



**REQUEST FOR PROPOSALS (RFP)**

**ISSUE DATE:** June 30, 2016

**RFP NUMBER & TITLE:** RFP 16-487 Campus Wide Janitorial

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

**WORK LOCATION:** Fredericksburg, Virginia

**PROPOSAL DUE DATE & TIME:** **SEPTEMBER 8, 2016; 3:00PM**

**COMMODITY CODE(S):** 91039, 96221

**PRE-PROPOSAL CONFERENCE:** ☐ Optional ☒ **Mandatory** ☐ N/A **DATE & TIME:** **JULY 13, 2016; 9:30AM**

**PRE-PROPOSAL LOCATION:** 1125 Jefferson Davis Hwy, Suite 480, Fredericksburg, VA 22401

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

**PERIOD OF CONTRACT:** Date of award through two years, with up to eight (8) 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: \_\_\_\_\_

Virginia Contractor License No. : \_\_\_\_\_ Class: \_\_\_\_\_

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)

**BUILDING INSPECTIONS & SITE VISITS:** Offerors are able to access the majority of administrative and athletic buildings without an escort; appointments must be made to view all Residence Halls. Email the contract officer to schedule building site visits. No escorted site visits will be conducted after **JULY 29, 2016**.

**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 **AUGUST 24, 2016, 4:00PM**.

**PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on **July 13, 2016 at 9:30AM** in the Eagle Village, Suite 480 Conference Room.

- a. No attendee will be permitted access to the conference after 9:40AM
- b. Bring a copy of the RFP with you to the conference
- c. Parking is available in the lot in front of the Hyatt Hotel and Giant
- d. *Note:* there is no access to the 4<sup>th</sup> floor from the stairwell

**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. Emailed Questions From Offerors Accepted Only Through: 8/24/2016; 4:00PM
- b. Proposals Due: 9/8/2016; 3:00PM
- c. Initial Evaluations & Score Sheets Complete: 9/30/2016
- d. Tentative Negotiations Complete: 10/21/2016
- e. Tentative Intent to Award or Award: 11/1/2016
- f. Tentative Commencement of Contract: 12/1/2016

**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](http://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 a bidder or 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:** The University of Mary Washington ('UMW' or 'the University') is soliciting proposals from qualified Contractors in order to establish a contract to provide quality and competitive custodial and related ancillary services in select buildings. The University reserves the right to award to multiple contractors to respectively provide any part of the services discussed in this RFP. These services are to be provided for the initial period of two years with the option for up to eight (8) one year renewals. The term UMW or the University refers to any current or future properties owned or leased by the University of Mary Washington. *The University will not guarantee any particular usage amount during any period of the resulting contract; nor will it be held responsible in any way if contract usage does not meet the estimate.*
- 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/>
- III. **BACKGROUND:** UMW currently has three (3) campuses, and several properties leased and/or owned, that require custodial services. The current campus wide janitorial is with GCA Educational Services with an approximate annual spend of \$870,000. The resulting contract will be an optional use, requirements based contract. UMW reserves the right to delete or add buildings and locations from the contract upon the mutual agreement of both parties.
- IV. **STATEMENT OF NEEDS:** The University seeks Contractors to provide custodial services for administrative buildings, common use areas, classrooms, residential facilities, floor cleaning (including carpets), emergency custodial services, event support services, trash collection, collection and processing of recyclables, upholstery/drapery cleaning, replacement shower curtains and on-demand custodial services; as well as year round cleaning for specified buildings noted in Attachment B. The University will hold an initial kick-off meeting, at a time to be determined by all parties participating under the resulting contract, to assign buildings and verify the expected level of clean for each area; subsequent annual meetings will be held to review and make building assignment adjustments, as needed.
1. **GENERAL REQUIREMENTS:**
- Demonstrate flexibility in accommodating new and changing requirements while providing reliable customer service and striving to assist the University in achieving its sustainability goals, objectives and initiatives. The selected contractor(s) will make assisting the University with its custodial service needs a high priority.
  - Utilize same or comparable green cleaning agents, recycled paper products and sustainable equipment as the University.
  - Provide the University's Contract Administrator (CA) with a copy of all Material Safety and Data Sheets (MSDS) for materials used during the performance of requested custodial services. A copy of the MSDS will be maintained on premises by the contractor(s) and be accessible to employees at all times.
  - Maintain written or electronic records of custodial services, inspections and projects in an easy to use format and be able to provide these records to a designated representative of the University upon request. Provide information for any electronic system or application currently being utilized by the contractor(s); UMW will need to be permitted access to reporting and inspection modules.

- e. Communicate and coordinate with designated University Contract Administrator on a regular basis (i.e. daily, weekly, etc.).
  - f. Document and provide written incident reports of anomalous occurrences by the end of each shift for any/all Zones.
  - g. Respond to emergency situations within a half-hour from initial notification by a designated representative of the University during the hours of 8:00am to 6:00pm, and within one hour during the hours of 6:00pm to 8:00am.
  - h. Ensure the contractor's employees do not utilize computers in any space, nor move or relocate the contents in offices or labs, etc.
  - i. Ensure access cards and keys are secure at all times.
  - j. Provide on-demand custodial services upon request on a time and material or fixed price basis. These services may include, but are not limited to, post construction/renovation clean up, special projects and/ or events.
  - k. The contractor(s) must have sufficient staff to handle surge capacity during special events and high turn-around residential hall cleaning, while maintaining the required level of clean.
  - l. During periods of inclement weather involving snow and ice, the contractor(s) will ensure interior entranceways and lobbies of buildings are maintained free of melted snow and deicing materials. When precipitation ends, the contractor(s) will clear entranceways to their full width to permit full door openings. All fire exits (interior) will likewise be cleared to permit full door openings and any associated steps and landings will be cleared as well.
  - m. Cleaning of windows (interior) for residential buildings prior to the start of the fall semester each year.
2. **EXPERIENCE:** The Contractor must have at least five (5) years janitorial experience in cleaning facilities of similar size and type to the University; experience in a higher education environment is preferred. The Contractor must provide at least three (3) references to verify their experience. It may be necessary or desirable for members of the University's evaluation team to travel to a client of the Contractor to view its operations.
3. **CLEANING STANDARDS:** The UMW contract will require cleaning equivalent to **Level II of the Association of Higher Education Facilities Officers (APPA)**. UMW does not require the vendor to follow the specific methods or staffing structures from the APPA guidelines, and the vendor may employ their own procedures and guidelines to achieve equivalent results. If mold is found during cleaning, contact the CA.
- The Contractor shall furnish all management, trained personnel, supervision, scheduling, tools, equipment, vehicles, cleaning chemicals, supplies and other accessories required to perform the services. Services shall be provided seven (7) days a week, Sunday through Saturday, as applicable.
4. **BUILDING COVERAGE:** Building areas covered by the contract will include, but are not limited to; University of Mary Washington and the University of Mary Washington Foundation (UMWF) owned or leased properties. This shall include but is not limited to all building components from "steps to roof", building exteriors, public areas, halls, restrooms, lobbies, storage areas, elevators, stairways, windows (exterior as well as interior), window screens, spider webs (interior as well as exterior of the building), cigarette urns, doors, office spaces, work areas, building entrances and porches (to include all areas within ten (10) feet of all exterior doors, bottom of steps, and ramps) and/or to the bottom of steps if applicable, as well as, interior and exterior trash collection areas (under roof) (to include all

areas within ten feet of all trash cans, dumpsters and trash compactors). Custodial services shall include areas under furniture, furnishings, floor mats and runners. Debris swept from any outside area shall not be swept onto the surrounding landscape; it shall be collected and disposed of properly.

5. SPECIAL OR EMERGENCY CLEANING: When directed by the University's Contract Administrator or authorized representative, or via the work request system either by written or verbal order, to clean any area required for a special occasion, or made necessary by an emergency or mishap, the Contractor shall fulfill the order.

The following locations are considered as essential and require custodial staffing during inclement weather:

- a. Fitness Center
- b. Hurley Convergence Center
- c. Simpson Library
- d. University Campus Center

6. BUILDING CONDITION REPORTS: Contractor's employees shall take note of the condition of the facilities as a normal part of their duties. Building conditions that require repair or maintenance shall be reported in writing to the University's Contract Administrator on a weekly basis via a condition assessment report. If the repair/damage impacts life or safety, the Contractor shall report it immediately via the work request system during business hours or to UMW Police if after business hours. The Contractor's manager and the University's Contract Administrator will develop the specific format of the report.

7. UPHOLSTERY, CURTAIN & DRAPERY CLEANING: As a normal part of their duties, Contractor's employees shall clean spots on upholstery and draperies, as needed. If a spill or spot is of sufficient nature, the Contractor shall clean the entire piece of furniture or set of draperies. Cleaning at the site of all upholstery and draperies shall be completed at the beginning of the summer and the end of the summer to be sure that furniture looks clean at all times. A schedule shall be provided to the Contract Administrator for upholstery cleaning. The schedule shall reflect public spaces and frequently used spaces such as meeting rooms, lounges, etc. as top priority areas.

8. TRASH COLLECTION: All trash removed from wastebaskets, trash receptacles and other items specifically marked "trash" will be removed from the building and placed in the designated containers outside of the building in selected areas located on University property. The Contractor shall provide all liners for trash receptacles, sized appropriately for the receptacles. All wastebaskets, trash cans and trash shoots shall be washed and disinfected as needed to keep them clean and sanitary at all times. The Contractor shall keep the outside of all University owned dumpsters and trash compactors clean, as well as the area within ten (10) feet of the collection station to include the dumpster enclosures and enclosure interiors. The Contractor shall also keep the area within ten (10) feet of the leased compactors and/or compactor enclosures clean and free from debris.

