/decrease of the "other services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the agency elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "other services" category of the CPI-W Section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

R. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of proposals.
2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the University's Procurement Services office, on a quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the Procurement Services office at a minimum the following information:
 - i. Name of firm with the DSBSD certification number
 - ii. Phone number
 - iii. Total dollar amount subcontracted
 - iv. Category type (small, women-owned, or minority-owned)
 - v. Type of product or service provided

Payment(s) may be withheld until compliance with the plan is received and confirmed. The University reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the University, on a quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the same minimum information as indicated in section b to Procurement Services.



- S. **STANDARDS OF CONDUCT IN THE WORKPLACE:** The University of Mary Washington, an agency of the Commonwealth of Virginia, and the City of Fredericksburg strictly forbid harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The University and the City will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment.

The University and the City expressly prohibit workplace violence. Prohibited conduct includes but is not limited to:

1. Injuring another person physically
2. Engaging in behavior that creates a reasonable fear of injury to another person
3. Engaging in behavior that subjects another individual to extreme emotional distress
4. Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business
5. Intentionally damaging property
6. Threatening to injure an individual or to damage property
7. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
8. Retaliating against any employee who, in good faith, reports a violation of this policy

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

Definitions:

1. Workplace: Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.
2. Third parties: Individuals who are not State or City employees, but who have business interactions with state employees. Such individuals include, but are not limited to:
 - i. Customers, including applicants for State or City employment or services
 - ii. Vendors
 - iii. Contractors
 - iv. Volunteers
 - v. Relatives
 - vi. Unknown parties
3. Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, and harassment of any nature such as stalking, shouting or swearing.

Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia

- T. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency 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 its subcontractor(s) and shall assure compliance with all requirements of the contract.

- U. **USE OF PREMISES AND REMOVAL OF DEBRIS:** The contractor shall



1. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
 2. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
 3. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
 4. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end at all times the site of the work shall present a neat, orderly and workmanlike appearance.
 5. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the Contract Administrator for parking in other areas.
- V. **WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Agency's satisfaction at the Contractor's expense.
- W. **WARRANTY OF MATERIALS AND WORKMANSHIP:**
1. The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades.
 2. Work not conforming to these warranties shall be considered defective.
 3. This warranty of materials and workmanship is separate and independent from and in addition to any of the contractor's other guarantees or obligations in this contract.
- X. **WORK SITE USE:** The Contractor expressly undertakes, either directly or through its Subcontractors:
1. To comply with the regulations governing the operation of premises and to perform its contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;
 2. To store all apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of the work or the Agency's use of the facilities.
 3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work;
 4. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end at all times the site of the work shall present a neat, orderly and workmanlike appearance.
 5. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the appropriate Contract Administrator for parking in other areas.

XIII. METHOD OF PAYMENT: The contractor shall be paid by each agency separately using one of the following three (3) methods:

1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via charge card for invoices \$50,000.00 or less.*
2. ePayables through Bank of America: All payments under ePayables will have a **net 16** payment term. For more information about this payment option, contact UMW's Accounts Payables department at payables@umw.edu or view <http://www.bankofamerica.com/epayablesvendors>.



3. Check or ACH: Payment will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984.

To be considered eligible for payment, **all invoices must be received at the following addresses and should reference the purchase order and contract numbers:**

Services provided to the University:

University of Mary Washington

Attn: Accounts Payable

1301 College Avenue

Fredericksburg, VA 22401

Services provided to the City:

City of Fredericksburg

Attn: Accounts Payable

PO Box 7447

Fredericksburg, VA 22404-7447



ATTACHMENT A

PEST CONTROL SERVICE SCHEDULE EXPECTED FREQUENCY OF TREATMENT BY LOCATION

The treatment program at the University of Mary Washington and the City of Fredericksburg shall consist of three groups: Year-Round Program, Regular Program and Summer Program. The frequency of treatments for buildings within the Year-Round Program will remain consistent throughout the entire calendar year. The locations listed within the Regular and Summer Programs will have minor changes to the frequency of treatment depending on the time of year. Treatments shall cover all pests and shall also include the routine control of hornets and wasps (inside buildings) for each building for all programs:

- All locations (as applicable) – Basements, maids' closets, kitchenettes, kitchens, food preparation and serving areas, bathrooms, vending machines and trash rooms.
- Simpson Library – special emphasis shall be placed on the control of silverfish and american roaches.
- University Center – all areas to be treated including the 2nd floor game room and dining area, 3rd floor dining area, and 4th floor atrium (area between balcony and student dining). Excludes kitchen.
- Handle complaints in any other areas.

