



**MATERIEL MANAGEMENT AND PURCHASING  
201 HIGH STREET  
LANCASTER HALL, ROOM 207A  
FARMVILLE, VIRGINIA 23909**

**REQUEST FOR PROPOSALS (RFP)  
#LU214-18-012**

**CUSTODIAL SERVICES**

**May 25, 2018**



***LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP***

**This procurement is being conducted by Longwood University on behalf of all VASCUPP members.  
(See Section VIII. Special Terms and Conditions, paragraph 7. CONTRACT PARTICIPATION, Page | 29)**

REQUEST FOR PROPOSALS (RFP)

Issue Date: May 25, 2018  
Title: Custodial Services

RFP#LU214-18-012  
Commodity Code: 91039

Issuing Agency: COMMONWEALTH OF VIRGINIA  
Longwood University  
Materiel Management and Purchasing  
201 High Street, Lancaster Hall, Room 207A  
Farmville, Virginia 23909

**OPTIONAL PRE-PROPOSAL CONFERENCE**

Tuesday, June 12, 2018 at 11:00 a.m.  
Lancaster Hall, Room 223  
Longwood University

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia 23909

Initial Period Of Contract: January 1, 2019 through December 31, 2020.

**Sealed Proposals Will Be Received Until: July 10, 2018 at 2:00 p.m. Local Time** For Furnishing The Goods/Services Described Herein. **Proposals Shall Be Date/Time Stamped By The University Upon Receipt.**

All Inquiries For Information Should Be Directed To: Cathryn B. Mobley, Associate Vice President for Administration and Finance, using ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM emailed to [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu) or faxed to (434) 395-2246. **Deadline for submitting questions is 12:00 noon on June 19, 2018. The University will not accept any questions after this deadline.**

**PROPOSALS MUST BE MAILED OR HAND DELIVERED DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. Note: If you use an express delivery service, you may be told Farmville, VA/Longwood University is a next day delivery location from your location, but make sure the carrier guarantees delivery by 2:00 p.m.**

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

State Corporation Commission (SCC) ID#: \_\_\_\_\_ or statement describing why offeror is not required to have a SCC ID# must be furnished with your proposal.

eVA Member: [ ] Yes [ ] No

Check all that apply: Small Business [ ]  
Woman-Owned [ ] Minority-Owned [ ]

eVA Vendor ID#: \_\_\_\_\_

DSBSD Certificate Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Offeror shall be a registered eVA vendor on the date and time designated for receipt of proposals to receive an award on this contract.** See paragraph X on page 6 of the General Terms and Conditions for eVA registration information.

Name And Address Of Firm:

\_\_\_\_\_

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

\_\_\_\_\_

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

(Signature in Ink)

\_\_\_\_\_ Zip Code \_\_\_\_\_

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

(Please Print or Type)

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

(Toll Free, if available)

(Toll Free, if available)

RFP#LU214-18-012  
Custodial Services

**ADDENDUMS:** Any changes resulting from Longwood University's requirements will be issued in an addendum and posted on the eVA website, <http://www.eVA.virginia.gov>, the Longwood University Materiel Management & Purchasing website, <http://tkts.longwood.edu/ListRFP.aspx>. Click on View This RFP next to Proposal Number **LU214-18-012**. It is the sole responsibility of the Offeror to check these web pages for all changes to the RFP prior to submission. **Failure to sign and return addenda may cause your proposal to be scored lower.** Longwood University will not mail or fax these documents.

**Note to Offerors:** Parking is difficult, please plan to arrive early. If Offeror requires ADA accommodations to deliver proposal, please contact the Materiel Management and Purchasing Office at (434) 395-2093 twenty-four (24) hours prior to solicitation closing.

**INCLEMENT WEATHER / SUSPENDED SCHEDULE:** Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check Longwood's website or call for closing information. See the following website: <http://www.longwood.edu> or call the main number at 1-434-395-2000 after 6:00 a.m., to see if Longwood is going to be open or if a suspended schedule has been implemented.

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

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- I. **PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified sources to establish a term contract through competitive negotiations with a single firm to provide custodial services for Longwood University (hereinafter also referred to as “Longwood” or “the University”), an agency of the Commonwealth of Virginia.
- II. **GOVERNING RULES:** This solicitation is issued in accordance with the provisions of:
- A. Purchasing Manual for Institutions of Higher Education and their Vendors: <https://vascupp.org>.
  - B. Governing Rules: <https://vascupp.org>.
  - C. General Terms and Conditions: <http://solomon.longwood.edu/media/materiel-management/solomon/General-Terms-and-Conditions-1-Jul-2015.pdf>
  - D. Data Protection Addendum: <http://solomon.longwood.edu/offices--departments/materiel-management--purchasing/purchasing/>
- III. **BACKGROUND:** Founded in 1839 as the Farmville Female Seminary Association, Longwood’s history has been one of constant growth and evolution. The institution had a series of names over its early history, becoming Longwood College in 1949, turning fully co-ed in 1976, and in 2002, becoming Longwood University. Longwood is a public 4-year institution offering more than 100 majors, minors and concentrations in the arts and sciences, business, education, and nursing. Graduate programs include business, communication sciences and disorders, education, English, and sociology. Longwood’s fall 2017 enrollment was 5,096 students from 25 states and 20 foreign countries. For more information about Longwood University, please visit the University’s website at <http://www.longwood.edu>.
- IV. **STATEMENT OF NEEDS:**
- A. **Services:**

The University seeks a Contractor to provide year-round basic custodial services; summer residential facilities comprehensive custodial services; emergency custodial services; trash collection; collection and processing of recyclables; building entrance snow removal (sidewalks, ramps, steps and landings); light bulb replacement; HVAC filter maintenance; pest/varmint control; interior window cleaning; winter break services for residential facilities; floor matting; upholstery and drapery cleaning; athletic facility (excluding Willett gym floor); Campus Fitness facility; replacement shower curtains; and on-demand custodial services. The Contractor shall furnish all management, supervision, trained personnel, scheduling, tools, equipment, vehicles, cleaning products, supplies and other accessories required to perform the services. Services shall be provided seven (7) days a week, Sunday through Saturday, as applicable.
  - B. **Coverage:**

Buildings covered by the contract include, but are not limited to; Longwood University, Longwood University Real Estate Foundation (LU REF) and Longwood University Foundation (LUF) owned or leased properties. It shall include all building components; exteriors, public areas, halls, classrooms, restrooms, lobbies, storage areas, elevators, stairways, interior windows, window screens, spider webs (interior and exterior), doors, office spaces, work areas, building entrances and porches (to include all areas within ten feet of all exterior doors, bottom of steps, ramps and/or to the bottom of steps, if applicable), cigarette urns, and interior and exterior trash collection (under roof, to include all areas within ten feet of all trash cans, dumpsters and trash compactors). Service areas shall include under furniture, furnishings, floor mats and runners.

Debris swept from any outside area shall not be swept onto the surrounding landscape; it shall be collected and disposed of properly.

C. **Level of Service:**

The Contractor shall provide a level of cleaning that is at least equal to standards defined by The Association of Higher Education Facilities Officers (APPA) for Ordinary Tidiness – Level 2. This level of cleaning is expected for the entire University, with the exception of the main administrative building housing the President’s office and Board of Visitors meeting room (Lancaster 1<sup>st</sup> floor); the Rotunda area (Ruffner Hall); Maugans Alumni Center (Souza Ballroom, Winn Room, Martinelli Board Room A, B & C, Blackwell Ballroom & Foyer, Virginia Room and Prince Edward Room), which shall be at Level 1 – Orderly Spotlessness.

D. **Basic Custodial Services:**

1. **Residential Facilities:**

During the academic year, all interior public and work areas of the buildings (exclusive of mechanical areas), as well as all exterior areas under roof and building steps (to include all areas within ten (10) feet of all exterior doors, bottom of steps, and ramps) shall be cleaned daily, seven (7) days a week, Sunday through Saturday. Also included is cleaning of laundry rooms; general cleaning, mopping floors behind machines and cleaning lint traps in the washers and dryers. Cleaning of Office of Residential and Commuter Life (ORCL) staff apartments (University or LU REF owned/operated apartments) will be required as staff vacate the apartments. The ORCL will submit a work order through the Facilities Work Order Center requesting this cleaning service, whether during the academic year or other conference/summer season use periods.

a. **Summer Residence Hall Comprehensive Custodial Services:**

Prior to the beginning of the fall term, the residential facilities must be prepared for student move-in. This shall include, but may not be limited to, thorough cleaning of all residence hall rooms, bathrooms (replacing shower curtains if necessary), stripping and waxing of all floors, professional carpet cleaning, cleaning of all windows/screens, walls, light covers (ensure lights are working) and moving, setting-up and preparing furniture. The ORCL will provide a schedule for early arrivals for move-in preparation. The Contractor will also be responsible for setting up and removing transitional furniture in rooms as requested by the ORCL and returning it to storage for use as needed during the academic year. The Contractor shall provide inventory management for all student room resources, including all ORCL storage areas and maintain organization of those areas in accordance with Occupational Safety and Health Administration (OSHA) regulations and the State Fire Protection Code.

b. **Winter Break Residence Hall Custodial Services:**

Prior to the beginning of the spring term, any room that was vacated at the end of the fall term and scheduled for use in the spring term, shall be cleaned. A list will be provided by ORCL prior to the start of the spring term.

