



**REQUEST FOR PROPOSAL (RFP)**

**CAMPUS-WIDE CUSTODIAL SERVICES**

**EASTERN VIRGINIA MEDICAL SCHOOL  
MATERIALS MANAGEMENT**

**RFP #: CUSTODIAL21-102**

May 4, 2021

(REV 12/20)

**REQUEST FOR PROPOSAL (RFP)**

RFP Number: CUSTODIAL21-102  
(INTERNAL REFERENCE ONLY: BV21-15)

Issue Date: May 14, 2021

Project Title: Campus-Wide Custodial Services

Issuing Department: Department of Materials Management

Location Where  
Products Will Be  
Delivered: Campus-Wide

Anticipated Dates of Initial  
Contract Term: From: 07/01/2021  
To: 06/30/2024  
Option to renew for two (2) one-year periods 07/01/2024 – 06/30/2026

Optional Pre-Proposal  
Conference: **May 27, 2021 at 10:00 AM EDT**, Waitzer Hall Room 133  
735 Fairfax Avenue  
Norfolk, VA 23507

Due Date for RFP  
Questions: June 1, 2021

Due Date (Sealed  
Proposals will be  
received Until): **June 14, 2021**

Additional RFP  
Information: Addenda and Amendments to this RFP will be posted on the following  
EVMS website:

[http://www.evms.edu/about\\_evms/administrative\\_offices/materials\\_management/solicitations/](http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/)

Please direct all inquiries for information about this RFP in writing to the  
**Materials Management Contract Specialist**, at the following email address:  
Neal Dewing @ [DewingNW@evms.edu](mailto:DewingNW@evms.edu)

**NO QUESTIONS WILL BE ANSWERED BY PHONE**

EVMS will post all questions and responses on:  
[http://www.evms.edu/about\\_evms/administrative\\_offices/materials\\_management/solicitations/](http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/) to ensure that responses to RFP questions are available to all  
responsible bidders (“Offerors”). However, it is the sole responsibility of the  
Offeror(s) to periodically check the aforementioned website for any response(s)  
to RFP question(s).

In addition, while the RFP is open, and once the RFP has closed, Offeror(s) shall not contact EVMS staff directly to ask questions about the RFP. **This restriction on Offeror communication with EVMS staff is to ensure fairness in the competitive process.**

RFP Time  
Extensions:

Requests for additional RFP information and the associated responses shall not extend the due date for bids in response to this RFP. To ensure, fairness in the competition process and that all Offerors are given the same amount of time to respond to the RFP EVMS reserves the right, at EVMS's sole discretion, to extend the time for responses to this RFP to all Offerors, as deemed appropriate; and, under no circumstances shall separate or individual extensions be granted. EVMS will post all RFP extensions on the following website:

[http://www.evms.edu/about\\_evms/administrative\\_offices/materials\\_management/solicitations/](http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/)

PROPOSALS MAY BE MAILED, SENT BY OVERNIGHT OR EXPRESS COURIER, HAND-DELIVERED, OR EMAILED TO:

**Mail, Overnight or Express Courier**

Eastern Virginia Medical School  
Materials Management

**Attn: RFP No: CUSTODIAL21-102**

714 Woodis Avenue  
Norfolk, VA 23510

**Hand Delivery**

EVMS, Materials Management

**Subject: RFP No: CUSTODIAL21-102**

711 Southampton Avenue  
Norfolk, VA 23510

**E-Mail Delivery**

**Subject Line on Email:**

**RFP CUSTODIAL21-102**

EVMS Contract Specialist, Neal Dewing

[\*\*DewingNW@evms.edu\*\*](mailto:DewingNW@evms.edu)

**TABLE OF CONTENTS****PAGE**

<b>1.0</b>	Purpose	4
<b>2.0</b>	Background	4
<b>3.0</b>	Statement of Needs / Scope of Work	5
<b>4.0</b>	Pricing Schedule	10
<b>5.0</b>	Method of Payment	10
<b>6.0</b>	Invoices, Reporting and Delivery Instructions	10
<b>7.0</b>	Pre-proposal Conference	11
<b>8.0</b>	Proposal Preparation and Submission Instructions	12
<b>9.0</b>	Proposal Evaluation	18
<b>10.0</b>	General Terms and Conditions	18
<b>11.0</b>	Special Terms and Conditions	26
<b>12.0</b>	Contract Negotiation	28
<b>13.0</b>	Award Announcement	31
<b>14.0</b>	Attachments	
	• Attachment A – RFP Coversheet	32
	• Attachment B – Offeror RFP Certification	33
	• Attachment C - Entity Data Sheet	34
	• Attachment D – W9/W8 Instruction Sheet	36
	• Attachment E – Contractor’s License & Insurance Information	37
	• Attachment F – Small Business Subcontracting Plan	38
	• Attachment G – Health Status Certification	40
	• EXHIBIT A – Building Info & Quote Sheet	43
	• EXHIBIT B – Cleaning Schedule	44
	• EXHIBIT C – Proposed Positions	50

## **1.0 PURPOSE:**

The purpose of this RFP is to provide information to responsible bidders (referred throughout this RFP as “Offeror(s)” and/or “Contractor(s)”) in order to solicit competitive proposals (“Proposals”), in accordance with the policies of Eastern Virginia Medical School, for housekeeping services for ten (10) Eastern Virginia Medical School buildings.

## **2.0 BACKGROUND**

Eastern Virginia Medical School (EVMS) was born of necessity in 1973, the result of a community-led effort to improve health care in a region then plagued with a severe shortage of physicians. Patients often had to leave the area in search of specialized care. Today, the region enjoys modern medical facilities and a full-range of medical specialties. As community leaders foresaw, EVMS was a catalyst for change, playing a key role in the region’s medical renaissance through its commitment to education, research and patient care.

### **Education**

EVMS offers a variety of graduate and doctoral degrees in the medical and health professions. Interest in all programs continues to grow. In the most recent year, EVMS received nearly 8,000 applications for 450 openings. The school now has 6,800 graduates who practice throughout Hampton Roads, across Virginia and around the globe. EVMS also provides specialty training for some 300 medical residents annually and offers Continuing Medical Education to thousands of health-care professionals practicing in the region.

### **Research**

EVMS is the largest biomedical research institution in southeastern Virginia. More than 100 EVMS faculty members are engaged in basic and clinical research focused in areas where the community has pressing needs. Innovative research has brought EVMS to the forefront of groundbreaking discoveries — from the pioneering of in vitro fertilization in America, to the recognition of new cancer detection and treatment methods and innovative therapies for individuals suffering from the debilitating side effects of diabetes. We continually strive to enhance our research enterprise in order to improve the health of the people of Hampton Roads and beyond.

### **Patient Care**

What once was one of the nation’s most medically underserved communities is today a destination for people from around the country seeking the best available care. For the 1,500 people each day who receive high-quality, patient-centered care at more than 20 convenient EVMS Medical Group locations across the region, it equates to the best possible care, delivered with a healthy dose of compassion.

### **3.0 STATEMENT OF NEEDS / SCOPE OF WORK**

The Contractor will provide complete janitorial services for Customer for its premises listed in Exhibit A. Housekeeping services include cleaning of the building facilities (clinics, public & private restrooms, educational facilities, student & staff gyms, lounges, break rooms, kitchenettes, public lobbies & corridors), conference and event set ups (remove existing and set up banquet furniture & reset all afterwards), regular and recyclable trash removal from interiors and lawns, furnishing expendable supplies, essential personnel status, and emergency response (i.e., water remediation, snow/ice removal at building entrances, inclement weather response, etc.). All restrooms, clinics, gyms, locker rooms, and high touch items must be disinfected as indicated on cleaning schedule attached. Respond to Pandemic (COVID) and Infectious Disease spread events with possible long term, though temporary, infection control staff. Pandemic and Infectious Disease protocols subject to change based on CDC/EVMS guidelines for event. The Contractor will provide janitorial services and frequencies as listed on Exhibits A & B. Please note, there is weekend work which will be required as outlined in Exhibit A & B

Besides cleaning of facilities as indicated in Exhibit B, the contractor is responsible for Event setups throughout EVMS facilities. At this time the estimated number of events is 500 per year ranging from minor setups (i.e. add a banquet table/chairs to existing venue setting, or reconfigure classroom furniture) to large receptions that include removing venue furniture and resetting venue with banquet furniture. An Event setup includes cleaning venue before/after the event and resetting venue furnishing in its original configuration. Events may occur after business hours and weekends. The contractor will be required for these setups.