1. Year-Round Program: The Year-Round Program is in effect throughout the entire calendar year (January – December).

UNIVERSITY OF MARY WASHINGTON

| Building Use | Location | Estimated Square Footage | Frequency |
|-----------------|-----------------------------|--------------------------|------------------|
| President House | Brompton | 6,838 | As needed |
| Administrative | Ridderhof-Martin Gallery | 3,100 | Once per quarter |
| Administrative | Gari Melchers Home & Studio | 8,700 | Once per quarter |
| Administrative | The James Monroe Museum | 5,300 | Once per quarter |
| Academic | duPont Hall | 33,659 | Once per month |
| Academic | Jepson Science Center | 72,251 | Once per month |
| Academic | Melchers Hall | 14,058 | Once per month |
| Academic | Monroe Hall | 38,754 | Once per month |
| Academic | Pollard Hall | 21,743 | Once per month |
| Academic | Trinkle Hall | 49,762 | Once per month |
| Administrative | Brent Hall | 4,722 | Once per month |
| Administrative | Dahlgren Campus | 41,878 | Once per month |
| Administrative | Fairfax House | 2,085 | Once per month |
| Administrative | George Washington Hall | 47,268 | Once per month |
| Administrative | Hamlet House | 3,696 | Once per month |
| Administrative | Heating Plant | 8,289 | Once per month |
| Administrative | Hurley Convergence Center | 68,000 | Once per month |
| Administrative | Marye House | 5,576 | Once per month |
| Administrative | Physical Plant | 44,697 | Once per month |



| Building Use | Location | Estimated Square Footage | Frequency |
|----------------|--------------------------------|--------------------------|-----------------|
| Administrative | Stafford Campus North | 42,000 | Once per month |
| Administrative | Stafford Campus South | 45,000 | Once per month |
| Administrative | Tyler House | 1,655 | Once per month |
| Athletic | Baseball Field Concession Area | 1,000 | Once per month |
| Athletic | Indoor Tennis Center | 54,300 | Once per month |
| Small House | Cornell House | 1,000 | Once per month |
| Small House | Framar Hall | 5,258 | Once per month |
| Small House | South Hall | 33,694 | Once per month |
| Academic | Woodard Campus Center | 39,383 | Twice per month |
| Administrative | Jepson Alumni Executive Center | 22,937 | Twice per month |
| Administrative | Seacobeck Hall | 42,093 | Twice per month |
| Administrative | University Center | 65,000 | Twice per month |
| Athletic | Anderson Center | 57,187 | Twice per month |
| Athletic | Fitness Center | 19,585 | Twice per month |
| Athletic | Goolrick Hall | 85,003 | Twice per month |

CITY OF FREDERICKSBURG

| Building | Location | Estimated Square Footage | Frequency |
|-----------------------------------|-------------------------------|--------------------------|------------------|
| Cottage | 1500 Washington Avenue | 1,200 | Once per quarter |
| Executive Plaza | 601 Caroline Street | 41,742 | Once per quarter |
| Bass Ellison | 608 Jackson Street | 21,800 | Once per month |
| Circuit Court | 815 Princess Anne Street | 14,120 | Once per month |
| City Hall | 715 Princess Anne Street | 33,788 | Once per month |
| City Shop | 1000 Tyler Street | 44,640 | Once per month |
| Dixon Park Maintenance | 1400 Dixon Street | 5,000 | Once per month |
| Dorothy Hart Community Center | 406 Canal Street | 11,638 | Once per month |
| Fire Station #1 | 601 Princess Anne Street | 6,935 | Once per month |
| Fire Station #2 | 101 Altoona Drive | | Once per month |
| Fredericksburg Museum | 907 Princess Anne Street | 8,019 | Once per month |
| Fredericksburg Police | 2200 Cowan Boulevard | 35,000 | Once per month |
| Heritage Center | 900 Barton Street, Suite 1111 | 1,000 | Once per month |
| Juvenile Domestic Relations Court | 615 Princess Anne Street | 17,844 | Once per month |
| Motts Run Reservoir | 6600 Reservoir Road | 1,744 | Once per month |