2. **Academic/Administrative Office Buildings:**

The Contractor is responsible for all interior public and work areas (offices) of the buildings (exclusive of mechanical areas), bathrooms, kitchen/lounge areas, trash and recycling removal, replenishing soaps and paper products (hand sanitizer shall be provided in easily accessible spaces for high use areas). Additionally, porches, all exterior areas under roof and building steps (to include all areas within ten (10) feet of all exterior doors, bottom of steps, and ramps). These areas shall be cleaned daily, seven (7) days per week, Sunday through Saturday, except for the holidays when the University is closed (specific dates to be verified by the University).

Spaces scheduled for use during the weekend will also be cleaned during the weekend. Cleaning of those classrooms being used for night classes (a list will be provided each semester) will commence after 10:00 p.m. and be completed no later than 7:00 a.m.

Included in the cleaning schedule will be the pool area, pool decks, pool offices, and locker rooms for the Willett Pool.

High use areas may require additional custodial cleaning in order to maintain the proper level of service as required by the contract.

Academic/Administrative areas will require weekend service only if being used for events or classes. Academic schedules will be provided. The Office of Conferences & Events (OCE) will schedule any events in these spaces and notify the custodial staff via the Facilities Management Work Order Center if custodial services are needed for the event.

Most offices need to be serviced outside of normal hours of operation, to minimize disruptions to occupants. Areas of 24/7 operations and some specific departments, such as, but not limited to, cashiering, restricted records, and internal audit, have limited or no access off-hours and shall be serviced during hours of normal operation.

3. **Athletic Facilities:**

Cleaning of athletic facilities must be scheduled around academic classes and athletic games and events utilizing the athletic facilities. Specific workdays are to be arranged with the University. Included in the cleaning schedule will be all locker room/restroom facilities at the athletic and intramural areas. All bleachers, inside or outside, shall be kept free from debris at all times. All bleachers shall be checked before any games to be sure there are not visible issues, including debris, and shall be cleaned after each event. Any noticeable maintenance issues shall be reported to the Facilities Management Work Order Center.

The custodial staff shall be responsible for tarping the floor of Willett Gym and the Health & Fitness Center (see 5 below), as needed for events. All requests shall be processed through the OCE and the Facilities Management Work Order Center when an event requires the floor to be tarped and when the tarps are to be removed and placed in storage. The tarps will be provided by the University.

Athletic facilities will need weekend custodial service when events are being held. Athletic schedules will be provided.

4. **Health & Fitness Center, Campus Recreation and Midtown Fitness Performance Center:**

The Contractor shall provide specialty cleaning services for the Health & Fitness Center (HFC), Campus Recreation and Midtown Fitness Performance Center (MFPC), for all days the HFC and MFPC are operating. Cleaning requirements will be provided by the Campus Recreation staff.

The HFC and MFPC have special times for servicing based on operational hours. The current HFC and MFPC hours are:

Monday–Thursday	6:30 a.m. – 10:00 p.m.
Friday	6:30 a.m. – 8:00 p.m.
Saturday	9:00 a.m. – 8:00 p.m.
Sunday	1:00 p.m. – 10:00 pm.

5. **University-Owned Rental Property:**

The Contractor shall provide cleaning service for all University-owned rental property. As property is vacated, normally once or twice a year, the interior and exterior of each rental property will be thoroughly cleaned and prepared for the next occupant. The University's Contract Administrator will be provided with a list of any repairs required. The University's Contract Administrator will work with the Contractor's Manager to schedule this service.

6. **LU REF Properties:**

The Contractor shall provide cleaning service for all LU REF properties. The club houses shall be cleaned and serviced daily, all common areas to include, but not limited to, the landings/breezeways, elevators, elevator lobbies, hallways and stairwells shall be cleaned and kept free from debris, all grounds (grassy areas and landscaped areas) and parking areas shall be kept free from debris, all outside trash containers and cigarette urns shall be cleaned/serviced. The Contractor is responsible for maintaining a clean environment within and to ten (10) feet around each dumpster enclosure. All trash cans and cigarette urns shall be washed and disinfected as needed to keep them clean and sanitary at all times. Each apartment shall receive a thorough cleaning each summer. All Contractor's employees will be considered "essential" and follow the same procedures as the University's essential personnel during inclement weather. The Contractor shall provide snow/ice removal for all sidewalks, steps, breezeways, entry ways or any common outside area. The Contractor shall assist the Landscaping and Grounds staff with spreading salt during inclement weather.

E. **Building Condition Reports:**

Contractor's employees shall take note of the condition of the facilities as a normal part of their duties. Building conditions that require repair or maintenance shall be reported in writing to the University's Contract Administrator on a weekly basis using a Condition Assessment Report. The University's Contract Administrator and the Contractor's Manager will develop the Condition Assessment Report. If the repair/damage impacts life/safety, the employee shall report it immediately to the Facilities Management Work Order Center.



F. **Special or Emergency Cleaning:**

When directed by the University's Contract Administrator, Campus Police, or via the Facilities Management Work Order Center, either in writing or by verbal order, to clean any area required for a special occasion, or made necessary by an emergency or mishap, the Contractor shall fulfill the order. This shall include responding to requests for mold remediation. Per EPA Publication 402-K-01-001, issued September 2008, the remediation guidelines for Small and Medium total surface areas (cleanup methods 1-4) shall apply.

G. **Spot Upholstery and Curtain/Draperies Cleaning:**

Cleaning of all upholstery and curtain/draperies shall be completed on a routine basis to be sure they look clean at all times. A schedule shall be provided to the Contract Administrator for these cleaning services. The schedule shall reflect public spaces and frequently used spaces, such as meeting rooms, lounges, etc., as top priority areas.

H. **Floor Matting:**

Contractor shall provide new walk off mats at the onset of the contract in all buildings for which they are responsible under the contract. All mats should be indoor commercial quality ribbed walk-off mats with rubber backing. All mats shall meet the requirements of the Americans with Disabilities Act. They must be of sufficient size to allow 4-5 steps before stepping on the floor surface when entering the building. Mats shall be kept clean and absorbent and placed neatly at the doors. Any mat showing significant wear shall be replaced. The Contract Administrator has the right to request the replacement of any mat. More frequent change out of mats or additional mats may be needed during inclement weather, to include outside mats.

I. **Trash Collection:**

The Contractor shall provide trash collection in all buildings on campus. All trash removed from wastebaskets/trash receptacles and items specifically marked "trash" will be removed from the building and placed in designated containers outside the building in selected areas on University property. The University shall provide a trash compactor for disposal of trash. The Contractor shall provide all liners for trash receptacles, sized appropriately for the receptacles. All wastebaskets, trash cans and trash shoots shall be washed and disinfected as needed to keep them clean and sanitary at all times.

The Contractor shall keep the outside of all University owned dumpsters and trash compactors clean, as well as the area within 10 feet of the collection station to include the dumpster enclosures and enclosure interiors. The Contractor shall also keep the area within 10 feet of the leased compactors and/or compactor enclosures clean and free from debris. The Contractor or his employees shall not be allowed to collect or remove from the property, for the purpose of selling for gain, any trash, waste paper (including computer paper), cans, bottles, etc.

Trash shall be collected from all public areas, including kitchens and lounges, prior to the start of a weekend, holiday or scheduled University closure.

J. **Collection and Processing of Recyclables:**

Longwood University is required to meet recycling goals mandated by the Commonwealth of Virginia and those that support Campus Sustainability efforts. To support these efforts the Contractor shall provide recycling collection in all buildings on campus, LU REF properties, and LUF properties. Recycling receptacles are located outside in heavily trafficked areas of campus

and along Brock Commons; in all residence halls and academic and administrative buildings; LU REF off-campus apartment communities; at events; and athletic facilities. The Contractor shall provide recycling collection, transportation and processing of paper, newspaper/magazines, cardboard, plastics #1-7, aluminum, and Universal Wastes to include batteries and light bulbs. All recyclables removed from recycling receptacles/stations and other items specifically marked "recycling" shall be removed and taken to the recycling center. The Contractor or his employees will not be allowed to collect or remove recyclables from the property for the purpose of selling for gain.

The Contractor shall provide a schedule for recycling collection that shall be coordinated with and approved by the University's Contract Administrator and Sustainability Coordinator. The recycling collection schedule shall be maintained and/or adjusted as needed to ensure containers do not overflow and are kept clean and sanitary. Contractor shall provide plastic liners for the recycling receptacles that require them, sized appropriately for the receptacles. Contractor shall place additional recycling receptacles when requested.

The Contractor shall maintain organization of the Recycling Center and ensure that all University-owned equipment is utilized properly. Plastic recyclables are processed through the compacting equipment, then the baler; paper, newspaper/magazines, cardboard, and aluminum shall be baled individually. Universal Wastes, such as Alkaline/lithium batteries and expired light bulbs, shall be collected on an as needed basis and managed in accordance with the University's Hazardous Waste Program. The Contractor must contact the University's Hazardous Materials Manager to schedule a drop-off time.