Before being hired by contractor potential employees must undergo background screening spanning the applicants adulthood, no serious felony convictions in the past 10 years, no other convictions (larcenies, assaults, narcotics, fraud, embezzlement) in the last 5 years. Sexual offenders are automatic exclusions from this contract. Contract personnel will be considered essential personnel and will be required to respond to emergency situations (i.e., water remediation, inclement weather conditions, etc.) Contractor will also provide:

#### **1. Operations Plan and Policies**

- Explain quality control procedures.
- Explain infection control procedures.
- Explain how contractor will be accountable for service problems and failures.
- Explain emergency cleaning procedures.
- Include training plans and procedures that will be implemented at Eastern Virginia Medical School.
- List grades, qualities, and brand name of chemicals that would be used at Eastern Virginia Medical School. Provide evidence of a green cleaning program and your plan to implement this plan at Eastern Virginia Medical School.
- Explain security plans and procedures including your company's background check procedure on all personnel.
- Provide description of uniforms to be worn by contract personnel.
- Provide list of equipment & quantities to be used at EVMS facilities.

- Provide contractors recurring inspection plan.
- Provide 3<sup>rd</sup> party quarterly inspection plan.

**2. Pricing**

- Please show pricing on an annual, monthly and per square foot basis.
- List hourly rates for emergency situations and work not included in the original contract price.

**3. COVID-19 POLICIES AND PRICING**

Respond to Pandemic (COVID-19) and Infectious Disease events with possible long term, though temporary, infection control staff. EVMS reserves the right to adjust requirements in accordance with CDC and EVMS guidelines. Supply pricing schedule for this additional staff.

**4. Expendable Supplies**

- Contractor will furnish all supplies to include but not limited too: paper towels, toilet tissue, soap, trash bags, toilet seat covers, deodorizers for restrooms, classrooms, clinics, kitchens, lounges and labs.
- Contractor will supply all cleaning chemicals, chemical proportions, dispensers, bottles & labels, including tiled floor and carpet cleaning/maintenance products. Contractor must use zinc free floor products. Contractor will supply all equipment needed for the Housekeeping staff to do their jobs, such as mops, trash carts, mop buckets, cleaning cloths, PPE, etc.
- Contractor will furnish product dispensers.
- Contractor will be responsible for supplying and refilling wall-mounted clinical & public area hand sanitizer dispensers.
- Contractor will be responsible for having all supplies shipped to each building and will be responsible for receiving, breaking down, transporting, and storing of all supplies.

**5. Level of Cleanliness**

APPA Level 2 minimum required. It will be the responsibility of the contractor to provide housekeeping services in keeping with the high standards of an educational and clinical institution from the perspectives of infection control, public relations and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included in Exhibit B.

**6. Facilities**

To the extent possible, detailed information on building floor plans and square footage has been furnished to the contractor in Exhibit A. It shall be the responsibility of the contractor to verify measurements as deemed applicable for the submission of a proposal.

**7. Personnel**

All matters pertaining to recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance

with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract.

All personnel shall be dressed in uniforms in a manner authorized by the contractor and approved by Eastern Virginia Medical School. The personnel shall be neat and clean in appearance. Uniforms and picture identification badges shall be worn which fully identify the worker as a member of the contractor's work force.

All employees must undergo and pass a thorough background screening and check prior to employment with contractor. Contractor must perform both social security verification and criminal history screenings. Fingerprint background checks are required in applicable states.

All personnel must have a TB test in accordance with EVMS policy.

All personnel must receive vaccinations in accordance with EVMS policy. Currently EVMS does supply housekeeping contractors with flu and COVID-19 vaccinations in accordance with EVMS policy.

All personnel must receive annual Bloodborne Pathogen training supplied by the Contractor. Contractor is responsible for any vaccinations required under the Bloodborne Pathogens regulation.

An annual check list of contract personnel and their Bloodborne Pathogen training completion dates and vaccines will be supplied to EVMS.

No employee who has a felony police record may be assigned duties under this contract. Contractor shall be responsible for the submission of police clearance record within 24 hours upon request.

Contractor will pay at least the minimum wage rate. Contractor will pay all taxes pertaining to its employees as required by law. All employees will be bonded in the amount of \$50,000 (3rd Party Fidelity Bond).

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon written request of the authorized Eastern Virginia Medical School representative.

No part of this contract may be subcontracted to any other service provider without the express written consent of Eastern Virginia Medical School.

Personnel must receive an annual influenza vaccine in accordance with EVMS policy. EVMS will provide vaccination through our Occupational Health Office.



Contractor will be responsible for each employees' campus parking fee (currently \$64.00/mo) if needed.

**8. Office Space, Storage Space and Utilities**

Eastern Virginia Medical School will provide a small, securable office space, limited securable storage space and utilities (including phone-line access) for contractor's on-site operations.

**9. Safety**

The contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, and the College's students, staff and faculty as mandated by OSHA. The Contractor will provide annual Blood-borne Pathogens training.

The contractor will be responsible for ensuring that employees are trained and follow all applicable EVMS compliance standards.

**10. Security**

The contractor shall be responsible for training employees in security requirements of Eastern Virginia Medical School and shall be responsible for the enforcement of the same.

- The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Eastern Virginia Medical School property, materials, equipment and accessories which might be exposed to the Contractor's personnel.
- Guns, knives or other dangerous weapons shall not be allowed on campus.
- Alcohol and drugs are prohibited on the campus.
- Keys should be properly handled to maintain property security and safety. Additionally, contractor shall be fully responsible for the replacement of any keys that are lost. Please outline your procedures for key control on campus.

**11. Supervision**

Supervision is required at all times when work is performed in campus buildings. A supervisor must be dedicated to both day and night housekeeping operations and should be included in your staffing plan.

**12. Damage**

Contractor shall be responsible for the repair or replacement cost to the satisfaction of Eastern Virginia Medical School's representative of any damage to the facility caused by any employee of the contractor.

**13. Equipment and Supplies/Materials**

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the contractor's responsibility. The initial equipment proposed for Eastern Virginia Medical School must be all new and wholly owned by the contractor. No propane fueled equipment permitted. Besides equipment needed for successful execution of this contract the contractor will also be expected to keep on hand a minimum of 8 carpet fans and 3 15 gallon wet/dry vacuums with pump out hose feature for response to possible building emergencies & water leaks.

Eastern Virginia Medical School will provide locked storage spaces, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism.

All equipment shall be maintained properly, and kept in clean condition. Contractor will supply an equipment cleaning & preventative maintenance plan. Contractor will supply an equipment replacement plan. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized by Eastern Virginia Medical School.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes.

The contractor must furnish all needed safety equipment, personal protective equipment and protective devices necessary for the safety of all Contractor employees, Building occupants and property of Eastern Virginia Medical School.

The contractor will provide automatic wall-mounted air fresheners, batteries and aerosol spray in public restrooms, clinics where requested, building elevator lobbies, gyms and locker rooms.

The contractor will provide a vehicle or vehicles sufficient for the transportation of equipment & supplies to the various building. The contractor will be responsible for maintaining, fueling and keeping in good repair & cleanliness.

#### **14. Emergencies**

All emergency conditions shall be promptly reported to the authorized representative of Eastern Virginia Medical School. An hourly cost for emergency services occurring after regular work hours should be included in your pricing.

#### **15. Contract Manager**

A contract manager shall be appointed within ten (10) days after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual must be dedicated solely to Eastern Virginia Medical School and shall not be shared with any other entity. The Contract Manager dedicated to Eastern Virginia Medical School shall be the main contact person for routine daily matters.

- 1) Contract Manager to have bachelor's degree or equivalent professional experience
- 2) 10 yrs. Experience in custodial operations, 5yrs in a supervisor role.
- 3) 5 yrs. Experience in medical car or medical education EVS

An Assistant Contract Manager will also be assigned to this contract.

- 1) Asst. Manager to have bachelor's degree or equivalent professional experience
- 2) 5 yrs experience in a supervisory role.

A Manager must be available to EVMS 24/7. Eastern Virginia Medical School reserves the right to interview and accept or reject proposed candidates prior to contract award.

**16. Scheduling Housekeeping**

All housekeeping shall be done with a minimum of disruption to normal school functions.