| Building | Location | Estimated Square Footage | Frequency |
|----------------------------|---------------------------|--------------------------|----------------|
| Public Restrooms | 706 Caroline Street | 1,218 | Once per month |
| Storage Facility | 1 Harkness Street | 14,500 | Once per month |
| Wastewater Treatment Plant | 700 Beulah-Salisbury Road | 3,500 | Once per month |

2. Regular Program: The Regular Program is in effect while school is in session; approximately 8 ½ months (August – May).

UNIVERSITY OF MARY WASHINGTON

| Building Use | Location | Estimated Square Footage | Frequency |
|----------------|-------------------------------|--------------------------|-----------------|
| Academic | Lee Hall | 55,660 | Once per week |
| Administrative | Simpson Library | 70,000 | Once per month |
| Residence Hall | Alvey Hall | 33,694 | Twice per month |
| Residence Hall | Arrington Hall | 33,694 | Twice per month |
| Residence Hall | Ball Hall | 28,992 | Twice per month |
| Residence Hall | Bushnell Hall | 36,296 | Twice per month |
| Residence Hall | Custis Hall | 13,344 | Twice per month |
| Residence Hall | Eagle Landing – North & South | 244,207 | Twice per month |
| Residence Hall | Jefferson Hall | 45,510 | Twice per month |
| Residence Hall | Madison Hall | 13,344 | Twice per month |
| Residence Hall | Marshall Hall | 39,828 | Twice per month |
| Residence Hall | Mason Hall | 46,434 | Twice per month |
| Residence Hall | Mercer Hall | 46,434 | Twice per month |
| Residence Hall | Randolph Hall | 43,734 | Twice per month |
| Residence Hall | Russell Hall | 8,448 | Twice per month |
| Residence Hall | UMW Apartments – 10 Buildings | 141,390 | Twice per month |
| Residence Hall | Virginia Hall | 46,102 | Twice per month |
| Residence Hall | Westmoreland Hall | 27,510 | Twice per month |
| Residence Hall | Willard Hall | 44,870 | Twice per month |

3. Summer Program: The Summer Program is in effect while school is not in session; approximately 3 months (June – August). Each individual room must be treated in the Residence Halls.

UNIVERSITY OF MARY WASHINGTON

| Building Use | Location | Estimated Square Footage | Frequency |
|----------------|-----------------|--------------------------|-----------------|
| Academic | Lee Hall | 55,660 | Twice per month |
| Administrative | Simpson Library | 70,000 | Twice per month |
| Residence Hall | Alvey Hall | 33,694 | Once per month |
| Residence Hall | Arrington Hall | 33,694 | Once per month |



| Building Use | Location | Estimated Square Footage | Frequency |
|----------------|-------------------------------|--------------------------|----------------|
| Residence Hall | Ball Hall | 28,992 | Once per month |
| Residence Hall | Bushnell Hall | 36,296 | Once per month |
| Residence Hall | Custis Hall | 13,344 | Once per month |
| Residence Hall | Eagle Landing – North & South | 244,207 | Once per month |
| Residence Hall | Jefferson Hall | 45,510 | Once per month |
| Residence Hall | Madison Hall | 13,344 | Once per month |
| Residence Hall | Marshall Hall | 39,828 | Once per month |
| Residence Hall | Mason Hall | 46,434 | Once per month |
| Residence Hall | Mercer Hall | 46,434 | Once per month |
| Residence Hall | Randolph Hall | 43,734 | Once per month |
| Residence Hall | Russell Hall | 8,448 | Once per month |
| Residence Hall | UMW Apartments – 10 Buildings | 141,390 | Once per month |
| Residence Hall | Virginia Hall | 46,102 | Once per month |
| Residence Hall | Westmoreland Hall | 27,510 | Once per month |
| Residence Hall | Willard Hall | 44,870 | Once per month |