The Contractor or his employees shall not be allowed to collect or remove from the property for the purpose of selling for gain any trash, waste paper (including computer paper), cans, bottles, etc. Trash shall be collected from all public areas including but not limited to kitchens and lounges prior to the start of a weekend, holiday or scheduled University closure.

9. COLLECTION OF RECYCLABLES: Recycling receptacles are located in proximity to residential buildings and elsewhere on campus. The Contractor shall utilize the provided recycling containers for mixed paper, glass/aluminum/plastic. To support these efforts the Contractor shall provide recycling

collection in all residential buildings on campus during periods of service. The Contractor or his employees will not be allowed to collect or remove from the property for the purpose of selling for gain any paper (including computer paper), cans, bottles, etc. All recyclables will be recycled for the University. The Contractor shall be required to:

- a. Empty all recycling receptacles, at a minimum, twice per week.
  - b. Provide a schedule for recycling collection that shall be coordinated with and approved by the University's Contract Administrator and Sustainability Coordinator; the recycling collection schedule shall be maintained and adjusted as needed to ensure containers do not routinely/frequently overflow. The University shall provide any liners used for recycling.
  - c. Deliver additional recycling receptacles when requested on an as needed basis. The Contractor shall also be responsible for additional recycling pickup during times of influx that may be caused by, but not limited to, student move-in, office moves, purchase of new office furniture, or equipment purchases. UMW will be providing the recyclable bags.
- 10. ARTWORK/PEDESTALS:** Custodial staff shall not attempt to clean any artwork or pedestals containing artwork in the buildings on campus. The custodial staff shall report to the Contract Administrator any damage to artwork or any housekeeping needs relating to artwork.
- 11. WORK ORDER:** The Contractor shall utilize the University's work request system for all work performed on campus. All on-demand maintenance requests shall be processed through the University's system. Time on task shall be included on each work order prior to work order completion.
- 12. VENDOR PERFORMANCE STANDARDS:** Services performed under this contract shall be subject to inspection and approval by official(s) designated by UMW.
- a. For all operations where furniture and equipment must be moved, no chairs, waste paper baskets or other similar items shall be stacked on desks, beds, tables or windowsills. Upon completion of work, all furniture and equipment must be returned to its original position.
  - b. All tools, equipment and furnishings shall be maintained in clean conditions at all times and neatly stored in the assigned storage area. Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.
  - c. Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions to include highly visible signage at each entrance into the hazard area; this applies during inclement weather as well as during cleaning operations. All waxed surfaces must be maintained so as to provide anti-slip walking conditions.
  - d. The Contractor shall not use any product, supplies or equipment that are injurious or damaging to the surface to which they are applied or exposed. The Contractor shall be responsible for restoring/replacing any equipment/facilities, furniture, and floor covering, etc. so damaged.
  - e. The Contractor shall notify the Contract Administrator seventy-two (72) hours prior to ANY major cleaning activity such as carpet shampooing or floor stripping and finishing. The method of notification shall be by campus email notification. The notices must describe the activity, time and date, anticipated tenant disruptions, and a phone number that can be called if there are any questions.
- 13. CERTIFICATIONS AND DETAILED PERFORMANCE STANDARDS:** Contractor certification to Cleaning Industry Management Standards (CIMS) and Cleaning Industry Management Standards – Green



Building (CIMS-GB) is preferred. Contractor certification through the Cleaning Management Institute (CMI) Custodial Supervisor and Custodial Technician Training program is also preferred.

- 14. RESIDENTIAL FACILITIES:** During the summer period (May 1 – August 31) the custodial staff is responsible for all interior public and work areas of the residential buildings (exclusive of mechanical areas), as well as all exterior areas under roof and building steps (to include all areas within ten (10) feet of all exterior doors, bottom of steps, and ramps) on a daily basis seven (7) days a week, Sunday through Saturday. Thorough cleaning of the Office of Residential Life staff apartments will be required as staff vacate the apartment in preparation for new staff members. These services will be requested with fourteen (14) days' notice by a work request through Facilities Services as needed. Occupied buildings will be cleaned seven (7) days per week. Unoccupied buildings will be cleaned after each scheduled use or refreshed before the next scheduled use, if needed.

The Contractor shall provide cleaning service for all University-owned residential property including faculty/staff housing. As property is vacated, normally once or twice a year, the interior and exterior of each rental property will be thoroughly cleaned and prepared for the next occupant. This will include, but not be limited to, thorough cleaning of bathrooms, kitchens, appliances, cabinets, closets, floors/carpets, window treatments, furniture, upholstery, windows, and porches. The University's Contract Administrator will be provided with a list of any repairs required. The University's Contract Administrator will be responsible for scheduling of this task with the Contractor's manager.

- 15. SUMMER RESIDENCE HALL CUSTODIAL SERVICES:** Prior to the beginning of the fall term, the residence halls must be prepared for student move-in. Preparation activities will include, but may not be limited to:

- a. Thorough cleaning of all residence hall rooms
- b. Thorough cleaning of all bathrooms
- c. Stripping and waxing of all floors
- d. Professional carpet cleaning
- e. Cleaning of all windows, window screens, wall washing (spot cleaning), light cover cleaning
- f. Checking operation of all lights as well as moving
- g. Setting-up and preparing furniture
- h. Floor cleaning may be completed more often in high use areas as needed to maintain the level of service required by the contract

The Office of Residence Life will provide the schedule for early arrivals for move-in preparation. The Contractor will also be responsible for setting up transitional furniture in rooms as requested by the Office of Residence Life and removal of this furniture with proper placement back into storage as needed during the academic year.

In addition to the cleaning of residential facilities in the summer for the preparation of the fall term, the contractor shall also provide cleaning and re-cleaning of residential spaces in support of the University's Summer Events and Conferencing Office. Sets of rooms and spaces, ranging from whole halls to as few as two or three rooms will be cleaned for use by residential summer programs as well as regular UMW residential programs that continue through the summer period. The contractor shall coordinate cleaning schedules so as to provide timely service for a high-tempo occupancy and room assignment not unlike hotel management. As determined by the Office of Conferencing, the Contractor may be required to provide daily room service in some situations. Specific pricing for these shall be established in the contract.



- 16. WINTER BREAK RESIDENCE HALL CUSTODIAL SERVICES:** Prior to the beginning of the Spring term, any room that has been vacated at the end of Fall term and scheduled for use in the Spring term, shall be cleaned and readied for new occupants. A list will be provided by Office of Residence Life fourteen (14) days prior to required occupancy in the Spring term.
- 17. EVENTS ON-DEMAND:** During the course of the year, the University, University Foundation and University Departments hold a number of events. The Contractor may be required to provide pre-event cleaning, set-up, breakdown and post event cleaning, and trash and recycling removal for these events. These activities include, but are not limited to, chairs, tables, trash cans & liners, barricades, install and take down event roping, and removal of protective floor coverings and trash/litter control during the event. Additional custodial services including but not limited to litter control, bathroom cleaning and restocking, and public space cleaning may be necessary during special/signature events. Staffing for event services shall be provided by the Contractor such that flexibility is maintained to be able to provide event services during normal daily hours of operation, as well as evening and weekends. This section is expected to be supported on a per request basis.
- The following events are recurring (list is not all inclusive):
- a. Board Meetings, Convocation, Graduation, Staff picnics, Student picnics, etc. - this includes support for catered events, catered by the University's catering contractor, as needed.
  - b. Sport events and other events at the Anderson Center, Rosner Arena, Goolrick Hall, University Tennis Center, Athletic Stone House, Battle Ground Athletic Complex and the University Center.
  - c. Special events and workshops scheduled by the Office of Events and Conferencing for requestors outside of the University community; weddings and other functions at Belmont.
- 18. BLEACHERS & STAGES (TEMPORARY STRUCTURES):** It is preferred that Contractor(s) have personnel that are knowledgeable of "temporary structure permits" through the Commonwealth of Virginia and trained and qualified to handle work of this type. The University shall be responsible for obtaining permits for temporary structures through the Bureau of Capital Outlay Management (BCOM); however the Contractor(s) may be required to assist with assembly and breakdown.
- 19. CONTRACTOR'S PERSONNEL:** Contractor shall submit, with their proposal, resumes of management and supervisors who will be responsible for the overall contract. All management and supervisory personnel shall have prior supervisory experience commensurate with the scope of work specified herein. Contractor must perform background checks on all employees that will be working on UMW property and be able to provide a copy to the Contract Administrator upon request. Registered sex offenders are not permitted on campus.

a. **Manager:**

The Contractor shall assign a minimum of one (1), on-site, experienced full-time manager who shall report to the University's Contract Administrator, for communications and coordination of the custodial functions and quality control.

- i. Standard workdays for the manager shall be five (5) days a week, Monday through Friday year round, with daily scheduled times to be determined after award of contract. Contractor's manager will have scheduled flexibility as needed to maintain contract services.
- ii. The Contractor's manager shall be responsible for the inspection (scheduled & random) of the entire area of the building(s) and area(s) under contract each day for the purpose of ensuring quality workmanship and compliance with the contract. This

procedure should provide the manager with the opportunity to note discrepancies and complaints and to plan for correction of deficiencies in the work.