The Contractor shall be responsible for additional recycling pickup during times of influx that may be caused by, but not limited to, student move-in/move-out, office moves, and purchases of new office furniture or equipment.

K. **Light Bulb Maintenance:**

Contractor shall perform relamping of all light fixtures reachable with an 8' ladder in all University owned, operated or controlled facilities. University staff will replace bulbs requiring a taller ladder or lift. The University will provide the bulbs necessary for relamping. Work orders shall be created through the Facilities Maintenance Work Order Center for all relamping. Used light bulbs shall be managed as Universal Waste in accordance with the University's Hazardous Waste Program. The Contractor employee will be managed by the University's Electrical Supervisor and during times of minimal relamping work, shall provide support to the Facilities Electrical Supervisor.

L. **HVAC Filter Maintenance:**

The Contractor shall change all HVAC filters in office and public spaces of academic and administrative buildings and all student rooms and public areas in main campus residential facilities as needed to support demand maintenance. Filter maintenance shall be based on the academic and housing schedule to provide minimal interference with classes and student housing. The Contractor employee will be managed by the University's Preventive Maintenance Shop and during times of minimal work for filter changes, shall provide support to the Preventive Maintenance Shop. All filters will be provided by the University.

M. **Pest/Varmint Control:**

Preventive based Pest and Varmint Control services shall be provided regularly for all University, LU REF and LUF owned or leased properties with additional treatment when issues are found.

Pest and Varmint Control shall include, but is not limited to, cockroaches, water bugs, lice, mites, ants, termites, bed bugs, mice and rats. Service shall control and/or eliminate pests and varmints by the application of appropriate residual and non-residual pesticides that are conducive to the location of the infestation and are approved for use in residential facilities. Additional on demand services shall be provided as requested for items including, but not limited to, wasps, bees, concerns of bed bug infestation, squirrels, and other rodents or varmints.

Longwood Center for Visual Arts and Areas Containing Major Art Collections:

Longwood Center for Visual Arts (LCVA) is an accredited museum and therefore has an Integrated Pest Management Plan. The Contractor shall consult with the LCVA staff on their methods for controlling and/or eradicating pest and rodent infestations. Custodial staff shall not attempt to clean/treat any artwork or pedestals containing artwork in the buildings on campus. The custodial staff shall report to the LCVA Program Manager any damage to artwork or any housekeeping needs relating to LCVA artwork. Additionally, the LCVA Program Manager must be notified about any work orders placed by custodial staff involving building maintenance in areas directly surrounding artwork. LCVA staff will respond accordingly, following museum best practices as set forth by the LCVA's Collections Policies and Procedures, the American Association of Museums, and the American Institute of Conservation. The custodial staff shall report any sightings of insects or rodents to the Program Manager at LCVA. The Contractor shall develop, with the assistance of the LCVA, a schedule for inspecting building interiors that contain major collections of art. Copies of the inspection reports shall be provided to the Contract Administrator. And, if treatment is needed, only approved treatment methods shall be used and a copy of the treatment report shall be provided to the Contract Administrator. If the Contractor hires commercial pest control contractors to apply chemicals, they must use only those products which have been reviewed and approved by a conservator. A Material Safety Data Sheet (MSDS) must be on file in the collections department and Longwood's Facilities Management department.

N. **Exterior Window Cleaning:**

The scheduling of window cleaning for buildings serviced under this contract shall be coordinated with the Contract Administrator, to minimize interference with campus operations.

O. **On-Demand Custodial Services:**

Contractor shall provide on-demand services to support a wide variety of University requirements. These services shall be invoiced separately under the contract. All requests for on-demand services shall be sent to the Contract Administrator within 24 hours of the Contractor's receipt of such requests, if from anyone other than the Contract Administrator. All invoices for on-demand services shall be sent to the Contract Administrator on a monthly basis. Contractor shall propose pricing for on-demand services, including details of how the costs were derived. The Contractor may submit additional on-demand services, as a part of their proposal, for the University to consider.

Some on-demand services may be needed during times that an area is occupied. These services include, but are not limited to:

1. **Chapter Room Cleaning:**

The Contractor shall provide services for cleaning the on-campus meeting and chapter rooms of University recognized fraternities and sororities.

2. Special Events and Workshops:

During the course of the year, the OCE may schedule a number of special events and workshops for requestors outside the University. The Contractor shall provide pre-event cleaning, litter control during the event, and post-event cleaning for these events. OCE will provide requirements and scheduling for these events to the Facilities Management Work Order Center. A work order will be created for all event service needs. Invoicing for services performed by the Contractor for external events is done by the OCE.

3. Conferences:

The University hosts a number of conferences that include meetings and various gatherings and lodging. The Contractor shall provide services equivalent to those provided for Special Events and Workshops, as well as services in selected residence halls. The OCE is responsible for these activities and is responsible for providing all information to the Facilities Management Work Order Center. A work order will be created for all event service needs. The number of conferences and dates for said conferences will vary from year to year.

The Contractor shall propose a variety of Residence Hall service levels/packages to support conferences for the University to consider. The minimal service package shall consist of the provision of pre-conference and post-conference cleaning and outfitting rooms with linens and an assortment of personal toiletries. During conference planning, the OCE will work with the Contractor to determine the level of service to be provided for each conference.

For summer conference services the Contractor is given the final count of housed participants from the OCE and the Contractor invoices for custodial services based on that count and contract pricing.

4. Guest Accommodations:

The Contractor shall provide cleaning service for guest apartments or residential facility rooms as required. The guest apartments may consist of living room, kitchen, up to four (4) bedrooms and associated bathroom(s). There is the potential for up to 4 apartments that may be used during the summer. One or two apartments are usually available for use during the academic year, if needed, and a limited number of rooms on main campus are reserved for crisis/emergency accommodations or overnight housing during periods of adverse weather conditions.

5. Commencement Housing:

The Contractor shall provide preparation and cleaning service for on campus commencement housing. This shall include providing a personal toiletry package per participant, pre commencement and post commencement cleaning, outfitting of rooms with linens, and collection of linens post commencement. The OCE provides the linens. The Contractor is responsible for distribution and pickup of all linens from the rooms for commencement housing.

6. **Response to Specific Requests:**

The Contractor may receive requests from the University to provide cleaning services not specifically outlined herein. These requests will be negotiated when requested and mutually agreed upon.

S. **Buffing Schedule:**

Buffing schedules need to meet the cleaning standards of APPA Level 1 for certain areas and APPA Level 2 for all other areas as noted in the RFP.

T. **Work Orders:**

The Contractor shall utilize the University's Facilities Management Work Order Center's system for all work performed on campus. All demand maintenance requests shall be processed through the University's system. Time on task shall be included on each work order prior to work order completion.

U. **Monthly Status Reports:**

The Contractor shall provide monthly status reports to the University's Contract Administrator by the 10<sup>th</sup> of each month for the previous month's activities. The monthly status report will be an overview of that month's activities; for example, number of work order requests by activity, building inspection activities, special project work, any personnel changes, key performance indicators, such as a review of all maintenance requests reported by custodial staff members, relamping activity (including outages), project work completed, and compliance with task/frequency standards.

V. **Vendor Performance Standards:**

1. **General:**

- a. Services performed under this contract will be subject to inspection and approval by an official designated by the University.
- b. When furniture and equipment are moved, no chairs, waste paper baskets or other similar items shall be stacked on desks, beds, tables or windowsills. Upon completion of work, all furniture and equipment must be returned to its original position.
- c. All tools and equipment shall be maintained and in clean condition at all times and neatly stored in the designated storage area.
- d. Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged.
- e. The Contractor shall advise building occupants of wet and/or slippery floor conditions to include highly visible signage at each entrance into the hazard area. This applies to both normal cleaning operations and during inclement weather. All waxed surfaces must be maintained to provide anti-slip walking conditions.

- f. The Contractor shall not use any product or equipment that is injurious or damaging to the surfaces on which they are applied or exposed. The Contractor shall be responsible for restoring/replacing any equipment or surface so damaged.
- g. The Contractor shall provide a 72-hour advance notice to the Contract Administrator and the appropriate Area Coordinator of any major cleaning activity, such as carpet shampooing or floor stripping/refinishing. The notice must describe the activity, time and date, anticipated tenant disruptions, and a phone number that can be called if there are any questions.

2. Certifications and Detailed Performance Standards:

Contractor certification to Cleaning Industry Management Standard (CIMS) and CIMS-GB (Green Building) is preferred. Contractor certification through the Cleaning Management Institute (CMI) Custodial Supervisor and Custodial Technician Training Programs is preferred. Contractor shall provide evidence of their certification(s) and Performance Standards.

V. **EXPERIENCE:** The Contractor shall have experience in cleaning facilities of similar size and type to Longwood University. The Contractor must provide references to verify their experience. An Offeror Data Sheet is included as ATTACHMENT D to this RFP for providing Contractor references. It may be necessary or desirable for the University's evaluation team to travel to a Contractor's client University to view its operations.