**4.0 PRICING SCHEDULE:**

- Show pricing on an annual, monthly and per square foot basis using enclosed Exhibit A.
- List hourly rates for emergency situations and work not included in the original contract price.
- Supply pricing for additional staffing needed for COVID-19.

**5.0 METHOD OF PAYMENT:**

The Contractor will be paid based on the yearly contract amount, which will be paid on a monthly basis.

**Language for Entities in the United States:**

Payment to Contractor:

- A. The Offeror shall enroll in and acknowledges that payment will be made by payment card, also known as ePayables. Once an invoice is approved for payment, an electronic remittance advice shall be sent to the Offeror by email or facsimile, instead of a check. Payments can be retrieved with EVMS's designated account number that will be assigned to the Offeror. Terms begin after receipt of proper invoice or material/service, whichever is later.
- B. Offeror cannot charge fees to accept ePayables.
- C. A .5% administrative fee may be charged for check payments and default payment terms of Net 30, or others outside of ePayables.

Submit invoices to the following address:

Eastern Virginia Medical School  
Attn: Accounts Payable  
PO Box 2020  
Norfolk, VA 23501-2020

Email: [apinvoices@evms.edu](mailto:apinvoices@evms.edu)

**6.0 INVOICES, REPORTING AND DELIVERY INSTRUCTIONS**

A. The Contractor shall prepare and submit invoices and reports to EVMS according to the following schedule:

- |             | <u>Due Date</u>  |
|-------------|--|
| 1. Invoices | Within ten (10) days of EVMS's acceptance of the completed deliverables. |

**B.** A monthly report due on the last day of each month will be required from the vendor addressing at a minimum the following information. This report will be sent to the Executive Director of Facilities, the EVMS housekeeping representative, and any other designated representative.

1. What did we do during this reporting period?
2. What are we going to do during the next reporting period?
3. How are we doing on costs?
4. How are we doing on frequencies and schedules?
5. How are we doing on quality?
6. Any issues with specific clients (various departments/practice managers)?
7. Any issues with service provider?
8. Any issues service provider may have with EVMS leadership?
9. Daily check list report indicating completion of duties on Exhibit B.
10. Must be able to supply a report by building & date as requested. EVMS must approve the format.

## **7.0 PRE-PROPOSAL CONFERENCE (Optional)**

**A.** The purpose of the Pre-Proposal Conference is to provide the Offerors an opportunity to ask questions and clarify their respective understandings of the project prior to submission of their proposals. **Attendance at this meeting is optional and Offerors who do not attend may still submit a proposal.** EVMS now offers Virtual Participation for Offerors that are not able to attend an in-person meeting, see section C below for the virtual conferencing information. At the conclusion of the meeting, offerors will be given the opportunity to view the building and site.

- **Date:** [ 5/27/21 ]
- **Time:** [10:00am ]
- **Location:** [ Waitzer Hall 133 ]

**B.** Site visits can be coordinated through EVMS Facilities:

Leah Dail, Facilities Office Coordinator  
[daillm@evms.edu](mailto:daillm@evms.edu)  
757.446.5903

### **C. Virtual Conferencing Information:**

Joining from a desktop or laptop: <https://bluejeans.com/813207194/1416>

Phone only dial: 1.888.240.2560 enter meeting ID 813207194# enter passcode 1416#.

Joining via video conferencing system: [813207194.1416@199.48.152.152](https://bluejeans.com/813207194.1416@199.48.152.152)

Attached is a BlueJeans quick start guide, visit <https://bluejeans.com/111> and test your connection. Email Live@evms.edu or dial 757.446.0556 should you need assistance in testing.

**Please note that universal masking is now in effect for anyone on the EVMS campus for any reason. As such all meeting attendees are required to have proper face covering.**

Upon arrival on campus, all meeting attendees will also be required to sign the EVMS Health Status Certification form (Attachment G).

## **8.0 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

### **A. General Instructions:**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired.

Delivery of the Proposal must be by one of the following methods:

#### **Mail, Overnight or Express Courier to:**

Eastern Virginia Medical School  
Materials Management  
Attn: RFP No: **CUSTODIAL21-102**  
714 Woodis Avenue  
Norfolk, VA 23510

#### **Hand Delivery**

Eastern Virginia Medical School  
Materials Management  
Subject: RFP No: **CUSTODIAL21-102**  
711 Southampton Avenue  
Norfolk, VA 23510

#### **E-Mail Delivery**

Subject Line on Email: RFP CUSTODIAL21-102  
Send To: EVMS Contract Specialist, Neal Dewing  
[DewingNW@evms.edu](mailto:DewingNW@evms.edu)

### **B. RFP Submission:**

#### **1. Complete Submissions:**

Except as provided for under the Proposal Preparation Section, 8.0 (C)(1)(c) which addresses the circumstances under which the submission of missing Proposal information would be acceptable, Offerors must submit a complete response to this RFP in order to be considered for selection under this RFP.

2. **Delivery:**

*By Mail, Overnight or Express Courier or Hand Delivery -*

If Proposals are delivered by mail, overnight or express courier or hand-delivery, Offerors must provide **one (1) original and 2 copies** of each Proposal along with an electronic copy of the proposal on a flash drive in Microsoft Word, Excel(if applicable) and PDF format must be submitted to EVMS for consideration. Each copy must include all addenda acknowledgements, if any, and completed attachments signed and filled out as required.

*By E-Mail Delivery*

Please note EVMS's mail exchange server has a limit of 25MB for incoming proposals. **Proposals received after the deadline will not be considered.** It is the responsibility of the offeror to ensure delivery of the full proposal by the designated date and hour. It is recommended to email the proposal well in advance to avoid the potential for delays in delivery which would render the submittal untimely.

3. **Proposal Acceptance Period:**

All Proposals must be received by the Due Date and time found on page 1 of this RFP (the "RFP Close"). Proposals received after RFP Close will not be considered. RFP modifications, unless requested by EVMS and posted to all Offerors on the EVMS RFPs website, will not be considered.

4. **Proposal Withdrawals:**

At the sole discretion of the Offeror(s), Proposals may be withdrawn at any time prior to the RFP Close. After RFP Close, letters to withdraw a Proposal will not be accepted and Proposals will remain valid until an award is made and a contract is executed or the RFP is canceled. If an award is not made within 120 days from the RFP closure date, the Proposal may be withdrawn at the written request of the Offeror.

C. **Proposal Preparation:**

1. Proposals shall be signed by an authorized representative of the Offeror (Attachment B). All information requested should be submitted to ensure consideration as a responsive bidder. Failure to submit all information requested may result in the following:

- a. EVMS may reject the Proposal as unresponsive. Proposals, which are substantially incomplete or lack key information, may be rejected by EVMS; or,
  - b. EVMS may lower the overall evaluation score due to missing information; or,
  - c. EVMS may require prompt submission of missing information within a prescribed time period and/or the Offeror shall receive a lower overall evaluation score due to missing information lowered evaluation of the Proposal. If after being given an opportunity to submit missing information, the Offeror does not provide all of the requested information then subsections 7.0 C (1)(a) and (b) above apply.
2. All information above must be submitted along with the RFP cover sheet (Attachment A) and an Entity Data Sheet (Attachment C). Failure to submit all information requested may result in EVMS requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. EVMS may reject Proposals, which are substantially incomplete or lack key information.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content and include or address the following:
- a. **Organization** - Proposals should be organized in the order in which the requirements are presented in the RFP;
  - b. **Pagination** - All pages of the Proposal should be numbered;
  - c. **Paragraph Structure** - Each paragraph in the Proposal should reference the paragraph number of the corresponding section of the RFP and it is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page;
  - d. **Table of Contents** - The Proposal should contain a table of contents, which cross-references the RFP requirements; and,
  - e. **Additional Information** - Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the Proposal and designated as additional material.
  - f. **E-mail Submission**: The preferred format for

Incomplete Proposals or Proposals, which, lack clarity of contact and organization submitted to EVMS submitted under this RFP may risk a reduced evaluation score or elimination from consideration.

4. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the critical requirements. “Must” and “shall” identify requirements where absence will have a major negative impact on the suitability of the Project and/or mandatory requirements, which are required by law or regulation and as such they cannot be waived and are not subject to negotiation. This includes any applicable prime award funding flow-down provisions, which are mandatory and/or required as applicable. Any federal standard provisions are an example of mandatory terms and conditions that are not subject to negotiation. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact on the Project and would be useful, but are not absolutely necessary or required. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ Proposal.
5. Each copy of the submitted Proposal contained in a single volume where practical (i.e., binder, stapled, or otherwise secured so that the pages will not easily separate or come loose). All documentation submitted with the Proposal should be contained in that single volume.
6. All expenses involved with the preparation and submission of Proposals to EVMS, or any work performed in connection therewith, shall be borne by the Offeror. No payment(s) will be made for any responses received; or, for any other effort required of or made by the Offeror(s) prior to commencement of work as defined by a fully executed contract.
7. Ownership of all data, materials, and documentation originated and prepared for EVMS pursuant to the RFP shall belong exclusively to EVMS and may be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA) unless a confidentiality or non-disclosure agreement is signed by the parties.

**D. Oral Presentation:**

Offerors who submit a Proposal in response to this RFP may be invited or required to give an oral presentation of such Proposal to EVMS. This provides an opportunity for the Offeror to clarify or elaborate on the Proposal. This is a fact finding and explanation session only and does not include negotiation. If such oral presentations are deemed appropriate at the sole discretion of EVMS, EVMS will schedule the time and location for such presentations. Oral presentations, including telephone, video/internet conferencing are available at the sole discretion of EVMS and may or may not be conducted.



**E. Specific Proposal Instructions:**

Proposals should be as thorough and detailed as possible so EVMS may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete Proposal:

1. Return the RFP cover sheet (Attachment A) and all addenda, if any, along with all attachments signed and filled out as required;
2. Completed Entity Data Sheet (Attachment C) attached to the RFP, and other specific items or data requested in the RFP;
3. Contractor must provide proof of insurance via a Certificate of Liability Insurance (COI) to the EVMS Materials Management Contract Specialist upon award of Contract.
4. Address each item in the Statement of Work;
5. Briefly describe what sets your Company/Proposal apart from your competitors;
6. A written narrative statement to include company history and key information relative to offeror's company as it pertains to this RFP: year founded, philosophy or mission statement, description of types and number of accounts served, number of employees, ownership of company, business classification (corporation, partnership, sole proprietorship) and any other names the company has operated under in the past 10 years.
7. A written narrative describing experience in providing the goods/services described herein, samples from similar projects within the last five (5) years;
8. Qualifications
  - a. Each contractor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document (see Appendix IV - Evaluation Criteria Worksheet for additional pertinent details). Contractor must have been in cleaning business for a minimum of fifteen (15) years.
  - b. Contractor must submit, along with contact name and phone number, at least ten (10) higher-education, medical education and/or medical treatment accounts serviced by the vendor for at least five (5) years that are similar in size, type, and/or quality of cleaning to this proposal. Eastern Virginia Medical School reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
  - c. Contractor is required to list all higher-educational contracts lost in the last three (3) years along with reason for cancellation or non-renewal. Eastern Virginia Medical School reserves the right to contact these businesses,

- institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
- d. Provide audited financial statements for the last three (3) years.
9. Provide an organizational chart illustrating the team structure and interrelationships, and provide an executive summary describing the roles and responsibilities of the team members;
  10. Provide names, qualifications and experience of key personnel to be assigned to the project; and,
  11. Resumes of key personnel to be assigned to the project;
  12. Offeror must provide three (3) references to include contact name, title, company name, email address, phone number, and how long Offeror has been doing business with that company. References from Higher Education, Medical/Health Centers or Research Facilities are preferred. References should be from within the past ten (10) years.
  13. Offeror must provide a list of all accounts that have been lost during the past five (5) years including reasoning for cancellation or non-renewal.
  14. Specific plans for providing the proposed goods/services, including:
    - a. Explain quality and infection control procedures.
    - b. Explain how contractor has managed COVID issues.
    - c. Explain how contractor will be accountable for service problems and failures.
    - d. Explain emergency cleaning procedures.
    - e. Include training plans and procedures that will be implemented at Eastern Virginia Medical School.
    - f. List grades, qualities, and brand name of chemicals that would be used at Eastern Virginia Medical School. Provide evidence of a green cleaning program and your plan to implement this plan at Eastern Virginia Medical School.
    - g. Explain security plans and procedures including your company's background check procedure on all personnel.
    - h. Provide description of uniforms to be worn by contract personnel.
  15. Show pricing on an annual, monthly and per square foot basis, per Exhibit A.
    - a. List hourly rates for emergency situations and work not included in the original contract price.
    - b. COVID-19
  16. Internal Revenue Service (IRS) form W-9 for entities based in the United States (US) and appropriate W-8 for non-US based entities, signed by the Contractor's authorized official (See Section 11, Attachment D for W9/W8 Instructions).

## 9.0 PROPOSAL EVALUATION

### A. Evaluation Criteria

Award of the Contract under this RFP shall be based on a written evaluation of the RFP evaluation criteria below (i.e., score sheet) of each responsible Offeror. Note that failure to provide accurate information required by this RFP may result in a lower score or rejection of the Proposal. EVMS has broad flexibility in fashioning the details of competition for this RFP. This may include conducting on-line Reverse Auctions for certain products within this RFP or setting price targets as part of follow-on negotiations in order to determine the prices that will be used to evaluate the pricing part of your Proposal.

#### **NUMERICAL WEIGHTS ASSIGNED TO SPECIFIC CRITERIA:**

For Services:

		Point Value
1.	Specific methodology, work plans, and associated schedules to perform the services	30
2.	Onsite training program and quality control plans	25
3.	Qualifications and experience of offeror in providing services	20
4.	Price	10
5.	Small, Women, and Minority Vendors (SWaM) (Including Small Business Plan, Attachment F)	10
6.	References	5
		<b>Total 100</b>

## 10.0 GENERAL TERMS AND CONDITIONS

- A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. Anti-Discrimination: By submitting their proposals, offerors certify to the Medical School that they will conform to the provisions of the Civil Rights Act of 1964, as amended as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to

the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and may be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided.

**In every contract, the provisions 1 and 2 below apply:**

1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  2. The contract will include the provision of 1 above in every subcontract or purchase order, so that the provisions will be binding upon each subcontractor or vendor.
- C. Ethics In Contracting: By submitting their proposal, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any Medical School employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- D. Immigration Reform and Control Act of 1986: By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- E. Debarment Status: By submitting their proposals, offerors certify that they are not currently debarred, enjoined or suspended by the Commonwealth of Virginia, from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred. Also, offerors certify that they are not on the Department of Health and Human Services (HHS) and Office of Inspector General's (OIG) monthly list of excluded individuals/entities for any mandatory or permissive exclusions.

- F. Antitrust:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Medical School all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Medical School under said contract.
- G. Mandatory Use of Terms and Conditions for RFPs:** Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Medical School reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.
- H. Clarification of Terms:** If any prospective offeror has questions about the specification or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- I. Payment:**
1. To Prime Contractor:
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number and the contract number.
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
    - c. All goods and services provided under this contract/purchase order, shall be billed by the contractor at the contract price, regardless of which department is being billed.
    - d. The date of postmark shall be deemed to be the date of payment in all cases where payment is made by mail.
    - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and materials purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Medical School shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within sixty (60) days of notification.

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - i. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Medical School for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - ii. To notify the Medical School and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Medical School, except for amounts withheld as stated in (ii) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Medical School.

- J. Precedence of Terms:** The following General Terms and Conditions APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN CONTRACTING IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instance. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- K. Qualifications of Offerors:** The Medical School may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Medical School all such information and data for this purpose as may be requested. The Medical School reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Medical School further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Medical School that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- L. Testing and Inspection:** The Medical School reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- M. Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Medical School.
- N. Changes to the Contract:** Changes can be made to the contract in any of the following ways followed by a change order/revised purchase order:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Department may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Department a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed subject to the Purchasing Department's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Department with all vouchers and records of expenses incurred and savings realized. The Purchasing Department shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Department within thirty (30) days from the date of receipt of the written order from the Purchasing Department.
- O. Disputes:** Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the performance of the contract generally or with the changes ordered by the Purchasing Department.
- P. Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Medical School, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Medical School may have.
- Q. Taxes:** Sales to the Medical School are normally exempt from State sales tax including prepared meals, catering and all serving charges, food, audio/visual services in connection

with catering. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall be free of excise or transportation taxes.

- R. Use of Brand Names:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to a specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Medical School, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts, and technical detail to enable the Medical School to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- S. Transportation and Packaging:** By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number.
- T. Insurance:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation – Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Medical School of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$1,000,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Medical School must be named as an additional insured and so endorsed on the policy.