- iii. The Contractor's manager shall maintain a list of all deficiencies and complaints. The Contractor's manager shall report these deficiencies and complaints, as well as a plan for correction on a daily basis to the University Contract Administrator.
- iv. The Contractor's manager shall be able to effectively communicate orally and in writing. Additionally, the Contractor's manager shall be able to read chemical labels, job instructions, and other job related materials. The Contractor's manager shall be literate and conversant in the English language.
- v. The Contractor's manager shall also be capable of communicating fully with all employees in the event they do not speak English.
- vi. The Custodial Services Manager shall be responsible for providing an accurate employee listing of ALL Contractors' personnel. If the Contractor uses employees not on the list, the University may order that person(s) off the property and deduct the cost of a full eight (8) hours labor from the monthly invoice. Repeated use of employees not on the current list may be grounds for termination of the contract. Any change in the Contractor's employee list shall be communicated to the Contract Administrator within twenty-four (24) hours of the change.
- vii. The Contractor is required to ensure that their employees and third party vendors performing work at the University are properly certified and eligible to work in the United States. In addition, the University may request that Contractor provide work history verification and US employment eligibility verification for any potential employee or such additional background checks that may be required prior to placement at the University site.

The University's Contract Administrator will be the sole judge of the communication level.

b. **Supervisor:**

The Contractor shall assign an appropriate number of qualified supervisors to supervise the Contractor's employees to ensure adherence to the cleaning schedule. Supervisors may be a working supervisor.

- i. The Contractor's supervisor(s) shall be able to effectively communicate orally and in writing. Additionally, the Contractor's supervisor shall be able to read chemical labels, job instructions, and other job related materials. The Contractor's supervisor(s) shall be literate and conversant in the English language. The Contractor's supervisor(s) shall also be capable of communicating fully with all employees in the event they do not speak English. The University's Contract Administrator will be the sole judge of the communication level.
- ii. The Supervisor(s) shall be responsible for all keys assigned or checked out to unlock spaces and for the security of the building during periods of work by the contractor.
- iii. The Supervisor shall be responsible for the conduct and performance of the Contractor's employees.

c. **Custodial Workers:**

The Contractor shall employ a sufficient number of experienced custodial workers to adequately perform all the specified duties and services.

- i. Custodians shall be employees of the Contractor. Day laborers are not acceptable.

- ii. The buildings shall be fully staffed on the first day of work under the contract.
- iii. All Contractor personnel shall receive close and continuing first-line supervision by the Contractor's Manager or Supervisor.
- iv. No one with a felony conviction shall be employed under this contract. The Contractor shall remove any employee for University service who is convicted of a felony crime during his employment.
- v. The Contractor at the request of the University shall provide subsequent background checks of any employee.
- vi. The University reserves the right to require immediate removal of any employee from University service it deems unfit for service for ANY reason. This right is non-negotiable and the Contractor agrees to this condition by accepting this contract.

**20. GRATUITIES:** Contractor employees shall not accept any money or material items from UMW faculty, staff, students or guests.

**21. USE OF UNIVERSITY EQUIPMENT:** Unless otherwise specified, the use of University equipment (phones, computers, copy machines, printers etc.) by Contractor's employees is prohibited.

**22. UNIVERSITY PROPERTY:** Contractor employees are not allowed to remove any property items from the buildings. A Contractor employee suspected of theft may be subjected to an interview with UMW Police. Any employee caught stealing will be prosecuted to the full extent of the law. All lost and found articles recovered by contractual employees must be immediately turned in to University Police. A receipt for the item may be requested.

Contractor's employees shall not open desk drawers or cabinets at any time, except in cleaning vacated residence rooms. Lost or forgotten property found in desks/drawers shall be turned over to the Office of Residence Life with notation as to date/place of recovery.

**23. TRAINING:**

**a. Initial Training:**

Contractor personnel shall be fully trained and skilled to meet the responsibilities of their position. Custodians employed by the Contractor shall be fully trained and skilled in safe and proper custodial techniques. They shall become familiar with the schedule of cleaning within their assigned areas. Contractor shall not use the University as a training ground for custodial personnel. The use of custodians who are not adequately trained may be sufficient grounds for termination of the contract.

**b. Continuous Training:**

The Contractor shall be responsible for the continuous training program of the Contractor's employees. This program shall keep the employees knowledgeable on the industry standards of cleaning and on the use of required cleaning products and methods.

**c. Safety Training:**

The Contractor shall be responsible for the continuous safety training program of the Contractor's employees. This program shall keep the employees knowledgeable on the proper use and maintenance of cleaning equipment and on the use of cleaning products and methods. The safety of the University employees, Contractor, visitors and neighbors is a top priority at the University. All Contractor personnel and third party vendors are expected to understand and strictly adhere to the University safety policies and procedures at all times when on site, and to cooperate with the University's Office of Environmental Health and Safety (EH&S) personnel when requested. The University reserves the right, at any time, to

request any Contractor employee or third party vendor employee to leave its premises for egregious or repeated violations of EH&S policies. The University is the final authority for all policies, procedures, regulations and requirements relating to safety at the University and such policies, procedures, regulations, and requirements will comply with applicable laws. The Contractor shall take immediate action to mitigate and contain any immediate safety hazard identified by University EH&S personnel. Any requests for safety-related actions or work on behalf of the Contractor that do not relate to an immediate safety hazard shall be referred to Contract Administrator for approval.

d. **Documentation:**

The Contractor shall provide sufficient documentation to demonstrate adequate training has been provided. Contractor shall submit a statement outlining their training program and method of verifying employee competency to the Contract Administrator. Failure to do so may be ample cause for rejection of the proposal or termination of the contract.

**24. UNIFORMS & IDS:**

- a. All Contractor's employees must project a professional image in both their work habits and personal hygiene and grooming. All employees shall wear uniforms or other official apparel that bear company name/logo. Apparel shall be approved by the University and shall be clean and without stains, tears or show excessive wear, while the Contractor's employee is on University property.
- b. The University prefers that the Contractor's uniform or official apparel be able to incorporate UMW branding (name and logo) in order to further the mission of the institution to the University community and guests.
- c. Identification badges will be furnished by the Contractor and shall be worn by all Contractors' employees while on University premises. The badge will have the employee's picture and name. This identification must be prominently displayed at all times.

**25. SECURITY & ACCESS:**

a. **Security:**

- i. The Contractor shall work with the University to maintain the security of the facilities.
- ii. The Contractor will be given a schedule that details when buildings and classrooms are accessible. All offices, supply rooms, and other areas that have potentially sensitive information or items should be kept locked at all times. Should there be questions about whether an area should be locked or not, it is incumbent on the Contractor to follow-up with the University Contract Administrator to make a determination. The Contractor and Contractor personnel are responsible for identifying and keeping up-to-date on the door-locking schedule and security procedures for each building as provided by the University. The Contractor shall keep all doors locked according to the schedule during the performance of work; and assure that all exterior doors and suite doors are appropriately secured at the end of the shift. No doors shall be propped open at any time to circumvent security access procedures.
- iii. All emergencies and security violations shall be reported immediately to the University Police and to the University Contract Administrator. This includes but is not limited to persons attempting to gain access to a secure area, conditions that could result in harm to occupants or immediate damage to the facility, as well as

facilities and areas found in an un-secured condition that are normally secured. All Contractors' personnel shall be subject to any and all security regulations in effect, modified or implemented by the University Campus Police throughout the contract period. The Contractor shall be responsible for assuring that its employees are not engaging in any destructive activity on University property.

**b. Building Access:**

- i. Access to each building will be as directed by the University Contract Administrator or designee. Contract employees shall access assigned secured campus buildings only during assigned duty hours, unless prior approval provided by the University Contract Administrator or designee.
- ii. Employees shall not be accompanied in their work areas or on the premises during work hours by acquaintances, family members, or any other person unless said person is an authorized employee performing work under the contract.
- iii. Access to designated restricted areas may require the presence of authorized University personnel. The authorized University representative will designate restricted areas and special access procedures.
- iv. Contractor personnel, while performing work, shall be alert for anything out of the ordinary, including, but not limited to, unusual noises, leaks, burning smells, suspicious persons, and possible safety hazards, and report their observations immediately to the Contract Administrator during normal working hours and UMW Police after hours.

**c. Keys:**

- i. Sufficient keys will be provided by the University to perform the cleaning contract. Keys shall be picked up by the supervisors each workday and signed out at University Police. Contractor shall be responsible for the collection and distribution of keys to employees. Keys are to remain on campus at all times and shall be submitted and signed in at University Police at the end of each workday. Contractor shall be responsible for the cost for replacing lost keys and/or rekeying locks.
- ii. If a key or access card is lost, the University Contract Administrator and University Police must be notified immediately. The Contractor shall be responsible for any lost keys, card keys and any resulting damages (i.e. rekeying of whole facility). This cost may be withheld from payment(s). The decision to rekey the whole facility is solely that of the Vice President of Administration and Finance. Failure to report the loss of a key or card will result in immediate termination of the employee and possible termination of the contract.
- iii. Where access control key boxes are in place the Contractor's employees may be given access to an appropriate key ring to allow access through the building. In this case keys rings must be returned to the box by the employee who accessed the ring prior to the employee leave the building.

- d. Prox Cards and Electronic Access Fobs:** Prox cards or electronic access fobs are required for all personnel to gain entry into areas secured by the electronic access security system. Contractor shall require all employees performing under this contract to personally sign and be responsible for each electronic access card to gain entry to work areas. This card shall only be used by the individual who has signed for the card and whose picture appears on the card.