CITY OF FREDERICKSBURG

| Building Use | Location | Estimated Square Footage | Frequency |
|-----------------------|-------------------|--------------------------|----------------|
| Dixon Park Concession | 1300 Dixon Street | 1,000 | Once per month |
| Dixon Pool | 1400 Dixon Street | 5,000 | Once per month |



ATTACHMENT B

PRICING SCHEDULE

MUST BE COMPLETED AND RETURN WITH PROPOSAL PACKAGE

The Contractor agrees to provide the services, to include all labor, services and materials, in compliance with the statement of need and all terms and conditions of this Request for Proposals, at the submitted prices. All additional fees must be submitted with the proposal (e.g. credit card processing fee).

LABOR RATES: These rates only apply to unscheduled and as needed visits. Overtime rates apply after hours (Monday-Friday 5pm-8am; Saturday-Sunday).

| Job/Service Title | Regular Hourly Rates | Overtime Hourly Rates |
|-------------------------|----------------------|-----------------------|
| Pest Control Technician | | |
| Spot Termite Treatment | | |
| Carpenter Ant Treatment | | |

SERVICE RATES: Provide the monthly rate to treat each location based on the building size and expected service frequency.

UNIVERSITY OF MARY WASHINGTON

Year-Round Program

| Location | Estimated Square Footage | Frequency | Monthly/Quarterly Rate |
|-----------------------------|--------------------------|------------------|------------------------|
| Ridderhof-Martin Gallery | 3,100 | Once per quarter | |
| Gari Melchers Home & Studio | 8,700 | Once per quarter | |
| The James Monroe Museum | 5,300 | Once per quarter | |
| duPont Hall | 33,659 | Once per month | |
| Jepson Science Center | 72,251 | Once per month | |
| Melchers Hall | 14,058 | Once per month | |
| Monroe Hall | 38,754 | Once per month | |
| Pollard Hall | 21,743 | Once per month | |
| Trinkle Hall | 49,762 | Once per month | |
| Brent Hall | 4,722 | Once per month | |
| Dahlgren Campus | 41,878 | Once per month | |
| Fairfax House | 2,085 | Once per month | |
| George Washington Hall | 47,268 | Once per month | |
| Hamlet House | 3,696 | Once per month | |



| Location | Estimated Square Footage | Frequency | Monthly/Quarterly Rate |
|--------------------------------|--------------------------|-----------------|------------------------|
| Heating Plant | 8,289 | Once per month | |
| Hurley Convergence Center | 68,000 | Once per month | |
| Marye House | 5,576 | Once per month | |
| Physical Plant | 44,697 | Once per month | |
| Stafford Campus North | 42,000 | Once per month | |
| Stafford Campus South | 45,000 | Once per month | |
| Tyler House | 1,655 | Once per month | |
| Baseball Field Concession Area | 1,000 | Once per month | |
| Indoor Tennis Center | 54,300 | Once per month | |
| Cornell House | 1,000 | Once per month | |
| Framar Hall | 5,258 | Once per month | |
| South Hall | 33,694 | Once per month | |
| Woodard Campus Center | 39,383 | Twice per month | |
| Jepson Alumni Executive Center | 22,937 | Twice per month | |
| Seacobeck Hall | 42,093 | Twice per month | |
| University Center | 65,000 | Twice per month | |
| Anderson Center | 57,187 | Twice per month | |
| Fitness Center | 19,585 | Twice per month | |
| Goolrick Hall | 85,003 | Twice per month | |