VI. **CONTRACTOR'S PERSONNEL:** Offeror shall retain, for a minimum of ninety (90) days, employees who are employed by the current custodial Contractor, unless the Offeror has reasonable and substantiated cause not to hire an employee based on that employee's performance or conduct while employed with the current Contractor.

A. **Resumes:**

Contractor shall submit, with their proposal, resumes of management and supervisors, as well as the person at the corporate level, who will be responsible for the overall contract. All management and supervisory personnel shall have prior management/supervisory experience commensurate with the scope of work specified herein.

B. **Manager:**

The Contractor shall assign a minimum of one (1) full-time, experienced, on-site manager who shall report to the University's Contract Administrator for communication and coordination of custodial services and quality control. The Contractor's manager shall be responsible for the daily oversight of custodial services to ensure quality workmanship and compliance with contract requirements. The standard work schedule for the on-site manager shall be five (5) days a week, Monday through Friday, with schedule flexibility as needed, to maintain contract services. The Contractor's manager shall be exclusive to the Longwood University contract.

The Contractor's manager must be able to communicate effectively, both orally and in writing, be literate and conversant in the English language, and be capable of communicate with their employees in the event they do not speak English.

Longwood University reserves the right to accept or reject a Contractor's manager based on an interview with the Manager of Facilities Administrative Services and/or other Longwood management.

C. **Supervisors:**

The Contractor shall assign an appropriate number of full-time, qualified supervisors to supervise the Contractor's employees on all shifts to ensure adherence to cleaning standards and schedules. Supervisors may be a working supervisor.

The Contractor's supervisor(s) must be able to communicate effectively, both orally and in writing, be literate and conversant in the English language, and capable of communicating with employees in the event they do not speak English.

The Supervisor(s) shall be responsible for all keys assigned to them for unlocking spaces and for the security of the buildings.

D. **Custodial Workers:**

The Contractor shall employ a sufficient number of experienced custodial workers to adequately perform all contract services. Custodians shall be employees of the Contractor. Day laborers are not acceptable. The buildings shall be fully staffed on the first day of work under the contract. All personnel shall receive continuing first-line supervision by the Contractor. Staffing levels may vary, at times, depending upon demand.

The University requires a Level 2 background check on any persons working on campus, to include Social Security verification, criminal check, sex offender registry check, and fingerprint search. The Contractor shall provide the details of their company's employment practices (i.e., drug testing, background check, U.S. employment eligibility verification, etc.). All Contractor employees will have passed the required employment tests, prior to being assigned to the University's contract. The University, at its discretion, may order off University property, any Contractor employee found to have not had a background check and the Contractor shall not bill the University for any hours worked by said employee. If the Contractor fails to obtain the requisite background check on its employees, it may result in termination of the contract.

The Contractor shall provide their company policy detailing employees' responsibility to disclose to the Contractor any citations or license revocations that affect job performance, as well as any felony convictions. No one with a felony conviction shall be employed under this contract. The Contractor shall remove any employee from University service who is convicted of a felony crime during their employment. The University reserves the right to request the Contractor provide subsequent background checks on their employees, at any time, for the duration of the contract. The University reserves the right to require immediate removal of any employee from University service that is deemed unfit for ANY reason. This right is non-negotiable and the Contractor agrees to this condition when they accept the contract.

The Contractor's Manager shall provide an accurate list of ALL Contractor employees. These employees will have been vetted by Longwood University Human Resources, entered in the University's Employment System (Banner) and issued an Identification Badge before they start work. If the Contractor uses employees not on the list, the University may order that person(s) off the property and deduct the cost of 8 hours of labor per employee from the corresponding monthly invoice. Any Contractor staffing changes shall be communicated to the Contract Administrator within 24 hours of the change. Repeated use of employees not on the current list of employees may be grounds for termination of the contract.

University Equipment and Personal Property: Use of University equipment (phones, computers, copy machines, etc.) by Contractor employees is prohibited. The consumption of food, drinks, candy, etc. on University property, that was not purchased or brought from home by employees, is also prohibited. Contractor employees are not allowed to remove any items from the buildings; this includes food, trashed items, etc.

Theft: A Contractor employee suspected of theft may be subject to an interview with University security. Any employee caught stealing will be prosecuted to the full extent of the law.

Lost and Found: All articles recovered by Contractor employees must be immediately turned in to Longwood Campus Police. A receipt for the item may be requested.

Gratuities: Contractor employees shall not accept any money or material items from Longwood University personnel.

E. **Standards of Conduct:**

Contractor's employees shall adhere to the Contractor's policy on Standards of Conduct (Contractor shall include a copy of their Standards of Conduct with their proposal). In addition, Contractor's employees shall adhere to the standards as outlined in the Commonwealth of Virginia's Human Resources Policy 1.60 – Standards of Conduct. If not covered in the aforementioned Standards of Conduct, Contractor's employees will also adhere to the following:

1. Contractor's employees appearing to be under the influence of alcohol or drugs will not be permitted on University property.
2. No loud or boisterous conduct will be permitted.
3. Contractor's employees shall not open desk drawers or cabinets at any time.
4. Contractor's employees are not to use or tamper with office machines, equipment and agency employees' personal property at any time.
5. Contractor's employees are not to use University telephones at any time, except to make 911 emergency calls. The Contractor shall provide a telephone in the designated Contractor's area for their employees' use.
6. Contractor's employees may not leave the premises during working hours, except as required for the performance of their duties, as well as in cases of emergency or leave previously approved by the Contractor Manager.

F. **Training:**

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

The Contractor shall provide sufficient documentation to demonstrate adequate training has been provided. Contractor shall submit a statement outlining their training program and method of verifying employee competency with their proposal.



G. **Uniforms and IDs:**

1. All employees must project a professional image in both their work habits and personal hygiene. All employees shall wear uniforms that bear company name/logo. Uniforms shall be approved by the University and shall be clean and without stains, tears or signs of excessive wear.
2. All employees will be issued an identification badge by the University, which shall be worn at all times while on the University premises. The badge will have the employee's picture and name. Initial identification badges cost \$8. Replacement badges cost \$15. Cost of the badges shall be the responsibility of the Contractor.

H. **Security and Access:**

1. **Building Security:**

The Contractor shall work with the University to maintain the security of the facilities. Facilities shall be secured and doors locked according to University and Departmental policy. The Contractor and their personnel are responsible for identifying and keeping up-to-date on the door-locking schedule and security procedures for each building. The Contractor shall keep all doors locked according to the schedule during the performance of work and ensure that all exterior doors and suite doors are appropriately secured at the end of the shift. All locked doors shall remain locked and no doors shall be propped open at any time.

All emergencies and security violations shall be reported immediately to Campus Police and to the University's Contract Administrator. This includes, but is not limited to, persons attempting to gain access to a secure area, conditions that could result in harm to occupants or immediate damage to the facility, as well as facilities and areas found in an un-secured condition that are normally secured.

All Contractor personnel shall be subject to any and all security regulations in effect, modified or implemented by the University Campus Police throughout the contract. The Contractor shall be responsible for ensuring that its employees are not engaging in any destructive activity on the campus.

2. **Building Access:**

Building access will be as directed by the University Contract Administrator or their representative. Contractor employees shall access secured campus buildings only during their assigned duty hours, unless approved by the University Contract Administration or their representative. Employees shall not be accompanied to their work areas or campus premises during work hours by acquaintances, family members, or any other person unless said person is an authorized employee performing work under the contract. Access to designated restricted areas may require the presence of authorized University personnel or are off limits to Contractor's employees. An authorized University representative will designate restricted areas and special access procedures.

During their shift, Contractor personnel shall be alert for anything out of the ordinary, including, but not limited to, unusual noises, leaks, burning smells, suspicious persons,

or possible safety hazards, and report their observations immediately to the appropriate authority.

3. Keys:

Sufficient keys will be provided to the Contractor by the University. The Manager and all Supervisors will have master keys that are checked out at the beginning of their shift, along with keys for employees, and returned at the end of their shift to Campus Police. The Contractor shall be responsible for the collection and distribution of keys to employees. Keys are to remain on campus at all times. Contractor shall be responsible for the cost for replacing lost keys and/or rekeying locks. The Contractor shall follow the University's Key and Lock policy.

4. Electronic Access Cards:

Individual University electronic access cards (Identification Badges) shall be required for all personnel to gain entry into areas secured by the electronic access security system. Contract employees shall only use access cards to enter those areas. If a key is used, an audible alarm will sound and the police will be notified. Contractor shall require all employees performing under this contract to personally sign and be responsible for each electronic access card. This card shall only be used by the individual who has signed for the card and whose picture appears on the card. Use of an electronic access card, by any person other than the individual signing for the card, shall be cause for termination of the contract. When the Contractor no longer employs an individual, the card must be returned to the University's Contract Administrator immediately, so it can be deactivated.

5. Key/Card Loss:

If a key or access card is lost, the University Contract Administrator and Campus Police must be notified immediately. The Contractor shall be responsible for any lost keys, card keys and any resulting damages (i.e., re-keying of whole facility). The University will assess a non-refundable charge to the Contractor for all replacement cards. This cost will be withheld from payment(s). The decision to re-key the whole facility is solely that of the Vice President of Administration and Finance and Vice President of Student Affairs. Failure to report the loss of a key or access card will result in immediate termination of the employee and possible termination of the contract.