4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
5. Pollution Liability with a minimum limit of \$1,000,000 per claim with no exclusion for mold/fungus/microbial water.

Note: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

6. Professional Liability (unless otherwise listed below) - \$1,000,000 per occurrence, \$3,000,000 aggregate.

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection	\$1,000,000 per occurrence, \$3,000,000 or Abatement Contractors aggregate
Health Care Practitioner	\$2,000,000 per claim, \$6,000,000 aggregate (to include Dentist, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

- U. Announcement of Award: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the Department of Materials Management will publicly post such on the EVMS Internet web site at [www.evms.edu](http://www.evms.edu) for a minimum of 10 days.

- V. Drug-Free Workplace: During the performance of this contract, the contractor agrees to provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. Nondiscrimination of Contractors: An offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race religion, color, sex, national origin, age or disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the Medical School has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the Medical School shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. Permits and Fees: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the Commonwealth of Virginia. The Offeror must have all necessary licenses to perform the services in Virginia, and, if practicing as a corporation, be authorized to do business in the Commonwealth of Virginia.
- Y. OSHA Standards: All contractors and subcontractors performing services for the Medical School are required and shall comply with all Occupational Safety and Health Administration (OSHA) State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this RFP.
- Z. Equal Employment Opportunity (EEO) Clause for Veterans: An offeror or contractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime

contractors and subcontractors to employ and advance in employment qualified protected veterans.

- AA.** Equal Employment Opportunity (EEO) Clause for Individuals with Disabilities: An offeror or contractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
- BB.** Equal Employment Opportunity (EEO) Clause for Individuals based on Race, Color, Religion, Sex, or National Origin: An offeror or contractor shall abide by the requirements of 41 CFR 60-1.4(a). This regulation prohibits discrimination against qualified individuals on the basis of race, color, religion, sex, or national origin, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals without regard to their race, color, religion, sex, or national origin.

## **11.0 SPECIAL TERMS AND CONDITIONS**

- A.** Advertising: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the Medical School will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Medical School has purchased or uses its products or services.
- B.** Audit: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Medical School, whichever is sooner. The Medical School, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- C.** 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.
- D.** Proposal Acceptance Period: Any proposal in response to this solicitation shall be valid for 120 days. At the end of the 120 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.

Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are late and will not be considered. Letters of withdrawal received either after the proposal due date or time, or after contract date, whichever is applicable, are late or will not be considered.

- E. RFP Postponement/Cancellation: The Medical School may, at its sole and absolute discretion, reject any and all, or parts of any or all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.
- F. Cancellation of Contract: The Medical School reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. Identification of Proposal Envelope: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_

Name of Offeror	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code	RFP Title	
Name of Contract/Purchase Officer or Buyer		

The envelope should be addressed as directed on Page 2 of the solicitation.

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

- H. Indemnification: Contractor agrees to indemnify, defend and hold harmless the Medical School, 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 or nature 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 Medical School or to failure of the Medical School to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

- I. Accuracy/Competition: By submitting a proposal, offerors certify that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may ultimately result in rejection of the proposal.

Furthermore, the Medical School has broad flexibility in fashioning the details of competition for this RFP. This may include conducting on-line Reverse Auctions for certain products within this RFP or setting price targets as part of follow-on negotiations in order to determine the prices that will be used to evaluate the pricing part of your proposal.

- J. Additional Cost: No service fees or additional costs will be invoiced to the Medical School by the contractor during the term of the contract except as allowed for in the contract.

- K. Bonds: By submitting a proposal, offerors confirm that the company and subcontractors involved in construction or facility improvements exceeding \$100,000 will provide the following:

1. A bid guarantee equivalent to five percent of bid price as assurance that the bidder upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
2. A performance bond on the part of the offeror for 100 percent of the contract price to secure fulfillment of all the offerors obligations under such contract.
3. A payment bond on the part of the offeror for 100 percent of the contract price to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.
4. Bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR Part 223, "Surety Companies Doing Business with the United States".

## **12.0 CONTRACT NEGOTIATION**

- A. Based on evaluation of the Proposals, one or more successful Offerors will be selected. Award of the contract shall be made to the Offeror(s) deemed to be fully qualified and best suited for the project based on the evaluation criteria set forth herein. EVMS will select the Proposal determined during the evaluation of the timely submitted Proposals to be the most advantageous in meeting the specifications as outlined under this RFP. This may or may not be the Offeror, which presented the lowest costs/price.
- B. EVMS will request a copy of the contract from the Offeror. If the Offeror does not have a template, an EVMS contract will be provided.

- C. General Terms and Conditions that are added or modified from EVMS approved terms and conditions shall require EVMS approval.
- D. Special Terms and Conditions added to or deviating from EVMS approved terms and conditions shall require EVMS approval.
- E. Non-Negotiable Terms and Conditions.

By submitting a response to this RFP the Offeror agrees that it, and any subcontractors that Offeror shall utilize to fulfill the Contract Workslope, shall be subject to mandatory standard provisions that flow-down from the prime award made to EVMS by the Federal Government or private funders applicable to that contract under the prime award and that it must certify compliance with certain federal laws/guidelines, as applicable, including, but not limited to the following:

1. ***Equal Employment Opportunity (EEO) Clause for Veterans.*** An offeror or contractor shall abide by the requirements of *41 CFR 60-300.5(a)*. This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
2. ***Equal Employment Opportunity (EEO) Clause for Individuals with Disabilities.*** An offeror or contractor shall abide by the requirements of *41 CFR 60-741.5(a)*. This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
3. ***Equal Employment Opportunity (EEO) Clause for Individuals based on Race, Color, Religion, Sex, or National Origin.*** An offeror or contractor shall abide by the requirements of *41 CFR 60-1.4(a)*. This regulation prohibits discrimination against qualified individuals on the basis of race, color, religion, sex, or national origin, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals without regard to their race, color, religion, sex, or national origin;
4. ***Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)***, as supplemented by Department of Labor regulations (*29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”*), prohibiting the Contractor from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part or compensation to which otherwise entitled;
5. ***Davis-Bacon Act***, as amended (*40 U.S.C. 276a to a-7*) and as supplemented by Department of Labor regulations (*29 CFR part 5, “Labor Standards Provisions applicable to Contracts Governing Federally Financed and Assisted Construction”*), regulating wages to laborers and mechanics;

6. ***Contract Work Hours and Safety Standards Act*** (40 U.S.C. 327-333) as supplemented by Department of Labor regulations (29 CFR part 5), regulating laborer and mechanic work hours and safety standards;
  7. ***Rights to Inventions Made Under a Contract or Agreement*** – (37 CFR part 401, “*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Grants, Contracts and Cooperative Agreements,*” providing for the invention rights of the Parties and the Federal Government;
  8. ***Clean Air Act*** (42 U.S.C. et seq.) and the Federal Water Pollution Control Act (33 U.S.C 1251 et seq.) as amended related to applicable standards under said regulations; and,
  9. ***Worker’s Compensation Insurance*** (42 U.S.C. 1651, et seq.) requiring worker’s compensation insurance for contracts, which require performance outside the United States as applicable per the circumstance of each particular contract.
- F. All EVMS contracts are subject to prime funding constraints and applicable federal and state laws, regulations, guidelines as well as EVMS policies and procedures. If EVMS and the Offeror(s) are unable to agree on the negotiated contract terms and conditions, EVMS may elect to terminate negotiations and begin negotiations with the second best ranked Offeror and so forth. If those negotiations do not result in mutually acceptable contract terms and conditions, the negotiations with the next best qualified Offeror(s) will continue until there is an executed contract, there are no more Offerors to negotiate with based on submitted/complete Proposals or EVMS, at its sole discretion, terminates the RFP. No Offeror shall have any claims and/or rights against EVMS arising from such negotiations and/or the RFP evaluation or overall process.
- G. At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO) along with an executed copy of the negotiated contract with the understanding that all contracts funded under prime awards to EVMS by the United States Government, private foundations or other nonprofit organizations may be subject to availability of funds. Under these circumstances, there may be additional approval requirements required by the funding federal agency, private foundation or other organization. After submitting the BAFO and/or the Contract is fully executed, no further negotiations shall be conducted with the Offeror(s). In the case of BAFO submission, the Offeror’s Proposal will be rescored to combine and include the information contained in the BAFO. EVMS will base its final decision regarding the contract award on the final evaluation, which will include the BAFO.
- H. **Cancellation of Contract.**  
EVMS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, unless otherwise negotiated under the contract, upon thirty (30) days prior written notice to the contractor. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

### **13.0 AWARD**

- A.** Upon the announcement of the decision to award under this RFP, the EVMS Department of Materials Management will publicly post such notice on the EVMS Internet web site at <https://www.evms.edu> for a minimum of ten (10) days. EVMS will contact each successful Offeror with additional post-award information as deemed appropriate per award.
- B.** While it is the intent of EVMS to award only one contract. EVMS reserves the right to not make an award or to award multiple contracts, if deemed in the best interest of EVMS or as required under the applicable prime funding award. All decisions made by EVMS are final. In addition, EVMS reserves the right, in its sole and absolute discretion, to:
1. Issue or not reissue a subsequent RFP if no award is made;
  2. Not select any Offeror that submitted a Proposals
  3. Make a partial award;
  4. Modify, change or reduce the scope of work for this RFP; and/or
  5. Waive any irregularities in this RFP or in the Proposals received as a result of this RFP.