When the Contractor no longer employs an individual, the card must be returned to the University. Use of an electronic access card by any other person other than the individual signing for the card shall be ample cause for termination of the contract. The University will assess a non-refundable charge to the Contractor for all new and replacement cards.

**26. EQUIPMENT & SUPPLIES:** Contractor shall provide all necessary equipment, supplies and vehicles needed for the performance of the work under this contract.

**a. Equipment:**

- i. Such equipment shall be of the size and type customarily used in work of this kind. No equipment shall be used which could create a safety hazard or is harmful to the buildings or their contents. Equipment utilizing green cleaning products and standards shall be maximized to support the State and University's Sustainability efforts. Electrical power (110 volts) will be furnished by the University at existing power outlets for the Contractor's use to operate such equipment as is necessary in the conduct of their work. The Contractor shall be responsible for any damage caused to the electrical outlets and their covers caused by the improper connection or disconnection of equipment. Hot and cold water will also be made available as necessary for cleaning. The University may supply two-way radios for the Contractor's manager or supervisors that operate on the University's frequencies.
- ii. The equipment must be maintained in good operating condition and in sufficient quantities to adequately perform all services, and available to the Contractor's employees at all times. All equipment must be OSHA certified and/or meet all OSHA requirements. Contractor shall mark all equipment so that ownership can be easily identified, and all broken equipment will be removed from the University immediately. It is understood and agreed that the University shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the Contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the Contractor wherever located.
- iii. UMW will supply ride-on 28inch scrubbers at the Indoor Tennis Center, Goolrick and Anderson Center. UMW will also supply a ride-on 28inch sweeper for the Indoor Tennis Courts.
- iv. Contractor shall provide any telephones whether cell or landline and all office equipment for their employees.
- v. Contract Manager must have a cellphone on body at all times in case of emergencies.

**b. Supplies:**

- i. All supplies are to be furnished by the Contractor, including all paper goods, soaps, hand sanitizers, dispensers, cleaners, trash bags, etc., currently used throughout all spaces for which the Contractor has responsibility via the contract. The Contractor shall make these supplies and dispensers available to the University Contract Administrator for inspection and approval for use. Sufficient supplies shall be maintained on the job site at all times and made available to the Contractor's employees for use in the performance of required services.
  - The Contractor must use large roll bath tissue able to fit in the Georgia Pacific #59012 dispenser, 2000 ft, 2 ply, 12" diameter, approximate 3 ¼" core,

(universal size will work) and tear towel rolls able to fit in the Georgia Pacific #54338 dispenser, approximately 7 ¾" x 800 ft, natural with a 1 7/8" core.

- ii. The Contractor shall use environmentally safe (Green Seal) approved products for at least 70% of their cleaning supplies as part of the University's Mission Statement and on-going commitment to sustainability. The University reserves the right to approve any changes in products being used. Copies of MSDS sheets for all products used will be provided to the Contract Administrator and our UMW Safety team. The Contract Administrator shall approve all products being used and the Contractor shall ensure the Contract Administrator has an accurate list of the types of supplies being used at all times.

c. **Space:**

- i. The Contractor will be provided a certain amount of space on the University premises. These spaces include, but are not limited to, office space (1), storage closets, and at least one existing custodial closets in each residence hall building.
- ii. Contractor occupied spaces and any furnishings, supplies and installed equipment shall be operated and maintained in accordance with defined standards, and in strict accordance with the University Environmental Health and Safety, security and corporate policies. It is the University's expectation that the Contractor shall maintain occupied workspaces in a manner that appropriately reflects the care and diligence that it takes in maintaining the University's other facilities.

**27. SAFETY STANDARDS:** The Contractor must comply with all applicable laws, rules and regulations of federal, state and local government, including but not limited to, equal opportunity laws, environmental laws (including AQMD), and all rules and regulations issued pursuant thereto. Failure to comply with laws may result in termination of the contract. The Contractor shall immediately correct any work and replace any material provided by it that does not comply with such laws, rules and regulations at its own expense.

**28. OBSERVED HOLIDAYS & UNIVERSITY CLOSINGS:**

- a. Notification of observed holidays and official University closings shall be through the University institutional calendar. The Contractor will be provided a copy of holiday calendar annually.
- b. Contractor will be allowed to observe same holidays as the institution with the understanding that should there be events, e.g. athletic, special events etc., these would require "on demand" cleaning and/or staffing support.

**29. VEHICLE RESTRICTIONS:** All vehicles must remain on paved surfaces except as authorized by the Contract Administrator, along with notifying the Office of Parking Management. All vehicles must properly display current license plates and city/county decals as required by Virginia law. Contractor's vehicles are required to be registered with the Office of Parking Management in order to obtain a parking decal.

**30. REPORTING REQUIREMENTS:**

a. **Status Reports (Daily, Weekly & Monthly):**

- i. The Contractor shall provide daily, weekly, and monthly status reports to the Contract Administrator. Monthly reports should be submitted by the 10<sup>th</sup> for the previous month's activities. The report shall include, but is not limited to, review of monthly activity, custodial training, personnel changes, custodial maintenance work order



request by activity, building inspection activity, product purchase and usage, and any project work. This shall also include Key Performance Indicators (KPI) such as a monthly review of the following:

1. All maintenance requests reported by custodial staff members
2. Project work completed compliance with task and frequency standards as listed in the RFP
3. Setup activity and post event quality surveys

There shall be periodic reviews of the survey data from administration, staff, faculty, and students. ***Please provide a sample of a report.***

- ii. Inspection Reports (weekly) – The Contractor’s manager or designee shall complete scheduled and random inspections after cleaning has been completed. The University reserves the right to complete random inspections. ***Please provide a sample of a report.***
- iii. Green Cleaning (monthly) – The Contractor(s) shall provide the spend totals (\$) for green cleaning products and also the percent of spend (%) on green cleaning products vs all other products to the VP for Business Services or designee.

**b. Quarterly Reports:**

- i. The Contractor(s) shall provide quarterly reports to the Contract Administrator which reviews and summarizes the data provided in the monthly report, all custodial activities and provides additional to include, but is not limited to:
  1. Level of preparation for upcoming events/projects
  2. Anticipated changes
  3. Any custodial recommendationsContractor(s) shall prepare the quarterly report for oral presentation to University representatives and upper management.
- ii. The Contractor(s) shall provide all subcontracting spend on a quarterly basis to Procurement Services (Attachment J).

**31. ORDERS, BILLING AND INVOICING:**

- a. Upon approval of the invoice by an authorized University representative, payment shall be made within thirty (30) days.
- b. Annual prices shall be divided into 12 equal payments and invoiced to the University monthly.
- c. The University will not reimburse the Contractor for time or mileage to and from the job site. This includes going to and from supply houses.
- d. Time and material invoices must show the following information:
  - i. Number of employees
  - ii. Number of hours worked
  - iii. Hourly rate used
  - iv. Quantity of materials
  - v. Unit price of materials
  - vi. Total cost

**V. OSHA REQUIREMENTS:** The University and the Contractor will, consistent with the manner described below, comply with all federal and state occupational safety and health (OSHA) regulations which apply to the employees of the Contractor performing work for the University. Unless otherwise specified in writing, signed

by both the University and the Contractor, the following items describe the general obligations of the University and the Contractor with regard to OSHA compliance in the Commonwealth of Virginia. The Contractor shall ensure that its employees are trained in general safe work practices prior to commencement of services for the University. The Contractor shall provide an appropriate level of supervision for its employees when these employees are providing services for the University, and shall conduct pre-project planning in keeping with trade practices. The Contractor shall conduct an EH&S inspection of the University's work site before assigning employees to work there, and conduct inspections thereafter on a periodic basis as required. The University is the sole and final authority on all policies and requirements relating to OSHA compliance at the University. The Contractor shall take immediate action to desist and remedy any OSHA violation identified by the University.

1. Material Safety Data Sheets:

Contractor shall furnish to the Contract Administrator and Campus EH&S Officer copies of Material Safety Data Sheets (MSDS), for all products used, prior to beginning service in any facility. Contractor must update copies of the MSDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into any facility, a copy of that product's MSDS must be provided to the University's EH&S Officer and Contract Administrator, prior to the product being used in any facility. The MSDS must be in compliance with OSHA Regulation 1910.1200, paragraph g.

2. Labeling of Hazardous Materials:

Contractor shall comply with OSHA Regulation 1919.1200, paragraph f, concerning the labeling of all chemical containers.

3. Caution Signs:

Contractor shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to the University. Caution signs shall be on-site on commencement of Contract.

4. Blood Pathogens:

Contractor shall comply with the OSHA Standard 29CFR1910.1030 Blood Borne Pathogens as it pertains to the training, safety and equipment needed for all employees engaged in custodial service. Contractor shall be responsible for compliance on date of Contract acceptance and shall provide proof to the University's Contract Administrator.

5. Proof of Compliance:

Due to the nature of custodial work, proof of compliance with OSHA regulation 1920.1200, Hazard Communication, shall be provided to the University's Contract Administrator upon commencement of this contract.

6. Labeling of Supplies/Chemicals:

The Contractor shall purchase and issue all chemicals in their original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or law, regulatory agencies or this Contract prescribes markings as. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State and City/County laws, ordinances, rules and regulations.

7. Slip Resistance:

The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.

8. Germicidal Disinfectants:

The Contractor shall use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) registration number.