I. **Contractor-Furnished Equipment and Supplies:**

1. Equipment:

Contractor shall provide all necessary equipment and vehicles (to include the annual vehicle parking tags) needed for the performance of the work under this contract. Such equipment shall be of the size and type customarily used in custodial services. No equipment shall be used which could create a safety hazard or is harmful to the buildings or their contents. Equipment utilizing green cleaning products and standards shall be maximized to support the State and University's Sustainability efforts. The Contractor shall include a complete list of equipment with their proposal and amount of equipment that they have available for use under the Contract.

Electrical power (110) volts will be furnished by the University at existing power outlets for the Contractor's use to operate such equipment as necessary. The Contractor shall

be responsible for any damage caused to the electrical outlets and their covers caused by the improper disconnection of equipment. Hot and cold water will also be made available as necessary for cleaning.

The equipment must be maintained in good operating condition and in sufficient quantities to adequately perform all services, and available to the Contractor's employees at all times. All equipment must be certified by a nationally recognized independent testing lab and meet all applicable OSHA requirements. (Nationally recognized testing labs are listed by OSHA at <https://www.osha.gov/dts/otpc/nrtl/nrtllist.html>). Contractor shall permanently mark all equipment, so that ownership can be easily identified. All broken equipment will be removed from the University immediately.

It is understood and agreed that the University shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the Contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the Contractor wherever located.

The University will supply, at a minimum, two-way radios for the Contractor's manager and supervisors that operate on the University's frequencies. If the Contractor deems it necessary to supply two-way radios to other employees, these radios must meet the requirements of the University and approval from the University must be obtained prior to use.

2. Supplies:

All supplies are to be furnished by the Contractor, including all paper goods, soaps, hand sanitizers, dispensers, cleaners, trash bags, etc., currently used throughout all spaces for which the Contractor has responsibility under the contract. Sufficient supplies shall be maintained on the job site at all times and made available to the Contractor's employees for use in the performance of required services. Additionally, well in advance of flu season each fall, Contractor will stock extra supplies to ensure sufficient quantities are available in the event of a widespread flu outbreak. Some areas including but not limited to lab spaces may require special soaps or towels due to the nature of the lab. Material Safety Data Sheets and product labels for all chemicals must be available at all times. Building modifications or repairs resulting from the placement or re-placement of dispensers shall be the responsibility of the Contractor.

The Contractor shall use environmentally safe (Green Seal) approved products for at least 90% of their cleaning supplies as part of the University's Mission Statement and on-going commitment to sustainability. The University reserves the right to approve any changes in products being used. The Contract Administrator shall approve all products being used and the Contractor shall ensure the Contract Administrator has an accurate list of the types of supplies being used at all times.

3. Space:

The Contractor will be provided a certain amount of space on the University premises. These spaces include, but are not limited to, office space (1), storage closets (existing housekeeping closets in each building will be made available for the Contractor's use). Contractor occupied spaces and any furnishings, supplies and installed equipment shall be operated and maintained in accordance with defined standards, and in strict accordance with the University environmental health and safety, security and corporate

policies. It is the University's expectation that the Contractor shall maintain occupied workspaces in a manner that appropriately reflects the care and diligence that it takes in maintaining the University's other facilities.

J. **Parking Tags:**

All Contractor vehicles shall be registered with the University and display a parking tag. The cost per contractor vehicle is \$10 per academic year. All Contractor employees shall register their personal vehicle with the University and display a parking tag. The cost per parking tag for non-University employees per academic year is \$91. The University does not reimburse any of this cost.

K. **Inclement Weather:**

All Contractor's employees shall be considered "essential" and follow the same procedures as with the University's essential personnel per Longwood University Policy 5220, Inclement Weather/Campus Emergency Closings or Department of Human Resource Management Policy 1.35, Emergency Closings. In the event that services cannot be provided, the University reserves the right to adjust the invoice accordingly.

L. **Observed Holidays and University Closings:**

Notification of observed holidays and official University closings shall be through the University institutional calendar. The holiday schedule is also published on the University's website every year.

M. **Safety Standards (OSHA Requirements):**

The Contractor shall comply with all federal, state and local OSHA, Environmental Protection Agency (EPA), and Fire Code regulations which apply to the employees of the Contractor performing work under the contract. The Contractor shall ensure that its employees are trained in general safe work practices and provide an appropriate level of supervision for its employees.

The University is the sole and final authority on all policies and requirements relating to OSHA, EPA, and Fire Code compliance at the University. The Contractor shall take immediate action to desist and remedy any regulatory violation identified by the University. Failure to comply with applicable State or Federal regulations may result in termination of the contract.

1. **Material Safety Data Sheets:**

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

2. **Labeling of Hazardous Materials:**

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

3. Caution Signs:

Upon commencement of the contract, Contractor shall provide, at its expense, caution signs as required by OSHA Regulation 1910.144 and 1910.145.

4. Blood Pathogens:

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

5. Proof of Compliance:

When requested, proof of Contractor's compliance with State or Federal regulations shall be provided to the University's Contract Administrator in a timely manner.

6. Labeling of Supplies/Chemicals:

As much as feasible, the Contractor shall purchase and issue all chemicals to their employees in the original containers. Use of containers (such as spray bottles) for materials that require precautionary warnings, shall have regulatory compliant labels affixed.

7. Slip Resistance:

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

8. Germicidal Disinfectants:

The Contractor shall use only germicidal disinfectants that bear a currently valid EPA registration number.

9. Environmental Hazards:

The Contractor shall comply with all safe waste disposal standards set forth by the Virginia Department of Environmental Quality (DEQ). Failure to comply with DEQ standards shall result in a fine of \$5,000 per event plus cost of cleanup. Mismanagement of the Universities' waste materials may result in termination of this contract.

V. **FINANCIAL PROPOSAL**

The Offeror shall submit a financial proposal outlining the annual costs associated with providing the goods/services described in Section IV. **STATEMENT OF NEEDS**. The financial proposal shall be divided into the follow categories:

A. Basic Custodial Services

1. Residential Facilities
2. Academic/Administrative Office Buildings
3. Athletic Facilities
4. Health & Fitness Center, Campus Recreation and Midtown Fitness Performance Center
5. University-Owned Rental Property
6. LU REF Properties

**Note:** Reference attached Chart of Longwood On and Off Campus Properties with Gross Square Footage and Flooring Types.

B. Special or Emergency Cleaning

C. Spot Upholstery and Curtain/Drapery Cleaning

D. Floor Matting

E. Trash Collection

F. Collection and Processing of Recyclables

G. Light Bulb Maintenance

H. HVAC Filter Maintenance

I. Pest/Varmint Control

J. Exterior Window Cleaning

K. On-Demand Custodial Services (provide hourly rates)

VI. **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

A. **GENERAL INSTRUCTIONS:**

1. **RFP Response:** In order to be considered, offerors must submit a complete response to Longwood by the due date and time stated in this RFP. Offerors are required to submit one (1) signed original hardcopy (paper) of the entire proposal including all attachments and proprietary/confidential information (identified as **ORIGINAL**); seven (7) additional hardcopies (paper) including all attachments and proprietary/confidential information (identified as **COPY**), and one (1) copy of the proposal as a PDF file including all attachments and proprietary information in electronic format (e.g., thumb drive or CD). If the proposal contains proprietary/confidential information, a redacted copy of the proposal in electronic format must also be submitted. The offeror shall make no other distribution of the proposals.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. 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. Elaborate brochures/artwork, paper/bindings, or other visuals/presentation aids, beyond that sufficient to present a complete and effective proposal, are not desired.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, 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 subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements.

Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. 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. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted, therefore, proposals should be complete when submitted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible, so Longwood may properly evaluate the offeror's capabilities to provide the required goods/services. Offerors are **required to submit** the following items as a complete proposal:

1. The completed RFP inside cover sheet (see Page | 2) and all addenda acknowledgments, if any, signed and filled out as required.
2. Offeror Data Sheet, included as ATTACHMENT C to the RFP.
3. A written narrative to include:
  - a. Responses to all requirements set forth in Section IV. **STATEMENT OF NEEDS**.
  - b. A brief history of the company and their experience providing the goods/services described herein.
  - c. Specific methodology, approach, and plans for providing the proposed goods/services described herein.
  - d. Names, qualifications and experience of personnel to be assigned to the contract.
  - e. Resumes of key managers and supervisors, as well as the person at the corporate level, who will be responsible for the overall contract, to be assigned to the contract.
4. Small Business Subcontracting Plan, included as ATTACHMENT B to the RFP.
6. Financial Proposal.



VII. **EVALUATION AND AWARD CRITERIA:**

- A. **EVALUATION CRITERIA:** Proposals will be evaluated for full compliance with the RFP requirements and the terms and conditions set forth within the RFP document. The objective of the Evaluation Committee will be to select the Offeror that is most responsive to the herein described needs and represents the best value for Longwood University.