### **14.0 ATTACHMENTS:**

- Attachment A – RFP Coversheet
- Attachment B – Offeror RFP Certification
- Attachment C - Entity Data Sheet
- Attachment D – W9/W8 Instruction Sheet
- Attachment E – Contractor’s License & Insurance Information
- Attachment F – Small Business Subcontracting Plan
- Attachment G – Health Status Certification
- EXHIBIT A – Building Info & Quote Sheet
- EXHIBIT B – Cleaning Schedule
- EXHIBIT C – Proposed Positions



**ATTACHMENT A**

**RFP  
Coversheet**

From: \_\_\_\_\_

Due Date: \_\_\_\_\_

Approximate Time: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor's Project Manager: \_\_\_\_\_  
*(Name / Title)*

Project Title: \_\_\_\_\_

Name of EVMS Technical Monitor: \_\_\_\_\_

**ATTACHMENT B**

**Offeror RFP Certification**

RFP Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

Street Address: \_\_\_\_\_

State/ Zip Code: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Foreign Identification Number (FIN), if applicable: \_\_\_\_\_

Data Universal Numbering System # (DUNS): \_\_\_\_\_

Acknowledgment of Addenda/Amendments to RFP: # \_\_\_\_\_

By signing below, I hereby certify that:

1. I have the authority to submit the attached Proposal and am the authorized signatory for the entity listed above;
2. The terms and conditions of this RFP are accepted by the entity listed above and all good/services will be provided in accordance with the attached Proposal; and,
3. All information provided in the attached Proposal is true and correct to the best of my knowledge, information and belief.

Signature By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ATTACHMENT C**

**Entity Data Sheet**

**Please complete the following information:**

1. **Entity Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Signatory Name:  
& Title** \_\_\_\_\_  
\_\_\_\_\_

3. **Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Primary Negotiation  
Point of Contact**  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Email Address: \_\_\_\_\_  
  
Telephone Number: \_\_\_\_\_

5. Is the entity registered in System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR)? Registration in SAM is required under 2 CFR 25 unless the entity is exempt under 2 CFR 25.110.

Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date: \_\_\_\_\_

6. **Entity DUNS Number:** \_\_\_\_\_  
7. **Entity Employer Identification Number(EIN):** \_\_\_\_\_  
8. **Commercial and Government Entity Code, if applicable (CAGE):** \_\_\_\_\_

9. **Past Work Experience:** *(Past work experience in general and as it pertains to the Proposal submitted in response to an RFP or an RFQ.)*

10. **Key Personnel:** (List Names and Titles and attach resumes).

11. **Professional references:** Please include length of time Offeror has been providing this type of service and what year the service was provided).

12. **Small Business Status (Check all that apply):** To qualify, Offeror must be registered with an authorizing agency, such as the Small Business Administration or Department of Small Business and Supplier Diversity. A copy of the certificate(s) must be provided.

- Small Disadvantaged Owned Business (SDB)
- Woman Owned Small Business (WOSB)
- Veteran Owned Small Business (VOSB)
- Minority Owned Small Business (MOSB)
- HubZone Small Business (HSB)
- Service Disabled Small Business (SDVOSB)
- Small Business (SB)
- Not Applicable (NA)

## **ATTACHMENT D**

### **W9/W8 Instruction Sheet**

The Internal Revenue Service (IRS) requires verification of taxpayer information when making disbursements to individuals and entities. This is accomplished by either IRS form W9 for United States (US) entities or W8 for foreign entities not based in the US.

Please refer to <https://irs.gov> for more detailed information regarding which is the appropriate taxpayer information form that must be completed by your organization and returned with your Proposal in response to the RFP. The links below are provided for your convenience but it is the responsibility of your organization to submit the correct form with your request. Please see the below for links to examples of Taxpayer Information Forms:

#### **IRS Form - W9 (US)**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

#### **IRS Form – W8 (Non-US)**

There are several types of W8 forms that are available. See the following as an example of one type of W8 that is frequently used:

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.

**ATTACHMENT E**

**Contractor's License & Insurance Information  
(COPIES OF ALL LICENSES AND INSURANCE CERTIFICATES MUST BE PROVIDED)**

**Contractor's License:**

- 1. Virginia Contractor's License Number: \_\_\_\_\_
- 2. Class: \_\_\_\_\_
- 3. Specialty Codes: \_\_\_\_\_
- 4. Expiration Date: \_\_\_\_\_

**Insurance Information:**

- 1. Producer Of Insurance: \_\_\_\_\_
- 2. Name and Address of Insured: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Commercial General Liability:      \_\_\_ YES      \_\_\_ NO  
    -Policy Number                      \_\_\_\_\_  
    -Effective Dates                     \_\_\_\_\_
- 4. Automobile Liability:               \_\_\_ YES      \_\_\_ NO  
    -Policy Number                      \_\_\_\_\_  
    -Effective Dates                     \_\_\_\_\_
- 5. Workers Compensation:           \_\_\_ YES      \_\_\_ NO  
    -Policy Number                      \_\_\_\_\_  
    -Effective Dates                     \_\_\_\_\_
- 6. Property Insurance:               \_\_\_ YES      \_\_\_ NO  
    -Policy Number                      \_\_\_\_\_  
    -Effective Dates                     \_\_\_\_\_

**ATTACHMENT F**  
**Small Business Subcontracting Plan**

Offeror: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Supplies or services offered: \_\_\_\_\_

Total estimated cost of subcontract to Small Businesses: \$ \_\_\_\_\_

Period of Performance From: \_\_\_\_\_ To: \_\_\_\_\_

1. We plan to subcontract the following principal types of supplies and services to SDB, WOSB, VOSB, MOSB, HSB, SDVOSB, SB (reference Attachment B – Section12)

<u>Name of Subcontractor</u>	<u>Types of Supplies and Service</u>	<u>Type of SB</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*\*It is the policy of the Medical School to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by woman and minorities and service disabled veterans and to encourage their participation in the Medical School's procurement activities. Toward that end the Medical School encourages these firms to compete and encourages other firms to provide for the participation of these firms through partnerships, joint ventures, subcontracts, or other contractual opportunities. Offeror are asked, as part of their submission, to describe any planned use of such business in fulfilling this contract.*

2. We developed the small business subcontracting principles in 1 above by the following methods. Explain how they are to be used and identify any source list used.

3. Identify the overall goals you plan to accomplish by instating this small business subcontracting plan.

4. The employee who will administer our subcontracting program is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

The administrator's duties include:

5. We will make the following internal/external efforts to ensure that SDB, WOSB, VOSB, MOSB, HSB, SDVOSB, SB have an equitable opportunity to compete for subcontracts by:

6. We will maintain the following types of records to document our efforts to solicit small businesses as it relates to this small business subcontracting plan:



Dear EVMS Visitor,

On the day of your visit to EVMS, you will meet a representative from my office at the security desk located at Andrews Hall, 721 Fairfax Ave, Norfolk VA 23501. To ensure the safety of all members of the EVMS community, it is essential that all visitors to EVMS facilities be symptom free and follow our safety protocols as follows:

**Health Monitoring:**

- Please contact me immediately if you have:
  - Been exposed to a confirmed COVID-19 person;
  - Tested positive for COVID-19;
  - Traveled Internationally in the 3 weeks prior to you visit
  - Any of the following symptoms on or before your visit:
    - Fever (subjective or objective)  $\geq 100.0$  F;
    - Signs/symptoms of a lower respiratory illness (cough or shortness of breath);
    - Loss of sense of taste or smell;
    - Sore throat; or
    - Other symptoms such as muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, fatigue.
- **If you exhibit any of the symptoms above, do not come to the EVMS campus.** If you arrive with symptoms, you will not be admitted to EVMS facilities.
- You will be asked to certify your health status upon arrival to campus.