Regular Program

| Location | Estimated Square Footage | Frequency | Monthly Rate |
|-------------------------------|--------------------------|-----------------|--------------|
| Lee Hall | 55,660 | Once per week | |
| Simpson Library | 70,000 | Once per month | |
| Alvey Hall | 33,694 | Twice per month | |
| Arrington Hall | 33,694 | Twice per month | |
| Ball Hall | 28,992 | Twice per month | |
| Bushnell Hall | 36,296 | Twice per month | |
| Custis Hall | 13,344 | Twice per month | |
| Eagle Landing – North & South | 244,207 | Twice per month | |
| Jefferson Hall | 45,510 | Twice per month | |
| Madison Hall | 13,344 | Twice per month | |



| Location | Estimated Square Footage | Frequency | Monthly Rate |
|-------------------------------|--------------------------|-----------------|--------------|
| Marshall Hall | 39,828 | Twice per month | |
| Mason Hall | 46,434 | Twice per month | |
| Mercer Hall | 46,434 | Twice per month | |
| Randolph Hall | 43,734 | Twice per month | |
| Russell Hall | 8,448 | Twice per month | |
| UMW Apartments – 10 Buildings | 141,390 | Twice per month | |
| Virginia Hall | 46,102 | Twice per month | |
| Westmoreland Hall | 27,510 | Twice per month | |
| Willard Hall | 44,870 | Twice per month | |

Summer Program

| Location | Estimated Square Footage | Frequency | Monthly Rate |
|-------------------------------|--------------------------|-----------------|--------------|
| Lee Hall | 55,660 | Twice per month | |
| Simpson Library | 70,000 | Twice per month | |
| Alvey Hall | 33,694 | Once per month | |
| Arrington Hall | 33,694 | Once per month | |
| Ball Hall | 28,992 | Once per month | |
| Bushnell Hall | 36,296 | Once per month | |
| Custis Hall | 13,344 | Once per month | |
| Eagle Landing – North & South | 244,207 | Once per month | |
| Jefferson Hall | 45,510 | Once per month | |
| Madison Hall | 13,344 | Once per month | |
| Marshall Hall | 39,828 | Once per month | |
| Mason Hall | 46,434 | Once per month | |
| Mercer Hall | 46,434 | Once per month | |
| Randolph Hall | 43,734 | Once per month | |
| Russell Hall | 8,448 | Once per month | |
| UMW Apartments – 10 Buildings | 141,390 | Once per month | |
| Virginia Hall | 46,102 | Once per month | |
| Westmoreland Hall | 27,510 | Once per month | |
| Willard Hall | 44,870 | Once per month | |



CITY OF FREDERICKSBURG

Year-Round Program

| Location | Estimated Square Footage | Frequency | Monthly/Quarterly Rate |
|-----------------------------------|--------------------------|------------------|------------------------|
| Cottage | 1,200 | Once per quarter | |
| Executive Plaza | 41,742 | Once per quarter | |
| Bass Ellison | 21,800 | Once per month | |
| Circuit Court | 14,120 | Once per month | |
| City Hall | 33,788 | Once per month | |
| City Shop | 44,640 | Once per month | |
| Dixon Park Maintenance | 5,000 | Once per month | |
| Dorothy Hart Community Center | 11,638 | Once per month | |
| Fire Station #1 | 6,935 | Once per month | |
| Fire Station #2 | 6,935 | Once per month | |
| Fredericksburg Museum | 8,019 | Once per month | |
| Fredericksburg Police | 35,000 | Once per month | |
| Heritage Center | 1,000 | Once per month | |
| Juvenile Domestic Relations Court | 17,844 | Once per month | |
| Motts Run Reservoir | 1,744 | Once per month | |
| Public Restrooms | 1,218 | Once per month | |
| Storage Facility | 14,500 | Once per month | |
| Wastewater Treatment Plant | 3,500 | Once per month | |

Summer Program

| Location | Estimated Square Footage | Frequency | Monthly Rate |
|-----------------------|--------------------------|----------------|--------------|
| Dixon Park Concession | 5,000 | Once per month | |
| Dixon Pool | 1,000 | Once per month | |

EQUIPMENT PRICING:

The Contractor shall bill the appropriate Agency for any owned or rental equipment that is necessary to complete a job at the actual rate with no mark-ups such as cost plus a percentage of cost. The Contractor shall submit a copy of the invoice to the appropriate Agency prior to submitting an invoice. Whenever possible, the Contractor will mitigate the equipment costs each Agency will incur by maximizing the shared use of such equipment.