Proposals will be evaluated by Longwood University using the following weighted evaluation criteria:

<b><u>EVALUATION CRITERIA</u></b>	<b><u>POINT VALUE</u></b>
1. Qualifications and experience	35
2. Specific plans to achieve objectives	30
3. Small Business Subcontracting Plan	20
4. Financial Proposal	10
5. References from other clients	<u>5</u>
TOTAL	<u>100</u>

- B. **AWARD OF CONTRACT:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including compensation, if so stated in the RFP. Negotiations shall be conducted with the offerors so selected. After negotiations have been conducted with each offeror so selected, Longwood shall select the offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to the offeror(s). Longwood may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) Should Longwood determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated.

- VIII. **CONTRACT ADMINISTRATION:** Upon award of the contract, the University shall designate, in writing, the name of the Contract Administrator who shall work with the Contractor in formulating mutually acceptable plans and standards for the operations of this service. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from the University shall be transmitted through the Contract Administrator, or their designee(s) however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope of the work or change the basis for compensation to the Contractor.

IX. **SPECIAL TERMS AND CONDITIONS:**

1. **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 Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
2. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this contract. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
3. **ASSIGNMENT OF CONTRACT:** The contractor cannot assign a contract in whole or in part without the prior written consent of the University.
4. **AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
5. **CANCELLATION OF CONTRACT:** The purchasing agency 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 also be terminated by the contractor, 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.
6. **CONTINUITY OF SERVICES:**
  - a) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
    - (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;

- (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
- (iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

- b) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

7. **CONTRACT PARTICIPATION:** Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at <http://www.longwood.edu/materielmanagement>), Cooperative Procurement, it is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Longwood University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Longwood University. Longwood University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Longwood University is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances. Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

8. **eVA ORDERS AND CONTRACTS:** The solicitation/contract may result in multiple purchase orders with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

9. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia, §2.2-4308.2.*, any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

10. **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: _____	<u>7/10/2018</u>	<u>2:00 p.m.</u>
Name of Offeror	Due Date	Time
_____	<u>LU214-18-012</u>	
Street or Box Number	RFP No.	
_____	<u>Custodial Services</u>	
City, State, Zip Code	RFP Title	

Name of Purchasing Officer Cathryn B. Mobley, Associate Vice President for Administration and Finance

11. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
12. **LATE PROPOSALS:** To be considered, proposals must be received at the specific office location specified in this solicitation on or before the date and time designated in this solicitation. Offerors are responsible for the delivery of the proposal and if using U.S. Mail or a delivery service, should ensure that the proposal is addressed properly (see 9 above). The Purchasing Department will contact the Offeror to arrange for pick up or destruction of the late proposal. The official time used in receipt of proposals shall be the time on the automatic time stamp machine of Longwood's Purchasing office, address and location on cover page of solicitation.
13. **OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held at 11:00 a.m. on June 10, 2018 in Lancaster Hall, Room 223. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Please bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.
14. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI-U for Other Services. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

15. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
16. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be binding on the offeror for (90) calendar days following the proposal due date. Any proposal on which the offeror shortens the acceptance period may be rejected. At the end of the (90) 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.
17. **REFERENCES:** Offerors shall provide three (3) contacts (preferably a college or university, if available) where similar goods and/or services have been provided. An Offeror Data Sheet is provided as ATTACHMENT C and must be completed and returned with your proposal.
18. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive two (2) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
19. **SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND SUBCONTRACTOR REPORTING:**
  - A. Submission of Small Business Subcontracting Plan: It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All offerors are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the offeror shall note such on the Small Business Subcontracting Plan. No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals.

- B. Evidence provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution timely reports substantiating compliance in accordance with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Prime Contractor Subcontractor Reporting:
1. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are DSBSD-certified businesses or ESOs. The contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (Businesses that are DSBSD-certified small, women-owned, minority-owned, Service Disabled Veteran, or Employment Services Organization) and type of product/service provided, at the frequency required.
  2. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are not DSBSD-certified businesses. The contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided, at the frequency required.
20. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
21. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, an offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the offeror is not required to be so authorized.
22. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

X. **INVOICING AND PAYMENT:** The Contractor shall submit a fully itemized invoice to the Contract Administrator by the 10<sup>th</sup> of each month for the previous month. The invoice shall reference the contract number, material description, quantities, unit prices, and Purchase Order number. Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods/services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Act.

XI. **ATTACHMENTS:**

A – WRITTEN PRE-PROPOSAL QUESTION FORM

B – SMALL BUSINESS SUBCONTRACTING PLAN

C – OFFEROR DATA SHEET

D – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM

CHART OF LONGWOOD ON AND OFF CAMPUS PROPERTIES WITH GROSS SQUARE FOOTAGE AND FLOORING TYPES

CAMPUS MAP AND DIRECTORY

**ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM**

Project: Custodial Services  
Longwood University  
Farmville, Virginia 23909

Attention: Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance  
Lancaster Hall, Room 217C  
Longwood University  
Farmville, Virginia 23909  
Fax: 434-395-2246 | Email: [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu)

The following questions are against RFP# LU214-18-012

<u>Section, Page, Paragraph, Line(s)</u>	<u>Question</u>
--	-----------------


The deadline for submitting questions is **12:00 Noon, June 19, 2018**. All responses to questions will be made by addendum. **The University will not accept any questions after this deadline.**

Question(s) submitted by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

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

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_



## ATTACHMENT B – SMALL BUSINESS SUBCONTRACTING PLAN

### Definitions

**DSBSD:** Department of Small Business and Supplier Diversity.

**Small Business:** “Small Business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DSBSD-certified women- and minority-owned businesses when they have received DSBSD small business certification.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by DSBSD by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov) (Customer Service).**

**Offeror’s Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by DSBSD as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in this section. Points will be assigned based on each offeror’s proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror’s total price.

### Section A

If your firm is certified by DSBSD, are you certified as a (**check only one below**):

_____ Small Business	Certification Number: _____
_____ Small and Women-owned Business	
_____ Small and Minority-owned Business	Certification Date: _____

**Section B**

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

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

<b>Small Business Name &amp; Address</b>  <b>DSBSD Certificate #</b>	<b>Status if Small Business is also:</b>  <b>Women (W) Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
<b>Totals \$</b>					

**ATTACHMENT C – OFFEROR DATA SHEET (TO BE COMPLETED BY OFFEROR AND RETURNED WITH PROPOSAL)**

- A. **Qualification of Offeror:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Indicate below the length of time you have been in business providing the goods/services required herein.

\_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

- B. **References:** List three (3) contacts (preferably a college or university, if available) for whom you have provided this type of goods/services that the University has your permission to contact.

1.

\_\_\_\_\_  
Company/Name of Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date(s) of Service

\_\_\_\_\_  
Email Address

2.

\_\_\_\_\_  
Company/Name of Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date(s) of Service

\_\_\_\_\_  
Email Address

3.

\_\_\_\_\_  
Company/Name of Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date(s) of Service

\_\_\_\_\_  
Email Address

**ATTACHMENT D – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM**

THIS PAGE FOR REFERENCE ONLY – DO NOT COMPLETE FOR RFP#LU214-17-019 PROPOSALS

The subcontractor expenditure information provided on this form will be submitted in an electronic dashboard on behalf of Longwood University to the Virginia Department of Small Business and Supplier Diversity (DSBSD). Provide all information requested for actual expenditures for the monthly billing period.

**Reporting Period:** Fiscal Year \_\_\_\_\_ Quarter Ended \_\_\_\_\_

**Prime Contractor Information:** Complete one form for each Prime Contractor

Company Name:	_____	Company Contact:	_____
Company Address:	_____	Company Tax ID:	_____
	_____	LU Contract/Project ID	_____
	_____		

**Subcontracting Expenditures:** The amount paid by prime contractors to DSBSD-certified SWaM business for work directly traceable to the fulfillment of a contract or project with Longwood University.