**Social/Physical Distancing:**

- A minimum of 6 feet distance must be maintained.

**Face Masks/Other PPE:**

- You must wear a face mask in common areas at all times including in classrooms, lecture halls, conference rooms, labs, hallways, elevators, restrooms, and building entryways. **Anyone refusing to wear a mask will not be admitted to EVMS facilities.**
- Appropriate gloves, eye protection, or other PPE must be worn as directed by the department you are visiting.

**Hand Hygiene**

- For masking to be successful, it must be accompanied by hand hygiene, which includes frequent handwashing or use of alcohol-based hand sanitizer.

Failure to abide by all of the safety protocol will result in non-admittance or removal from EVMS facilities.

If you have questions or concerns about any of the above, please contact me immediately.

Sincerely,

Doug Martin  
Executive Director of Facilities

**HEALTH STATUS CERTIFICATION**

Name: \_\_\_\_\_

Organization or Company (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Reason for Visit today: \_\_\_\_\_

By signing below, I hereby certify that:

1. In the three weeks before my visit today, I have NOT:
  - a. Been exposed to a confirmed COVID-19 person;
  - b. Tested positive for COVID-19; OR
  - c. Traveled Internationally.
2. As of today, I am NOT experiencing any of the following symptoms:
  - a. Fever (subjective or objective)  $\geq 100.0$  F;
  - b. Signs/symptoms of a lower respiratory illness (cough or shortness of breath);
  - c. Loss of sense of taste or smell;
  - d. Sore throat; OR
  - e. Other symptoms such as muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, fatigue.
3. I understand and agree that I must notify the EVMS representative who invited me to campus, if:
  - a. I should receive results of a positive COVID-19 test; or
  - b. I should develop any symptoms as outlined above while I am on campus.
4. I have been provided with the Four Steps to a Safer Campus information sheet and understand the safety protocols I must follow while visiting the EVMS Campus.
5. I understand and agree that failure to accurately disclose any information or follow any protocol will be a violation of EVMS Policy and will result in being denied access to EVMS facilities. In addition, it may affect my ability to access EVMS facilities in the future or participate in future EVMS activities including employment or academic programs.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## FOUR STEPS TO A SAFER CAMPUS

To ensure the safety of all members of the EVMS community, all visitors must be symptom free and follow EVMS safety protocols as follows:

### 1. Health Monitoring

**Any visitor with any of the following symptoms will not be admitted to EVMS facilities:**

- Fever (subjective or objective)  $\geq 100.0$  F;
- Signs/symptoms of a lower respiratory illness (cough or shortness of breath);
- Loss of sense of taste or smell;
- Sore throat; or
- Other symptoms such as muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, fatigue.

All visitors will be asked to certify their health status upon arrival and must self-monitor their health for the symptoms listed above each day while visiting the EVMS campus.

### 2. Social/Physical Distancing

A minimum of 6 feet of distance must be maintained between individuals.

### 3. Face Masks/ PPE:

Face masks are required to be worn in all common areas at all times including, in classrooms, lecture halls, conference rooms, labs, hallways, elevators, restrooms and building entryways.

**Anyone refusing to wear a mask will not be admitted to EVMS facilities.**

Gloves, eye protection or other PPE must be worn as directed by the department you are visiting.

### 4. Hand Hygiene

For masking to be successful, it must be accompanied by hand hygiene, which includes frequent handwashing or use of alcohol-based hand sanitizer.

FACILITY	SERVICE FREQUENCY	YEAR BUILT	GSF	PURPOSE	YEARLY COST	MONTHLY COST	COST PER GSF	# OF PEOPLE ALLOCATED PER BUILDING
Andrews Hall	5x per week (M-F) + occasional Saturday in Dermatology Clinic, 2nd Floor	1973	79,673	Administration/Some Clinical				
Brickell Library	7x per week (SUN-SAT)	2000	56,996	Library				
E.V. Williams Hall	5x per week (M-F)	1967	50,447	Research/Clinical				
Facilities-154 Colley Ave	3x per week (M,W,F)	1955	8,079	Facilities Administration				
Hofheimer Hall	5x per week (M-F)	1984	107,974	Clinical/Some Admin				
Jones Institute	6x per week (M-SAT) + occasional Sunday, (Saturday and Sunday 1st floor only)	1992	68,610	Research/Clinical				
Lester Hall	6x per week (M-SAT) + occasional Sunday, (Saturday and Sunday 1st and 2nd floor only)	2011	103,292	Education/Research				
Lewis Hall	6x per week (M-SAT) (Saturday service for 1st floor restrooms and 1st floor Student Center)	1977	178,567	Education/Research				
Materials Management	3x per week (M,W,F)	1970	16,881	Materials Management				
Waitzer Hall	7x per week (SUN-SAT)	2020	163,794	Education/Administration				
Smith Rogers Hall (temporary until sold)	Police for vacuuming, flushing toilets, running faucets 1 day per week	1960	39,024	Administration				
Hague Club Apartments	COVID: Disinfect Laundry Room Fixtures every 2 hours / subject to stop once COVID restrictions are lifted. Clean up student mess in Laundry room 1x per week			Student Housing				
<b>TOTAL</b>			<b>873,337</b>					

SUBTOTAL FOR HOUSEKEEPING:

\$ amount proposed cost for supplies:

GRAND TOTAL:

Emergency and/or On Call Hourly Rate:		
COVID-19 Rate:		

\*\*\*SETUP AND MOVEMENT OF FURNITURE FOR SPECIAL EVENTS ON THE EASTERN VIRGINIA MEDICAL SCHOOL CAMPUS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR WILL WORK WITH PERSONNEL FROM EVMS TO KEEP A SCHEDULE OF EVENTS THAT WILL REQUIRE SETUP AND BREAKDOWN OF FURNITURE AS NEEDED, PER THE RFP.

**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
Entrances, Lobbies, Hallways, Elevators and Stairs		Remove exterior trash	Dust/Damp mop stairwells	Spray buff tiled floors	Clean air vents		tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
		Clean elevator surfaces: mop tile, vacuum carpet, elevator doors, walls, door tracks	Damp mop stairwell landings	Dust window sills and high ledges						Shampoo offices/areas as requested
		Clean water fountains		Dust window blinds				High traffic carpet shampooed quarterly (hallways, lobbies, class/conference rooms, reception areas, lounges)	All carpet other than high traffic	Shampoo upholstery
		Dust hand rails		Dust ceiling vents if reachable						
		Dust, spot and damp mop floors								Shampoo carpet, upholstery as requested after relocations
		Empty trash and recycle containers: Deliver trash to appropriate dumpsters								
		Police (pick up trash, clean through the day as needed)								
		Spot clean carpets								
		Spot clean entry glass (doors and window surrounds)								
		Spot clean exit doors								
	Spot clean walls to hand height (70")									
	Police stairs and landings									
	Sweep outside walkways and steps to the street									
	Vacuum walk off mats									
	Police building lawns for any trash pick up									
	complete cleaning of glass entry doors and surrounds									
	complete cleaning of 1st floor lobby glass									
Public Restrooms in Student Areas 3X to 4X Daily			Dust ceiling vents				High traffic carpet shampooed quarterly (hallways, lobbies, class/conference rooms, reception areas, lounges)	All carpet other than high traffic		Shampoo upholstery
	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)			Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)									Shampoo carpet, upholstery as requested after relocations
	Clean & disinfect walls as needed (must be checked daily for need)									
	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)									
	tile & grout at toilet base scrubbed									
	Clean mirrors									
	Dust mop floors									