9. Environmental Hazards:

The Contractor shall comply with all safe waste disposal standards put forth by the Department of Environmental Quality. Failure to comply with the Virginia Department of Environmental Quality (DEQ) standards shall result in a fine of \$5,000 per event plus cost of cleanup.

**VI. CONTRACT ADMINISTRATION:**

1. The Contract Manager for Housekeeping or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.
2. 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 the University's Procurement Services Department through a written two-party modification to the contract.

**VII. PROPOSAL SUBMISSION REQUIREMENTS:** General requirements for proposal preparation

1. Proposal submission:
  - a. **One (1) original hard copy** (paper) document of the proposal, including all attachments and proprietary information. 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) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover. No other distribution of the proposals shall be made by the offeror.*
  - b. **One (1) unsecured electronic** media version (DVD, CD, Flash Drive) of the entire proposal.
2. 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.
3. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves 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.
4. 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.*

5. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services.
6. In accordance with the university's sustainability initiatives, 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.
7. 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 university and may not be conducted, therefore proposals should be complete.
8. Due to the nature of this request for proposals, the University may find it necessary and reserves the right to arrange a site visit or visits which may be unscheduled.

**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, and expensive paper, bindings, visual/presentation aids are neither necessary nor desired. Offerors are required to submit the following items within the proposal:

1. Complete and return signed RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
2. Complete and return signed addenda acknowledgments (if applicable).
3. Submit a complete response to the RFP, separated by tabs:
  - a. **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. Proof of financial stability
    - vii. References – minimum of three (3)
  - b. **TAB 2: LICENSING, QUALIFICATIONS & METHODOLOGY**
    - i. All licenses and certifications as appropriate to complete the work requested under this RFP.
    - ii. Demonstrated knowledge and experience related to working in an environment of a similar size, preferably a 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 and
- v. Planned implementation for completing the requested level of clean for UMW
- vi. Describe, if applicable, the implementation of any new, innovative and/or creative products, solutions, and practices currently provided to clients; describe any associated cost savings
- vii. Resumes of key personnel providing support under this contract
- c. **TAB 3: PRODUCTS AND SERVICES**
  - i. Existing green cleaning products used and suppliers
  - ii. Examples of reports – inspections, daily, weekly, monthly and quarterly
  - iii. Overview of available custodial software and capabilities
  - iv. Cleaning and inspection management and checklists/task list
  - v. Additional resources available to handle surge capacity
- d. **TAB 4: PRICING SCHEDULE**
  - i. Pricing requested in Attachment G
  - ii. Equipment list based on required level of clean and frequency (Attachments B,C,D,E)
- e. **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 University encourages Contractors to provide for the participation of SWaM businesses through partnerships, joint ventures, subcontracts, or other contractual opportunities. All information requested by this RFP on the ownership, utilization and planned involvement of SWaM businesses must be submitted. If an Offeror fails to submit all information requested, then UMW may require prompt submission of missing information after the receipt of an Offeror's proposal.

#### IX. EVALUATION CRITERIA:

Proposals will be evaluated by the University's Evaluation Committee using the following criteria:

Criteria	Point Value
Organizational background and structure; Financial stability; References	20
Licensing, qualifications and methodology	25
Products and services; Reports; Software	20
Pricing	20
Small Business Subcontracting Plan	15
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:

<http://adminfinance.umw.edu/procurement/umw-policies-and-procedures-2/>

**XI. SPECIAL TERMS AND CONDITIONS:**

- 1. 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 University reserves the right to reject any proposal received in which the offeror shortens the acceptance period.
- 2. ADVERTISING TO THE GENERAL PUBLIC:** In the event a contract is awarded for services resulting from this bid, no indication of such services to the University of Mary Washington 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.
- 3. 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. The 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.
- 4. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the 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.
- 5. 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 University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The University reserves the right to make multiple awards as a result of this solicitation. The 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 reason why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, §2.2-4359D*). Should the 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.
- 6. BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- 7. CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon ninety (90) 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 either party, without penalty, after the initial twelve (12) months of the contract period upon ninety (90) 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.

**8. CONTINUITY OF SERVICES:**

- a. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another contractor, may continue them. The Contractor agrees:
  - i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor
  - ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor
  - iii. That the University's Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor
- b. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- c. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

**9. COOPERATIVE PROCUREMENT/ADDITIONAL USERS – USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm.

- a. Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement may be extended to the entities indicated above to purchase at fees in accordance with the Agreement. The Selected Firm will notify the University in writing of any such entities accessing the Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all entities accessing the Agreement. Participating entities will place their own orders directly with the Selected Firm and will fully and independently administer their use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. 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 Selected Firm to extend the Agreement. 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 Agreement no matter the circumstances.
- b. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

**10. 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.

**11. IDENTIFICATION OF ENVELOPE: DO NOT COMPLETE; FOR EXAMPLE ONLY**

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 Class & Contractor No.

\_\_\_\_\_  
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.

**12. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its 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.

**13. INSPECTION OF JOB SITE:** My signature on this solicitation constitutes that I have inspected the job site(s) and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site(s), will not be considered by the University.

- a. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work
- b. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that all times the site of the work shall present a neat, orderly and workmanlike appearance.

**14. 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.

**15. 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 University is 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.

- 16. MANDATORY PREPROPOSAL CONFERENCE:** A mandatory preproposal conference will be held on Wednesday, July 13, 2016 at 9:30AM in the Eagle Village, Suite 480 located at 1125 Jefferson Davis Highway, 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.

Due to the importance of all offerors having a clear understanding of the scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those offerors who are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 9:40AM. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

- 17. 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.

- 18. PERFORMANCE AND PAYMENT BONDS:** The successful offeror shall deliver to the University's purchasing office executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount, with the Commonwealth of Virginia as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the University. Standard bond forms will be provided by the purchasing office prior to or at the time of award.

**19. PERMITS:**

- a. 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.
- b. 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.

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

- a. 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.
- b. Contractor shall give not less than thirty (30) days advance notice of any price increase to the Procurement office. Any approved price changes will 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
  - ii. Verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.
- c. 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.

**21. 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.

**22. RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff.

**23. RENEWAL OF CONTRACT:** This contract may be renewed by the University for eight (8) 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's intention to renew shall be given approximately ninety (90) days prior to the expiration date of each contract period.

- a. If the University 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.
- b. If during any subsequent renewal periods, the University 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.

**24. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- a. 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 bids or proposals.

- b. 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 of Mary Washington 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 office at a minimum the following information:
  1. Name of firm with the DSBSD certification number
  2. Total dollar amount subcontracted
  3. Category type (small, women-owned, or minority-owned)
  4. Type of product or service provided

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

- c. Each prime contractor who wins an award valued over \$200,000 shall deliver to the University of Mary Washington 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 Procurement office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

**25. STANDARDS OF CONDUCT IN THE WORKPLACE:** The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids 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 Commonwealth 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 Commonwealth expressly prohibits workplace violence. Prohibited conduct includes but is not limited to:

- a. Injuring another person physically;
- b. Engaging in behavior that creates a reasonable fear of injury to another person;
- c. Engaging in behavior that subjects another individual to extreme emotional distress;
- d. Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
- e. Intentionally damaging property;
- f. Threatening to injure an individual or to damage property;
- g. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- h. 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:

- a. 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.
- b. Third parties: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:
  - i. Customers, including applicants for state employment or services
  - ii. Vendors/Contractors
  - iii. Volunteers
  - iv. Relatives
  - v. Unknown parties
- c. 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, an intimidating presence, 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

**26. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. 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.

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

- a. 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;
- b. 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
- c. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- d. 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.
- e. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the Contract Administrator for parking in other areas.

**28. WARRANTY OF MATERIALS AND WORKMANSHIP:**

- a. The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be 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.
- b. Work not conforming to these warranties shall be considered defective.

- c. 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.

**29. WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.

**30. WORK ESTIMATES (TIME AND MATERIALS CONTRACTS):** Under this time and material contract, the Contractor shall furnish the University with a non-binding written estimate of the total costs to complete the work required. The estimate must include all labor categories, the Contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at Contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the University determines that the estimated price is not fair and reasonable, the University has the right to ask the Contractor to re-evaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the University reserves the right to obtain additional quotes from other vendors. A work order will be issued to the Contractor, as the authority to proceed with the work, followed by an eVA purchase order, which will incorporate the Contractor's estimate and the terms and conditions of the contract. The Contractor's personnel shall log in with the designated contract administrator each day before and after to confirm labor hours.

**XII. METHOD OF PAYMENT:** The contractor shall be paid using one of the following three (3) methods for all University initiated procurements:

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. Any "check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *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](mailto: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 address below** and should reference the eVA purchase order and UMW contract numbers. A copy of each invoice should be sent (email is acceptable) to the Contract Administrator.

University of Mary Washington  
Attention: Accounts Payable  
1301 College Avenue  
Fredericksburg, VA 22401

## ATTACHMENT A

### DEFINITION OF TERMS AND STANDARDS FOR EVALUATING CUSTODIAL SERVICES

**Buffing of Waxed Surfaces:** All waxed areas will be buffed sufficiently twenty-four (24) hours after waxing, for maximum gloss, removal of surface dirt, and a uniform appearance.

**Cleaning of Plumbing Fixtures and Dispensers:** Plumbing fixtures and dispensers are clean when free of all deposits and stains so that item is left without dust, streaks, film, odor, and stain.

**Cleaning and Waxing Floors:** A satisfactorily cleaned and waxed floor is without dirt and dust, marks, film, streaks, debris, and standing water.