Subcontractor Name	Subcontractor Tax ID	Category * (MB/WB/SB)	Subcontractor Dollar Amount	DSBSD Certification Number

\* Category: (MB) Minority Business, (WB) Women-owned Business, (SB) Small Business.  
(Attach additional pages if necessary)

**Summary of Expenditures by SWaM Category**

Total Subcontracting Amount with Minority Businesses (MB)	Total Subcontracting Amount with Women-owned Business (W)	Total Subcontracting Amount with Small Business (SB)

**Submitted by:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Title** \_\_\_\_\_

								Floor Type											
Building	Type	Ownership	Campus	Number	APPA Type	Type	Gross	Carpet	VCT	Special	Terazo	Wood	Concrete	Linolium	Rubber	Ceramic Tile	Assignable	Nonassignable	
ARC	Residence Hall	LU	ON CAMPUS	00069	Residential	Aux	47548	X	X				X				43736	1114	
Alumni House	Removed	LU	OFF	00033	Other	Aux	9858		X			X	X				5624	368	
Gate House 1209 Longwood Ave.	Rentals	LU	OFF	00005	Other	Aux	3000					X	X			X	2364	0	
Cox Residence Hall	Residence Hall	LU	ON CAMPUS	00009	Residential	Aux	44888	X	X			X			X		40607	2326	
Curry Residence Hall	Residence Hall	LU	ON CAMPUS	00048	Residential	Aux	110562	X	X			X	X				86696	2993	
Maugans / Blackwell Hall	Admin Bldg	LU	ON CAMPUS	00014	Class/Admin	88.12 EG/11.88 Aux	48448	X	X			X				X	37705	5235	
Dorrill Dining Hall	Misc. Bldg	LU	ON CAMPUS	00076	Special Use	Aux	60171	X	X								50358	1418	
Frazer Residence Hall	Residence Hall	LU	ON CAMPUS	00060	Residential	Aux	107116		X				X				83045	3553	
French	Academic Bldg	LU	ON CAMPUS	00043	Other	EG	38014	X	X	X		X	X	X		X	31913	1901	
Iler	Admin Bldg	LU	ON CAMPUS	00020	Class/Admin	52 EG/ 48 Aux	9903	X	X	X							8818	5738	See Note 1
Lankford	Misc. Bldg	LU	ON CAMPUS	00042	Special Use	Aux	35273	X	X			X					28580	1591	
Log Cabin	Misc. Bldg	LU	OFF	00026	Class/Admin	Aux	807					X					685	0	
Longwood House	Misc. Bldg	LU	OFF	00028	Historic	Aux	10140					X	X			X	9586	0	
Longwood House Garage	Misc. Bldg	LU	OFF	00029	Historic	Aux	527										0	399	
506 Race Street House	Admin Bldg	LU	OFF	00073	Class/Admin	EG	1772		X			X					1427	0	
509 Pine Street House	Misc. Bldg	LU	OFF	00071	Class/Admin	Aux	1800	X						X			1216	0	
South Ruffner	Residence Hall	LU	ON CAMPUS	00031	Residential	Aux	16040	X	X				X			X	13854	305	
Stubbs Residence Hall	Residence Hall	LU	ON CAMPUS	00041	Other	Aux	57984	X	X				X	X		X	44875	1578	
Tabb	Athletics	LU	ON CAMPUS	00044-45	Class/Admin	Aux	38019	X	X			X	X			X	30912	1936	
South Tabb	Misc. Bldg	LU	ON CAMPUS	00022	Other	EG	12500						X				0	1332	
Wheeler Residence Hall	Residence Hall	LU	ON CAMPUS	00046	Residential	Aux	45978	X	X			X	X		X	X	38793	1560	
Barlow	Misc. Bldg	LU	ON CAMPUS	00030	Class/Admin	EG	5994	X	X			X	X				4331	122	
Bedford	Academic Bldg	LU	ON CAMPUS	00056	Class/Admin	EG	74862	X	X			X				X	60189	5803	
Bristow	Admin Bldg	LU	ON CAMPUS	00061	Class/Admin	EG	18417	X	X								17719	158	
Clark House	Admin Bldg	LU	ON CAMPUS	00066	Class/Admin	EG	2200	X	X			X					2135	0	
Coyner	Admin Bldg	LU	ON CAMPUS	00058	Class/Admin	EG	18300	X	X								12013	811	
Grainger	Academic Bldg	LU	ON CAMPUS	00083	Class/Admin	EG	27712	X	X								21312	1157	
Heating Plant	Admin Bldg	LU	ON CAMPUS	00032	Other	EG	5500						X				854	4563	
New Heating Plant	Admin Bldg	LU	ON CAMPUS	0085	Other	EG	11500						X				633.97	7479.28	
Hiner	Academic Bldg	LU	ON CAMPUS	00017	Class/Admin	EG	36869	X	X							X	28709	1139	
Hull	Academic Bldg	LU	ON CAMPUS	00070	Class/Admin	EG	29063	X	X							X	23717	1589	
Jarman	Admin Bldg	LU	ON CAMPUS	00023	Class/Admin	83.64 EG/ 16.36 Aux	27600	X	X	X	X		X	X		X	24002	3298	
Lancaster	Admin Bldg	LU	ON CAMPUS	00025	Class/Admin	EG	45671	X	X	X						X	38366	3448	
Greenwood Hall Library	Academic Bldg	LU	ON CAMPUS	00065	Library	EG	70890	X	X		X		X				56423	10660	
McCorkle & Jeffers	Admin Bldg	LU	ON CAMPUS	00047	Class/Admin	EG	17653	X	X				X				11881	175.9	
Ruffner	Academic Bldg	LU	ON CAMPUS	00084	Class/Admin	EG	80926	X	X			X				X	61093	5761	
Stevens	Academic Bldg	LU	ON CAMPUS	00039	Class/Admin	EG	32916	X	X		X						28910	1047	
Randolph Tobacco Warehouse	Misc. Bldg	REF	OFF	00089	Other	Leased	60000		X				X				5747	50000	
Vernon Street Warehouse	storage	LU	OFF	00077	Other	EG	15000										0	15000	
Wygall	Academic Bldg	LU	ON CAMPUS	00057	Class/Admin	EG	24961	X	X		X		X				21711	928	
Chichester Science Center	Academic Bldg	LU	ON CAMPUS	00081	Research	EG	71804	X	X							X	56301	3419	
Graham	Admin Bldg	LU	ON CAMPUS	00040	Class/Admin	73 EG/ 27 Aux	12843	X	X								10738	1139	
Willett Hall	Academic Bldg	LU	ON CAMPUS	00064	Class/Admin	76 EG/ 24 Aux	76806	X	X		X	X	X				63178	5761	
**** Willett Gym Floor												17469							
Hardy House	Admin Bldg	LU	OFF	00078	Historic	56.48 EG/ 43.52 Aux	6424		X			X					5281	259	
Visual Arts Center (LCVA)	Admin Bldg	LU	OFF	00096	Library	Aux	27619		X								25246	607	
Center for Health and Fitness	Misc. Bldg	LU	ON CAMPUS	00090	Special Use	AUX	74683	X	X	X		X		X		X	64481	4575	
HFC Gym floor												13702							
Lancer Park	LU REF	REF	OFF	00092	Residential	Aux	96100	X	X								91748	900	
Lancer Park North Campus Apartments	Residence Hall	REF	OFF	0092	Residential	REF (Aux)	202000	X	X				X		X		197146	2320	
Lancer Park North Campus Commons	Residence Hall	REF	OFF	0092	Residential	REF (Aux)	13000	X	X	X							12254	640	
Longwood Village	LU REF	REF	OFF	00093	Residential	Aux	125670	X	X								108385	1152	
Midtown Landings NE	LU REF	REF	OFF	0094A	Residential	Aux	38211	X	X								31932	770	

Midtown Landings NW	LU REF	REF	OFF	0094B	Residential	Aux		38211	X	X								35770	582
Midtown Landings SE	LU REF	REF	OFF	0094C	Residential	Aux		42646	X	X								38342	656
Midtown Landings SW	LU REF	REF	OFF	0094D	Residential	Aux		38211	X	X								33939	582
Midtown 108 - Unassigned space	LU REF	REF	OFF	0094B	Other	Aux		2235		X								2235	0
Midtown Laundry	Misc. Bldg	REF	OFF					1200		X								1200	0
Midtown Healthcare & Wellness Center	Misc. Bldg	REF	OFF					4635	X	X								2400	0
Midtown Sports Performance & Fitness Annex	Misc. Bldg	REF	OFF					3682			X							3682	0
Bookstore LU Midtown	Misc. Bldg	REF	OFF	0094B	Special Use	Leased		10840	X	X								8896	125
Johnson Drive Athletic Complex	Athletics	LU	OFF	00097	Special Use	Aux		5300	X	X					X			3605	0
Baseball Field Complex	Athletics	LU	ON CAMPUS	00095	Special Use	Aux		1633		X								1335	72
Softball Field Complex	Athletics	LU	ON CAMPUS	00103	Special Use	Aux		1836		X								1634	17
502 Griffin	Rentals	LU	OFF	00059	Other	Aux		960	X	X								908	0
CCST	Academic Bldg	LU	ON CAMPUS	00091	Class/Admin	EG		41983	X	X								29958	3577
113 W. Third	Misc. Bldg	LU	OFF	00101	Other	EG		540		X								425	19
Lancer Park Storage Building	Misc. Bldg	LU	OFF	00102	Special Use	Aux		2268					X					1968	0
117 West 3rd Street	Misc. Bldg	LU	OFF	00114	Class/Admin	Aux		3103		X			X					2797	0
507 Pine Street	Admin Bldg	LU	OFF	00108	Class/Admin	EG		2000		X			X					1196	0
315 West 3rd Street (leased space)	Admin Bldg	Leased	OFF	0115	Class/Admin	Leased		15000	X	X			X					12970	61
213-4 4th Street The Lumber Yard	Academic Bldg	REF	OFF	0117	Class/Admin	Leased		10000		X				X				8860	470
213-4 4th Street The Lumber Yard	storage	REF	OFF	0117				23792						X				0	23792
Facilities Annex (former VDOT)	Misc. Bldg	LU	OFF	0116	Class/Admin	EG		12893		X				X				8070	0
100 Madison Street (Meeks Building)	Misc. Bldg	REF	OFF	0118	Class/Admin	EG		17011	X	X			X	X				3081	0
Lancer Park Environmental Educational Center	Academic Bldg	LU	OFF	0119	Class/Admin	EG		2324		X								2111	0
Moton Museum	Misc. Bldg	REF	ON CAMPUS	0125	Other			11347		X			X			X		8535	0
Sharp Residence Hall	Residence Hall	REF	ON CAMPUS	0126	Residential	Aux		26420		X				X		X		22641	676
Register Residence Hall	Residence Hall	REF	ON CAMPUS	0127	Residential	Aux		26420		X				X		X		22477	676
Travis Building	storage	REF	Off	0130	Other	Leased		3735											
Upper & Lower Bock Commons Garage Plaza	Misc. Bldg	LU	ON CAMPUS					2451						X					
511 Pine	Admin Bldg	REF	ON CAMPUS	0132	Other	EG		3486					X	X		X		2403	1083
Brock Hall Student Success Building	Admin Bldg	LU	ON CAMPUS	0128	Class/Admin	EG		25084	X		X			X		X		17306	2305
University Center	Admin Bldg	LU	ON CAMPUS	0129	Special Use	Aux		83970	X	X		X	X	X					
New Admissions Building	Admin Bldg	LU	OFF			EG		20214	X	X			X			X			
New Academic Building	Academic Bldg	LU	ON CAMPUS			EG		41614	X			X	X	X		X	X		
Maintained by Aramark Dining																			
Moes																			
Chick-fil-A																			
								2581202											
***Gym floors not included in the Custodial Services Contract.																			
Note 1: The nonassignable includes some mechanical space below the dining hall & Iler																			