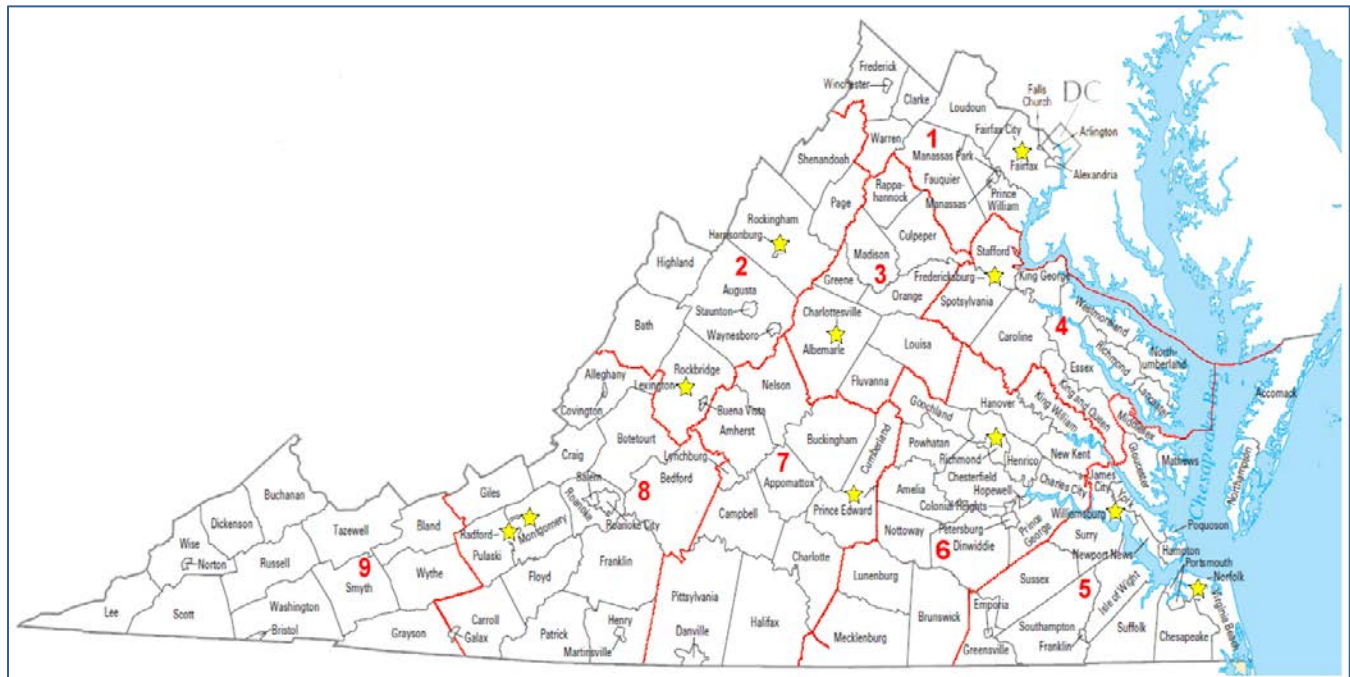


ATTACHMENT C

COOPERATIVE CONTRACT ZONE MAP VASCUPP COOPERATIVE CONTRACT ZONE MAP

It is the intent of the resulting contract to allow for cooperative procurement use by any public body, public or private health or educational institution, or any University related foundation if authorized by the Contractor. Please select all additional zones for which your firm is able to provide pest control service, if needed.