**Daily:** Seven (7) days per week

**Dusting:** A properly dusted surface is free of all dirt and dust, dust streaks, lint, and cobwebs.

**Furniture and Composition Desk Top Cleaning:** Furniture and desk tops will be considered properly cleaned when the surface is without dirt and dust marks and film, and when a properly applied finish has been restored to the furniture. The Contractor will not be responsible for cleaning any flat surface that has papers or books on them.

**Glass Cleaning:** Glass is clean when all accessible glass surfaces are without streaks, film, deposits, stains, and have a uniformly bright appearance and adjacent surfaces have been wiped clean.

**High Dusting:** Proper dusting of ceiling corners and appliances on ceiling to include air vents and equipment such as projectors. Should be performed with micro fiber brush or cloth.

**Hours:** Normal working hours – 8am-5pm; After hours – 5pm-8am

**Spot Cleaning:** Spot cleaning is not to leave noticeable color differential from surrounding area.

**Sweeping:** A properly swept or dust-mopped floor is free of all surface dirt, dust, grit, lint, and debris.

#### **Summer Cleaning:**

Initial Summer Cleaning: Wall to wall cleaning of bedrooms, living space, kitchens, bathrooms and floors in residential units. Laundry rooms – floors stripped and waxed. Stair landings – floors stripped and waxed. Long corridors in residential wing.

Summer Re-cleaning: Light cleaning of residential units – Flat surfaces cleaned and dusted and kitchens and bathrooms cleaned and disinfected. Floors vacuumed or mopped.

**University Property:** Any property owned or leased by the University of Mary Washington.

**Vacuuming:** A satisfactorily vacuumed carpet or floor is free of all dirt, dust, grit, and lint.

**Waste Baskets and Ash Trays:** Waste baskets and ash trays will be considered properly cleaned when they are emptied and wiped with chemically treated or damp cloths. Plastic liners will be furnished by the Contractors for waste baskets.

**Wax Removal – Stripping:** Wax removal is accomplished when surfaces have all wax removed down to the flooring material; floors left free of dirt, stains, deposits, debris, cleaning solution, and standing water, and the floor has a uniform appearance when dry. Plain water rinse and pick up of excess water.



## ATTACHMENT B

### BUILDINGS BY ZONES CLEANING SCHEDULE AND ESTIMATED TOTAL SQUARE FOOTAGE

The estimated square footages are provided for **informational purposes only** and will not be construed to represent actual square footages. It will be the responsibility of the Offeror to verify these estimated numbers. The submittal of a proposal indicates that the Offeror has completed their own investigation and fully understands the pertinent conditions and general character of the buildings and will not make any claim for, or have right to cancellation, or relief from the contract because of any misunderstanding or lack of information. Additional cleaning specifications for specific buildings are further defined in Attachment D.

**Note:** The University does not have a breakdown of cleanable square footage or flooring type by building.

#### ZONE 1

Building	Estimated Square Footage	Cleaning Schedule
Anderson Center	57,187	7 days per week
Athletic Stone House	3,000	2 days per week
Fitness Center	19,585	7 days per week
Goolrick Hall	85,003	7 days per week
Indoor Tennis Center	54,300	7 days per week
Comfort Station Restroom	250	varies
Recreation Field Restrooms	250	varies
Baseball Stadium Restrooms	500	varies

#### ZONE 2

Building	Estimated Square Footage	Cleaning Schedule
Hurley Convergence Center	68,000	7 days per week
Simpson Library	70,000	7 days per week

#### ZONE 3

Building	Estimated Square Footage	Cleaning Schedule
University Campus Center	65,000	7 days per week
UMW Apartments [10] (Foyers, Laundry, Club House)	10,844 (total)	7 days per week

#### ZONE 4

Building	Estimated Square Footage	Cleaning Schedule
Cornell House	1,000	as needed
Eagle Village Office Suites (300, 400, 480)	16,964	5 days per week
Gari Melchers Home & Studio (Belmont)	8,700	3 days per week
James Monroe Museum & Memorial Library	5,300	1 day per week
Stafford Campus – South Building (121)	45,000	5 days per week
Stafford Campus – Gates Hudson (125)	42,000	5 days per week

#### ZONE 5

Residence Hall	Estimated Square Footage	Cleaning Schedule
Alvey Hall	33,694	Summer Clean/Re-Clean

Arrington Hall	33,694	Summer Clean/Re-Clean
Ball Hall	28,992	Summer Clean/Re-Clean
Bushnell Hall	36,296	Summer Clean/Re-Clean
Custis Hall	13,344	Summer Clean/Re-Clean
Eagle Landing – North & South	244,207	Summer Clean/Re-Clean
Framar House	5,258	Summer Clean/Re-Clean
Jefferson Hall	45,510	Summer Clean/Re-Clean
Madison Hall	13,344	Summer Clean/Re-Clean
Marshall Hall	39,828	Summer Clean/Re-Clean
Mason Hall	46,434	Summer Clean/Re-Clean
Mercer Hall	46,434	Summer Clean/Re-Clean
Randolph Hall	43,734	Summer Clean/Re-Clean
Russell Hall	8,448	Summer Clean/Re-Clean
South Hall	33,694	Summer Clean/Re-Clean
UMW Apartments Dorm Rooms [total all 10 Apts]	141,390	Summer Clean/Re-Clean
Virginia Hall	46,102	Summer Clean/Re-Clean
Westmoreland Hall	27,510	Summer Clean/Re-Clean
Willard Hall	44,870	Summer Clean/Re-Clean

## ATTACHMENT C

### STANDARD OF CLEANING

#### BASE REQUIREMENT FOR EXPECTED STANDARD OF CLEANING FOR ALL BUILDINGS

All assigned buildings are expected to be cleaned using the following scope for the expected standard for cleaning. There are locations that require additional cleaning or specific hours, which are listed in Attachment D.

#### RESTROOMS:

- Replenish all paper products and soap supplies as needed to ensure dispensers are not left empty.
- Thoroughly clean, disinfect and polish sinks and counter tops.
- Clean and disinfect door handles and lights switch covers.
- Clean and polish all mirrors, chrome fixtures and ceramic tiles.
- Clean walls, doors, stalls inside and outside of dust, dirt and markings of any kind.
- Clean and disinfect toilet, bowl and seats, and urinals, inside and outside, to include base.
- Sweep and mop floors with disinfectant.
- Empty and clean trash receptacles daily.
- High dust HVAC registers monthly.
- Outdoor restrooms must keep doors and entrances clean and clear of debris.

#### ADMINISTRATIVE OFFICES, STAFF CUBICLES, RECEPTION AREAS:

- Empty and clean trash receptacles daily.
- All carpet surfaces must be vacuumed once per week.
- VCT flooring dust mopped and wet mopped once per week.
- Dust desks, shelves, file cabinets, and any other flat surface that is free of papers and other materials once per week.
- Empty recycle containers in staff cubicles at least once per week.
- Clean/disinfect countertops and table tops twice per week.
- Clean glass three times per week.
- High dust HVAC registers monthly.
- Turn off lights and lock doors if the area is not occupied once cleaning completed.

#### STAIRWELL AND ELEVATORS:

- Sweep as needed to keep floors clean.
- Elevator floor and threshold, wet mop or vacuum one time a week.
- Clean Elevator walls as needed to maintain clean and streak free.
- Sweep and wet mop stairs twice a week, keep clean of spill as needed.
- Dust Hand rails once a week.
- Clean glass three times per week.

#### HALLWAYS AND ENTRYWAYS:

- Empty and clean trash receptacles daily.
- Door glass should be cleaned, inside and outside, daily.

- Hard flooring must be dust mopped daily.
- Display case glass must be cleaned daily.
- Clean and disinfect drinking fountains once per week.
- Auto Scrub or wet mop once per week.
- Entrance mats and debris grates must be vacuumed/cleaned twice per week.
- Carpet must be vacuumed three times per week.
- Door frames must be kept clean of spills and spatters.
- Doors and Windows must be kept clean and clear of webs.
- High dust HVAC registers monthly.

**ENTRANCES, CENTRAL STAIRCASES, BALCONIES:**

- Building entrances will be maintained to provide positive first impressions.
- Sweep stairs and landing daily, corners must be kept clean at all times.
- Dust railing and banister weekly.
- Wet mop three times per week.
- Clean glass three times per week.
- Spills and/or spots on steps are to be cleaned as needed.
- Clean thresholds as needed.
- Doors and railing must be kept free of insect webs and other debris.

**KITCHENS AND BREAKROOMS:**

- Empty and clean trash receptacles daily.
- Clean/disinfect table(s) daily.
- Thoroughly clean, disinfect and polish sinks and counter tops.
- Replenish paper products and soap supplies.
- Auto scrub or wet mop with disinfectant once per week.
- Clean and disinfect drinking fountains once per week.
- Dust mop or vacuum floors two times per week.
- High dust HVAC registers monthly.

**CONFERENCE AND MEETING ROOMS:**

- Empty and clean trash receptacles daily.
- Auto scrub or wet mop once per week.
- Vacuum carpet once per week.
- Clean and disinfect drinking fountains once per week.
- Clean table tops and chairs twice per week.
- Dust mop hard floors twice per week.
- Dust video monitors two times per week.
- Clean glass two times per week.
- Clean whiteboards and trays as needed.
- Clean/vacuum soft furniture as needed.
- Walls and doors should be kept clean of food and spills.
- High dust HVAC registers monthly.