# Longwood University Directory

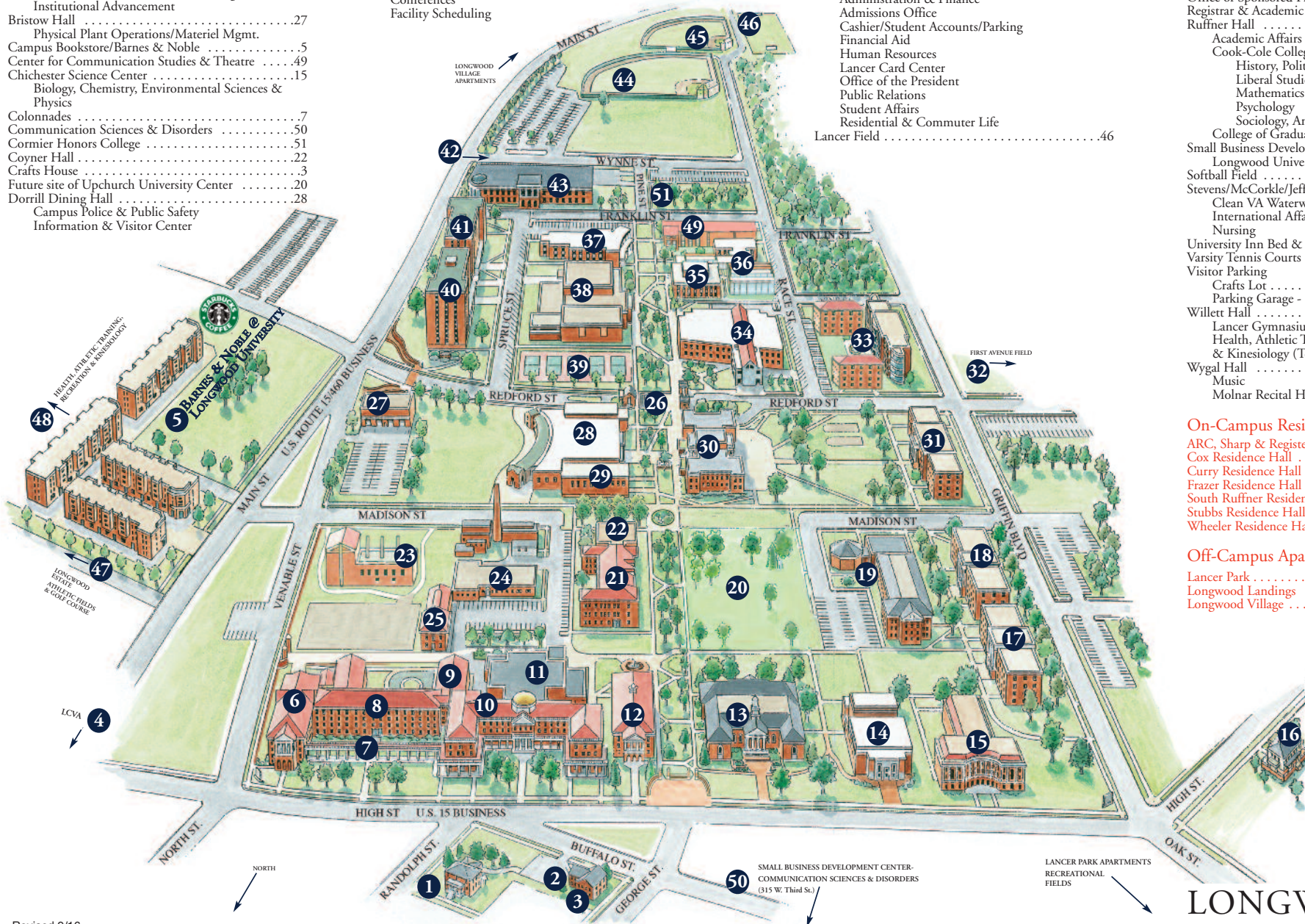
(Residence halls are at the end of the list.)

Admissions Office (Lancaster Hall)	13
Athletic Department (Tabb Hall)	8
Barlow Hall	25
Registrar and Academic Advising	44
Baseball Field (Buddy Bolding Stadium)	36
Bedford Hall	36
Art	
Bedford Auditorium	11
Maugans Alumni Center	11
Alumni, Career Center	
Blackwell Hall, Prince Edward & Virginia Rooms	
Institutional Advancement	
Bristow Hall	27
Physical Plant Operations/Material Mgmt.	
Campus Bookstore/Barnes & Noble	5
Center for Communication Studies & Theatre	49
Chichester Science Center	15
Biology, Chemistry, Environmental Sciences & Physics	
Colonnades	7
Communication Sciences & Disorders	50
Cormier Honors College	51
Coyner Hall	22
Crafts House	3
Future site of Upchurch University Center	20
Dorrill Dining Hall	28
Campus Police & Public Safety	
Information & Visitor Center	

Financial Aid	13
First Avenue Field	32
French Hall	6
Information Technology	
Assessment & Institutional Research	
Graham Hall	24
Disability Support Services	
Printing Services	
Grainger Hall	12
English	
Modern Languages	
Greenwood Library	34
Academic Support Center	
Hardy House	1
Conferences	
Facility Scheduling	

Health & Fitness Center	43
Campus Recreation	
Counseling Center	
Heating Plant	23
Hiner Hall	21
College of Business & Economics	
Hull Education Center	37
College of Education & Human Services	
Iler Hall	29
Environmental Health & Safety	
ROTC	
Jarman Hall	14
Jarman Auditorium	
Lancaster Hall	13
Administration & Finance	
Admissions Office	
Cashier/Student Accounts/Parking	
Financial Aid	
Human Resources	
Lancer Card Center	
Office of the President	
Public Relations	
Student Affairs	
Residential & Commuter Life	
Lancer Field	46

Lankford Student Union	30
Lancer Café	
Post Office	
Longwood Center for the Visual Arts (LCVA)	4
(Main & Third Streets)	
Longwood Estate	47
Athletic Fields	
Longwood House	
Longwood Landings	5
Barnes & Noble Campus Bookstore	
Health Center	
Midtown Fitness Performance Center	
Residence Hall	
Nursing	19
Office of Sponsored Programs	42
Registrar & Academic Advising	25
Ruffner Hall	10
Academic Affairs	
Cook-Cole College of Arts & Sciences	
History, Political Science & Philosophy	
Liberal Studies	
Mathematics & Computer Science	
Psychology	
Sociology, Anthropology & Criminal Justice	
College of Graduate & Professional Studies	
Small Business Development Center	50
Longwood University Real Estate Foundation	
Softball Field	45
Stevens/McCorkle/Jeffers Hall	19
Clean VA Waterways/Sustainability	
International Affairs	
Nursing	
University Inn Bed & Breakfast	16
Varsity Tennis Courts	39
Visitor Parking	
Crafts Lot	2
Parking Garage - Redford Street	26
Willert Hall	38
Lancer Gymnasium & Pool	
Health, Athletic Training, Recreation	
& Kinesiology (Temporary Location)	48
Wygall Hall	35
Music	
Molnar Recital Hall	



## On-Campus Residence Halls

ARC, Sharp & Register Residence Halls	33
Cox Residence Hall	18
Curry Residence Hall	40
Frazer Residence Hall	41
South Ruffner Residence Hall	9
Stubbs Residence Hall	31
Wheeler Residence Hall	17

## Off-Campus Apartment Communities

Lancer Park	(off-map: Grace St.)
Longwood Landings	(off-map: Clark St.)
Longwood Village	(off-map: Clark St.)