**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
	Mop floors									
	Empty and re-line waste cans									
	Refill paper & soap dispensers									
	Police (pick up, straighten up)									
<b>Public Restrooms</b>	<b>2X DAILY</b>	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)	Dust ceiling vents	Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
(disinfectant on surfaces)	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)		Clean & disinfect shower walls						
(neutral cleaner on floors)	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)	Clean & disinfect walls as needed (must be checked daily for need)								
	Clean & disinfect walls as needed (must be checked daily for need)	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)								
	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)	tile & grout at toilet base scrubbed								
	tile & grout at toilet base scrubbed	Clean mirrors								
	Clean mirrors	Dust mop floors								
	Dust mop floors	Mop floors								
	Mop floors	Empty and re-line waste cans								
	Empty and re-line waste cans	Refill paper & soap dispensers								
	Refill paper & soap dispensers	Police (pick up, straighten up)								
	Police (pick up, straighten up)									
<b>Private Restrooms</b>		Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)	Dust ceiling vents	Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
		Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)		Clean & disinfect shower walls						
		Clean & disinfect walls as needed (must be checked daily for need)								
		Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)								
		tile & grout at toilet base scrubbed								
		Clean mirrors								
		Dust mop floors								
		Mop floors								
		Empty and re-line waste cans								
		Refill paper & soap dispensers								
		Police (pick up, straighten up)								
<b>Showers and Locker Rooms</b>	<b>2X DAILY</b>									
	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)		Dust ceiling vents	Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)			Clean & disinfect shower walls						

**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
	Clean & disinfect walls as needed (must be checked daily for need)									
	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)									
	tile & grout at toilet base scrubbed									
	Clean mirrors									
	Dust mop floors									
	Mop floors									
	Empty and re-line waste cans									
	Refill paper & soap dispensers									
	Police (pick up, straighten up)									
<b>Student Wellness Center-Waitzer Hall: Hours 5:00am-11:00pm.</b>	<b>Every 2 Hours</b>									
	Police Center for trash pickup, disinfect gym equipment, disinfect high touch pieces, police restrooms (clean as needed)			Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
	<b>2X Daily - between 2pm-3pm &amp; every evening after closing 7 days week</b>									
	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc., shower stalls)									
	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)									
	Clean & disinfect walls as needed (must be checked daily for need)									
	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)									
	tile & grout at toilet base scrubbed									
	Clean mirrors									
	Dust mop floors									
	Mop floors									
	Empty and re-line waste cans									
	Refill paper & soap dispensers									
	Police (pick up, straighten up)									
<b>Staff Gym-Andrews Hall</b>	<b>Every 2 Hours</b>									
	Police Center for trash pickup, disinfect gym equipment, disinfect high touch pieces, police restrooms (clean as needed)			Dust window blinds	Clean air vents	Machine scrub floors	tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
	<b>2X Daily - between 2pm-3pm &amp; every evening after closing Mon-Fri.</b>									

**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
	Clean & disinfect horizontal surfaces (i.e., counter tops, tops of stalls, shower floors, etc.)									
	Clean & disinfect vertical surfaces (i.e., stall doors, stall walls, trash cans, etc.)									
	Clean & disinfect walls as needed (must be checked daily for need)									
	Clean & disinfect fixtures (i.e., sinks, faucets, toilets, urinals, soap, paper towel and toilet tissue dispensers, etc.)									
	tile & grout at toilet base scrubbed									
	Clean mirrors									
	Dust mop floors									
	Mop floors									
	Empty and re-line waste cans									
	Refill paper & soap dispensers									
<b>Offices</b>	Police (pick up, straighten up)	Empty and re-line waste cans	Dust exposed horizontal surfaces (i.e. desk tops, shelving, etc.)	Dust window blinds	High dust picture frames, book shelves, air vents					Strip & wax tiled floors (minimum, subject to more often if requested) Shampoo upholstery
		Vacuum carpet	Clean vertical surfaces (i.e., cabinet face, etc.)	Dust window sills			tilled floors top scrubbed and refinished (minimum, subject to more often if needed)			Shampoo carpet (minimum, subject to more often if requested)
			Dust ceiling vents							
<b>Classrooms, Conference Rooms, Lecture Halls, Auditoriums</b>	Police each conference & classroom, auditorium, and lecture hall between reservations. Housekeeping will have access to EVMS Resource Scheduler	Align furniture (desks, chairs, tables, etc.)	Wet mop tiled floors	Dust window blinds	Clean air vents					Strip & wax tiled floors (minimum, subject to more often if needed) Shampoo upholstery
		Clean horizontal surfaces (desk tops, tables tops, chair seats, etc.)	Dust mop stage (where applicable)	Dust window sills			tilled floors top scrubbed and refinished (minimum, subject to more often if needed)			Shampoo carpet (minimum, subject to more often if needed)
		Clean water fountains	Wet mop stage (where applicable)	Dust ceiling vents if reachable						
		Clean chalkboards unless specified not to by instructors		Spray buff floors (where applicable)						
		Clean whiteboards unless specified not to by instructors								
		Empty and re-line waste cans								
		Remove dust from erasers								
		Dust mop floors								
		Vacuum carpet								
		Spot clean carpet								
		Police (pick up or clean up as needed)								
<b>Lounges, Breakrooms, Kitchens and Kitchenettes</b>		Clean horizontal surfaces (i.e. table tops, counter tops, shelving, chair seats, etc.)	Dust ceiling vents	Dust window blinds	Clean air vents	STUDENT LOUNGE ONLY: complete cleaning of refrigerator interiors				Strip & wax tiled floors (minimum, subject to more often if needed) Shampoo upholstery
		Clean vertical surfaces (i.e. upper & lower cabinet faces)		Dust window sills			tilled floors top scrubbed and refinished (minimum, subject to more often if needed)			
		Spot check and clean walls when needed		Spray buff tiled floors			Shampoo carpet (minimum, subject to more often if needed)	Shampoo upholstery		



**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
		Clean surfaces of appliances (i.e. refrigerators, microwaves, toasters, water coolers, ice machines, etc.)								
		Move appliances as needed to clean beside and behind								
		Empty and re-line waste cans								
		Clean fixtures (i.e. sinks, faucets, etc.)								
		Dust & wet mop floors								
Classrooms, Conference Rooms, Lecture Halls, Lounges, Library		Align classroom/conference room furniture		Dust window sills/high ledges/blinds	Clean air vents	Clean vertical surfaces as needed (cabinet top & bottom)			Strip & wax tiled floors (minimum, subject to more often if needed)	Shampoo upholstery
		Clean chalkboards and/or white boards		Dust window blinds/high ledges			tiled floors top scrubbed and refinished (minimum, subject to more often if needed)			
		Remove dust from erasers		Spray buff floors						
		Clean exposed horizontal surfaces					Shampoo carpet (minimum, subject to more often if needed)			
		Clean water fountains								
		Dust/Damp mop tiled floors								
		Empty trash								
		Police (pick up as needed)								
		Spot clean carpet								
		Spot mop spills on floors								
	Vacuum carpet									

**EXHIBIT B: Cleaning Schedule - EVMS RFP# CUSTODIAL21-102**

Facility Areas	Multiple Times Daily	Daily (TBD)	2X Weekly	Weekly	2X MONTHLY	MONTHLY	QUARTERLY	2X YEARLY	YEARLY	As Requested
<b>Clinical Exam Rooms, Nurses Stations, Consultation Rooms, Patient Waiting Rooms, Clinic Corridors</b>		Remove trash	Dust nurses stations if surfaces are exposed	Dust window blinds	Clean windows in patient waiting room if applicable				Strip & wax tiled floors (minimum, subject to more often if needed)	Shampoo upholstery
	(disinfectant on surfaces)	Clean countertops, sinks, cabinet surfaces	Dust behind computers	Clean exposed horizontal surfaces	Clean air vents		tiled floors top scrubbed and refinished (minimum, subject to more often if needed)	Shampoo carpet (minimum, subject to more often if needed)		
	(neutral cleaner on floors)	Disinfect exposed tops of exam beds	Dust tables/furniture in patient waiting rooms							
		Dust bases of exam beds/exam bed foot rests								
		Re-stock paper & soap products	Dust window sills in exam rooms & corridors, including base of windows							
		Dust mop tiled floors								
		Wet mop tiled exam room floors								
		Touch up non-biohazard spills on tiled floors								
		Spot clean carpet								
		Vacuum								
	Clean glass on reception windows, clinic entries									
	Review & spot clean walls as needed									
<b>Laboratories</b>		Dust mop floors		Damp mop floors	Clean air vents if reachable		tiled floors top scrubbed and refinished (minimum, subject to more often if needed)		Strip & wax tiled floors (minimum, subject to more often if needed)	
		Remove trash		Dust window sills/high ledges/blinds						
		Spot mop spills on floors								
		Vacuum where applicable								
<b>General</b>		Remove trash to dumpster								
		Remove recyclables to recycle dumpsters								
		Sweep loading docks								