Virginia Association of State College and University Purchasing Professionals (VASCUPP) Member Institutions by Zones



| | | |
|--|---|--|
| <input type="checkbox"/> ZONE 1 George Mason University Fairfax | <input checked="" type="checkbox"/> ZONE 4 University of Mary Washington Fredericksburg | <input type="checkbox"/> ZONE 7 Longwood University Farmville |
| <input type="checkbox"/> ZONE 2 James Madison University Harrisonburg Virginia Military Institute Lexington | <input type="checkbox"/> ZONE 5 College of William and Mary Williamsburg Old Dominion University Norfolk | <input type="checkbox"/> ZONE 8 Radford University Radford Virginia Tech Blacksburg |
| <input type="checkbox"/> ZONE 3 University of Virginia Charlottesville | <input type="checkbox"/> ZONE 6 Virginia Commonwealth University Richmond | <input type="checkbox"/> ZONE 9 University of Virginia - Wise Wise |

Note: Inability to provide service to other Zones does not disqualify a firm from submitting a proposal.



ATTACHMENT D

SMALL BUSINESS SUBCONTRACTING PLAN MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

DEFINITIONS:

"Small business" means a business 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 the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means 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 is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

"Minority-owned business" means 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. *(Code of Virginia, § 2.2-4310)*

Firm Name: _____

Preparer Name: _____ **Date:** _____

INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For any points to be received for the subcontracting portion of the evaluation criteria, the Offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.



ATTACHMENT D (CONT'D)

Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check Only One: ☐ Small Business ☐ Small and Woman-Owned Business ☐ Small and Minority-Owned Business

DSBSD Certification No.: _____ Expiration Date: _____

Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

| Small Business Name, Address & DSBSD Cert No. | Indicate if also: Women (W) or Minority (M) Certified | Contact Person, Telephone & Email | Type of Goods and/or Services | Planned Involvement During Initial Period of the Contract (%) | Planned Contract Dollars During Initial Period of the Contract (\$) |
|---|---|-----------------------------------|-------------------------------|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Planned Subcontracting Spend (\$) | | | | | |



ATTACHMENT E

SWAM INITIATIVE LETTER
SUPPORT FROM THE VP FOR ADMINISTRATION AND FINANCE & CFO

Greetings:

The quality of service the University of Mary Washington is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational mission. An important part of our procurement program involves our commitment to doing business with small, women-owned and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, I ask that you involve small, women-owned and minority-owned businesses in the delivery of goods/services you provide to UMW. The Procurement Services office is able to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through monthly/quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,

Richard R. Pearce

Vice President for Administration and Finance and CFO



ATTACHMENT F

SWAM SUBCONTRACTOR SPEND REPORTING FORM LOCATED ON PROCUREMENT SERVICES WEBSITE

<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

Business Services

Procurement Services

Technology Purchases Current Bids & Proposals Vendors Green Purchasing **SWaM Reporting**

Central Storeroom/Surplus You are here: Home / Vendors Vendor Resources
Contracts Vendor Policies and Guidelines
Laws, Policies and Procedures Vendor Registration Requirements
Forms Vendor Survey
Training Vendor Survey
Small Purchase Credit Card
Directions and Maps

SWaM Reporting

The University of Maryland, System, is required to report all small business spend, importance is also placed on utilizing local woman-owned and minority-owned businesses to procure goods and services for the university. UMW's goal is to have a total SWaM (small, woman-owned, minority-owned) spend of 10% of total procurement spend.

Virginia's Total e-Procurement Solution!

SWaM Subcontractor Reporting

This form should be used by vendors to report their Small, Woman-owned and Minority-owned (SWaM) business spend.

Vendor * **Contract Number ***

Please enter the name of the COMPANY Please enter the CONTRACT NUMBER

Name *

First Last

Please enter the SUBMITTER'S first and last name

Email *

Please enter the SUBMITTER'S email address

Select Reporting Method *

☐ Upload Spreadsheet/Document
☐ Manual Input

Additional Comments/Information

Please provide any relevant comments or information

Captcha

chromate minglan

Type the text

Privacy & Terms

reCAPTCHA™ stop spam, read books