**COMMON AND LOUNGE AREAS:**

- Empty and clean trash receptacles daily.
- Clean table tops daily.
- Clean and disinfect drinking fountains once per week.
- High dust flat surfaces, lights fixtures, fireplaces, walls, and counter areas once per month.
- Auto Scrub or wet mop hard flooring once per week.
- Wood trim and baseboard must be dusted and cleaned two times per week.
- Dust video monitors two times per week.
- Clean glass, to included display cases, three times per week.
- Vacuum carpet surfaces three times per week.
- Dust mop hard flooring three times per week.
- Soft furniture and seat must be kept clean of food and spills.
- Corners must be kept clean at all times.
- Soft seating upholstery and carpet must be cleaned every six months.
- High dust HVAC registers monthly.

**CLASSROOM AND LABS (No chemical cleaners on computer monitors)**

- Empty and clean trash receptacles daily.
- Clean whiteboards and chalkboards, to include trays, daily.
- Vacuum carpet floors once per week.
- Auto scrub or wet mop floors once per week.
- Clean/disinfect table and desk tops twice per week.
- Clean glass three times per week.
- Dust mop floors three times per week.
- Refinish floors during fall winter and spring breaks.
- High dust HVAC registers monthly.

**LOCKER ROOMS:**

- Empty and clean trash receptacles daily
- Vacuum carpets daily; shampoo carpet during Summer and Winter breaks.
- During the academic year (August – May) shower and hard floor surfaces are to be cleaned and sanitized Mondays, Wednesdays, and Fridays. During other periods and breaks, showers and hard floor surfaces are to be cleaned once per week.
- Dust and wipe down lockers once per week.
- Clean and disinfect drinking fountains once per week.
- Replenish all paper products and soap supplies as needed, to ensure dispensers are not left empty.
- Thoroughly clean, disinfect and polish sinks and counter tops.
- Clean and polish all mirrors, chrome fixtures and ceramic tiles.
- Clean walls, doors, stalls inside and outside of dust, dirt and markings of any kind.
- Clean and disinfect toilet, bowl and seats, and urinals, inside and outside, to include base.
- High dust HVAC registers monthly.

## ATTACHMENT D

### CLEANING FOR SPECIFIC LOCATIONS

#### CLEANING EXPECTATION IN ADDITION TO BASE REQUIREMENTS OUTLINED IN ATTACHMENT C

##### ANDERSON CENTER – TEAM ROOM 6 AND THE PRESIDENT’S BOX (after events and once per week)

- Soft furniture and seat must be kept clean of food and spills.
- Clean and disinfect table and countertops.
- Vacuum carpet.
- Sweep and wet mop floors.
- Dust video monitors, computer and consoles

##### FITNESS CENTER – WEIGHT TRAINING AREA AND CARDIO TRAINING AREA

Provide a daily presence via porter in the center during normal hours of operation: Monday – Friday 10am – 6pm; Saturdays 2pm – 6pm and Sundays 4pm – 8pm. Porter will cover routine needs throughout the day with extra cleaning support for floors, mats, etc.

- Dust mop or wet mop and disinfect floors around and under equipment daily.
- Clean and disinfect drinking fountains, water and ice machines daily.
- Clean and disinfect all exercise mats with a 10% bleach solution at the end of the day when facility is closed and once during low volume use in the afternoon (12:30pm – 2:00pm).
- Auto scrub hard flooring once per week.
- Clean all interior window glass and polish mirrors once per week.
- Clean and disinfect all machines and rack frames weekly.
- High dusting and cleaning of televisions sets, audio speakers and wall mounted sport figures monthly.

##### GARI MELCHERS HOME & STUDIO

Routine cleaning three (3) days per week, usually Tuesday, Thursday and Sunday. Areas to be cleaned: offices and common areas in the main house, the visitor center, the Pavilion and one small office in the converted outbuilding. Event cleanup after Pavilion use.

##### GOOLRICK HALL – AUXILIARY GYM FLOOR AND RACQUETBALL COURT

- Dust mop gym floor daily, with an approved dust mop treatment, or as directed by the Building Manager.
- Clean spill from floors as needed to prevent damage.
- Auto scrub gym floor with approved cleaners, as directed by Building Manager.
- Clean and disinfect drinking fountains weekly.

##### GOOLRICK HALL – POOL DECK

- Pool deck is to be cleaned and disinfected once per week using auto scrubber.
- All stands and benches are to be clean and wipe down once per week and following swim meets.
- Clean and disinfect drinking fountains weekly.

##### GOOLRICK HALL – ATHLETIC WEIGHT TRAINING AND CARDIO TRAINING AREAS

- Disinfect all exercise equipment with approved gym wipes once per week.

- Clean and disinfect all exercise mats with a 10% bleach solution once per week.
- Clean glass and mirrors once per week.
- Auto scrub hard flooring once per week.
- Dust mop floor Tuesdays and Thursdays around and under equipment.
- Clean and disinfect drinking fountains weekly.
- High dust HVAC registers weekly.

#### **HURLEY CONVERGENCE CENTER – DIGITAL AUDITORIUM**

The Convergence Center's hours of operation are seven (7) days per week 7am – 10pm. All floor cleaning to be done outside building operational hours.

- Dust mop and clean floor once per week and prior to events.
- Clean and wipe down all seating following events.
- Walls and doors should be kept clean of food and spills.
- Dust video monitors two times per week.

#### **INDOOR TENNIS CENTER**

Cleaning to be performed after hours: Monday – Friday after 9pm and Saturday – Sunday after 6pm.

- All courts cleaned with the sweeper before using the scrubber on the courts.
- Courts need to be swept two (2) days per week, preferably Monday and Friday from November 1 through the end of March. From April through October the courts can be swept once per week.
- Courts need to be scrubbed on request, maximum of 12 times per year.
- Stairwells to be swept and mopped at least once per month unless there has been an event.
- Carpet upstairs vacuumed once per week and as needed (before an event if requested, after an event if obvious).
- Trash to be taken to cart by side door and then wheeled out to the dumpster next to the outdoor courts, behind the shed.
- Perimeter of the courts, which is concrete sidewalk, swept and cleaned once per month
- Check all restrooms and clean as necessary.
- Vacuum entrance rugs.
- Empty trash on courts and throughout building where necessary.

#### **JAMES MONROE MUSEUM & MEMORIAL LIBRARY (JMMML)**

Cleaning of the JMMML is to be performed each Wednesday from 8:30am – 9:30am.

- Clean and shine glass storm doors inside and out at Museum entrances
- Vacuum and damp mop all hardwood floors, stairs, shop area and 2<sup>nd</sup> floor
- Vacuum hall carpet and designated galleries – no cleaning under museum objects or within exhibits
- Clean all baseboards
- Empty trash from indoor and courtyard receptacles and place out by curb for Thursday pick-up (UMW will supply liners)
- Clean ceiling light fixtures and dust mini blinds monthly.

#### **ROSNER ARENA GYM FLOOR**

- Gym floor should be maintained as new at all times; wet mops are not to be used except to pick up spills.



- Dust mop gym floor daily, with an approved dust mop treatment.
- Clean spill from floors as needed to prevent damage with approved cleaners.
- Auto scrub gym floor with approved cleaners, as directed by Athletics Facility Manager.
- Set up arena including opening/closing bleachers, laydown/pickup floor covering, and erect stage for events as directed, including weekends. Support services may be required outside of core operating hours.

#### **SIMPSON LIBRARY – THINK LAB (Room 225A) AND SPECIAL COLLECTIONS & ARCHIVES (Room 217)**

- Empty and clean trash receptacles left outside the doors.
- Cleaning of these areas will be completed as requested by work order.

#### **STAFFORD CAMPUS – UNIVERSITY HALL, GATES HUDSON BUILDING (before and after events)**

- Vacuum carpet once per week.
- Clean and disinfect table tops.
- Clean/vacuum soft furniture as needed.
- Clean glass once per week.
- Walls and doors should be kept clean of food and spills.
- Dust video monitors weekly.

#### **UNIVERSITY CENTER**

The University Center's (UC) hours of operation are Sunday – Saturday 6am – 12am. Cleaning of the UC will be completed at an APPA level 3 or better. The UC will be staffed daily with one (1) day porter from 9am – 6pm and evening cleaning will take place from 10:30pm – 7am, to include weekends. Spaces not represented are cleaned by the University's dining services contractor.

#### CLEANING AREAS (to be adjusted as needed based on the University's needs)

1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor
<ul style="list-style-type: none"> <li>• Multi-Purpose Room and Multi-Purpose Storage Room</li> <li>• Quiet Lounge and Kitchenette</li> <li>• Main Corridors and Service Corridor</li> <li>• Stairways and Elevators</li> <li>• Gallery and Coat Storage</li> <li>• Restrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Main Entrance and Lobby Area</li> <li>• Campus Living Areas and Corridors</li> <li>• Retail Space and Career Center</li> <li>• Stairways and Elevators</li> <li>• Restrooms</li> <li>• Service Corridor</li> <li>• Game Room (carpet area)</li> </ul>
3 <sup>rd</sup> Floor	4 <sup>th</sup> Floor
<ul style="list-style-type: none"> <li>• Work Room and Meeting Rooms</li> <li>• UMW Staff Offices</li> <li>• Common/Lounge Areas</li> <li>• Conference Room and Break Rooms</li> <li>• Restrooms</li> <li>• Balconies and Entrances</li> </ul>	<ul style="list-style-type: none"> <li>• Balconies and Adjacent Seating Area</li> <li>• Restrooms</li> <li>• Stairway and Elevators</li> </ul>

## ATTACHMENT E

### SUMMER RESIDENCE HALL CLEANING

#### SCOPE OF WORK FOR SUMMER INITIAL CLEANING AND RE-CLEANING FOR THE RESIDENCE HALLS

##### DORM ROOMS:

- Hard surface floors are to be vacuum to ensure floor are clean and free of hair and dust.
- VCT floor must be stripped and waxed, applying two coats of approved finish.
- Wood floor must be sealed.
- Carpet flooring is to be vacuum and shampooed.
- Bed frames and mattresses are to be wiped down with a disinfectant cleaner.
- Dresser and desk drawers are to be cleaned and wiped out with an appropriate cleaner.
- All flat horizontal surfaces must be clean and dusted.
- Window sill and frames must be cleaned.
- Glass and mirrors must be cleaned.
- HVAC vents must be clean and dust free.
- Doors and wall must be cleaned, free of any spills or dirt.

##### BATHS AND SHOWERS:

- Hard surface floors are to be vacuum to ensure floor are clean and free of hair and dust.
- Showers, sinks, toilet must be cleaned and disinfected, to include base.
- All chrome and mirrors, and glass must be cleaned and polished
- Shower curtains are to be replaced.
- VCT flooring must be stripped and waxed; top scrubbing acceptable with prior approval.
- Medicine cabinets must be thoroughly cleaned.
- Tile and grout must be cleaned free of mold and mildew.
- Tile showers and flooring must be cleaned and disinfect.
- Walls and doors must be cleaned and free of spatter and dirt.
- Light and receptacle plates must be clean.
- Window sill and frames must be cleaned.
- HVAC vents must be clean and dust free.

##### KITCHENS:

- All appliances are to be move, to allow cleaning of floor sand walls that are otherwise covered.
- Stoves and ovens must be thoroughly cleaned, to include glass.
- All flooring should be vacuumed to ensure floor is free of crumbs, dirt, and hair.
- Refrigerators are to be cleaned inside and out, to include door gaskets.
- Dishwashers are to be cleaned.
- VCT flooring must be stripped and waxed; top scrubbing acceptable with prior approval.
- Clean and wet mop, no wax flooring, with an appropriate cleaner.
- All cabinets and drawers must be cleaned, and free of crumbs and debris.
- Sinks and counter top must be cleaned and free of spills.
- Clean and dust exhaust fans.

**COMMON AND LOUNGE AREAS:**

- Empty and clean trash receptacles.
- Soft furniture and seats must be cleaned of food and spills.
- Clean table tops and legs.
- Vacuum and shampoo carpet floors.
- VCT flooring must be stripped and waxed; top scrubbing acceptable with prior approval.
- Wood Flooring must be sealed.
- Walls and door must be cleaned of spills and dirt.
- Dust television monitors and game consoles.
- Wipe down game table and pool tables.

**STAIRWELL AND ELEVATORS:**

- Sweep and wet mop stairs.
- Strip and wax VCT landings.
- Elevator floor and threshold, wet mop or vacuum.
- Clean elevator walls and dust hand rails.
- Clean glass and doors.
- Wall must be cleaned of spills and dirt.

**ENTRANCES AND HALLWAYS:**

- Door glass should be cleaned inside and outside.
- Entrance mats and debris grates must be vacuumed/cleaned.
- Door frames must be cleaned of spills and spatters.
- Carpet must be vacuumed, and shampooed.
- Hard flooring must be stripped and waxed; top scrubbing acceptable with prior approval.
- Display case glass must be cleaned.
- Doors and windows must be cleaned and clear of webs.
- Empty and clean trash receptacles.
- Clean and disinfect drinking fountains.

**SUMMER RE-CLEANING:**

- Light cleaning of residential units: flat surfaces cleaned and dusted, kitchens and bathrooms cleaned and disinfected
- Floors vacuumed or mopped

## ATTACHMENT F

### CALENDARS & CAMPUS MAP LINKS TO UNIVERSITY CALENDARS AND CAMPUS MAP

UMW will meet with the selected Contractor(s) annually to discuss and plan for upcoming events that require custodial services. Offerors are responsible for ensuring that they are aware of campus events and the custodial support which will be required.

Academic Calendar: <http://academics.umw.edu/calendar/>

Athletics Calendar: <http://umweagles.com/composite>

Campus Map: <https://www.umw.edu/visitors>

Floor Plans: <http://adminfinance.umw.edu/procurement/contracts-2/rfp-16-487-floor-plans/>

Residence Halls: <http://www.umw.edu/residencelife/residence-halls/> *(general information; floor plans unavailable for public access)*

University Events Calendar: <http://at.umw.edu/>

## ATTACHMENT G

### PRICING SCHEDULE

**MUST BE COMPLETED AND RETURNED 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 following prices.

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#### REQUIRED HOURLY RATES

Custodial Service Hourly Rate: \$ \_\_\_\_\_

*On-demand and events cleaning using time and material. Pricing for material must be provided on submitted invoices.*

On-site Manager Hourly Rate: \$ \_\_\_\_\_

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#### PRICING PER ZONE

Provide the pricing for ALL buildings within each zone for which the Offeror is interested in providing custodial services. The pricing must be based on the expected level and frequency of clean for each location (Attachments B, C, D & E). Offerors may submit complete pricing for a minimum of one (1) zone to a maximum of all zones (5a & 5b combined are considered 1 zone). The University will assign building locations to Contractor(s) after contract award.

As an attachment, provide the list of equipment, for each location, that the Contractor anticipates will be needed in order to provide the required services to the requested standard of clean.

#### ZONE 1

Building	Annual Amount
Anderson Center	
Athletic Stone House	
Fitness Center	
Goolrick Hall	
Indoor Tennis Center	
Comfort Station Restroom	
Recreation Field Restrooms	
Baseball Stadium Restrooms	

#### ZONE 2

Building	Annual Amount
Hurley Convergence Center	
Simpson Library	

### ZONE 3

Building	Annual Amount
University Campus Center	
UMW Apt [10 Apts] (Foyers, Laundry, Club House)	

### ZONE 4

Building	Annual Amount
Cornell House	
Eagle Village Office Suites (300, 400, 480)	
Gari Melchers Home & Studio (Belmont)	
James Monroe Museum & Memorial Library	
Stafford Campus – South Building (121)	
Stafford Campus – Gates Hudson (125)	

### ZONE 5a – Initial Summer Cleaning

Residence Hall	Initial Summer Cleaning Amount
Alvey Hall	
Arrington Hall	
Ball Hall	
Bushnell Hall	
Custis Hall	
Eagle Landing – North & South	
Framar House	
Jefferson Hall	
Madison Hall	
Marshall Hall	
Mason Hall	
Mercer Hall	
Randolph Hall	
Russell Hall	
South Hall	
UMW Apartments [price per apt building]	
Virginia Hall	
Westmoreland Hall	

Willard Hall	
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**ZONE 5b – Summer Re-Cleaning**

Residence Hall	Summer Re-Cleaning Amount
Alvey Hall	
Arrington Hall	
Ball Hall	
Bushnell Hall	
Custis Hall	
Eagle Landing – North & South	
Framar House	
Jefferson Hall	
Madison Hall	
Marshall Hall	
Mason Hall	
Mercer Hall	
Randolph Hall	
Russell Hall	
South Hall	
UMW Apartments [price per apt building]	
Virginia Hall	
Westmoreland Hall	
Willard Hall	

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**OPTIONAL – DISCOUNT OR LOWER RATE FOR ALL ZONES**

If the pricing would be at a lower rate or include discounts if the Offeror is selected to maintain all zones, enter the cumulative amount for all zones or the discount percentage per building below:

Cumulative Annual Amount for All Zones or Discount Percentage: \_\_\_\_\_



ATTACHMENT H

**SMALL BUSINESS SUBCONTRACTING PLAN**  
**MUST BE COMPLETED AND RETURNED WITH BID OR 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)*

**Bidder 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 the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

## ATTACHMENT H (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 (\$)
<b>Total Planned Subcontracting Spend (\$)</b>					

ATTACHMENT I

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

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.

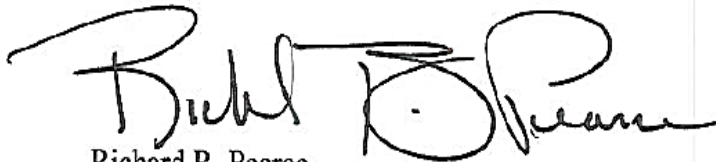
We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

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 J

**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](#) / [SWaM Reporting](#)

Contracts   **SWaM Reporting**

Laws, Policies and Procedures   SWaM Subcontractor Reporting

Forms   The University of Maryland System, a public agency in the Commonwealth of Virginia, is required to report

Training   all small business spend to the University of Maryland System. The University of Maryland System is a public agency in the Commonwealth of Virginia, is required to report

Small Purchase Credit Card   business spend, importance is also placed on utilizing local woman-owned and minority-owned businesses

Directions and Maps   to procure goods and services for the university. UMW's goal is to have a total SWaM (small, woman-owned and minority-owned) spend of 5% of the 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.

**Purchasing Dates and Deadlines**

July 2013

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Vendor \***

Please enter the name of the COMPANY

**Contract Number**

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

no CAPTCHA™ stop spam, read books

Upload document – Excel or Word Only

Type in info for each sub