



VCU

Procurement Services

January 17, 2020

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Kevin Carpenter
Spotless Cleaning Enterprise, LLC
5321 Distributor Drive
Richmond, VA 23225

RE: Contract #: 6791865SW
Renewal No.: Four of Four available

Mr. Carpenter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Window Washing Services** expires on **3/15/2020**. VCU intends to exercise the renewal of this contract in accordance with the terms of the contract.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided for the renewal period of: 3/15/2020 through 3/14/2021.

Pricing remains the same as the previous contract period.

Attached is the revised pricing in accordance with the contract terms

By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a **new** Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at tlhall2@vcu.edu. If you have any questions, please contact me at (804) 828-3409.

Sincerely,
Teresa Hall, CUPO, VCA, VCO, VCCO
Senior Buyer, A/E, Construction & Facilities

Contract #: 6791865SW Window Washing Services

RESPONSE:

Spotless Cleaning Enterprises, LLC
Name of Firm


Signature

Douglas Reilly Monroe
Name Printed

Owner
Title

1/29/20
Date



VCU

Procurement Services

February 26, 2019

Reilly Monroe
Spotless Cleaning Enterprises, LLC

RE: Contract #: 6791865SW
Renewal No.: Three of Four available

Mr. Monroe,

Your firm's contract with Virginia Commonwealth University (VCU) for **Window Washing Services** expires on **3/15/2019**. VCU intends to exercise the renewal of this contract in accordance with the terms of the contract.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources.

Services shall be provided for the renewal period of: 3/15/2019 through 3/14/2020.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at kostyniukjs@vcu.edu. If you have any questions, please contact me at (804) 828-5954.

Sincerely,
John Kostyniuk
Construction Procurement Manager

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284


804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: : 6791865SW Window Washing Services

RESPONSE:

Spotless Cleaning Enterprises, LLC

Name of Firm



Signature

Reilly Monroe

Name Printed

Owner

Title

2/26/19

Date



VCU

Procurement Services

FIRST AMENDMENT TO CONTRACT NUMBER: 6791865SW
BETWEEN
VIRGINIA COMMONWEALTH UNIVERSITY
AND
SPOTLESS WINDOW CLEANING COMPANY

This First Amendment to Contract Number: 6791865SW among Virginia Commonwealth University, hereinafter referred to as "VCU", KRC Enterprises, Inc., formerly known as Spotless Window Cleaning Company and hereinafter referred to as "KRC", and Spotless Cleaning Enterprises, LLC, hereinafter referred to as "Contractor" (the "Amendment"), is entered into as of the date on which the final signature is affixed below.

WHEREAS, VCU and KRC entered into Contract Number: 6791865SW, dated March 15, 2016 (together with all addendums and exhibits thereto, the "Contract");

WHEREAS, KRC and Contractor entered into an Asset Purchase Agreement pursuant to which KRC sold, and Contractor acquired, substantially all of the assets of KRC (the "Asset Purchase Agreement");

WHEREAS, VCU desires to continue to obtain the goods and services that KRC offered pursuant to the Contract as revised herein;

WHEREAS, Contractor agrees to provide the services to VCU as revised herein;

WHEREAS, the Contract provides for changes to the terms of the Contract through a changes provision set forth in Section XI.: Changes to the Contract ("O") of the Contract; and

WHEREAS, VCU, KRC and Contractor desire to revise the Contract in accordance with Section XI., O. of the Contract,

NOW THEREFORE, VCU, KRC and Contractor agree to enter into this Amendment to allow the following additions to the Contract:

1. KRC and Contractor entered into the Asset Purchase Agreement on December 31, 2018 (the "Closing"), whereby Contractor acquired substantially all of the assets of KRC. In connection with this transaction, the Contract was assigned by KRC to Contractor, which assignment is hereby approved by VCU.
2. The Contract is hereby amended by substituting the name "Spotless Cleaning Enterprises, LLC" for the name "Spotless Window Cleaning Company" wherever it appears in the Contract.
3. This Amendment accomplishes the assignment of the Contract only, and all rights and obligations of VCU and the Contractor (following the Closing) under the Contract remain in full force and effect and are unaffected by this change.
4. The Contract term ends on 3/14/2019, at which time there are two (2) successive one (1) year renewal options remaining.

This Amendment shall become effective upon execution of this Amendment by VCU, KRC and Contractor. All other terms and conditions of the Contract shall remain in full force and effect.

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

[Signature page to follow]

VIRGINIA COMMONWEALTH
UNIVERSITY

By: 

Mark Roberts
Interim Director VCU Procurement
Date: 2/4/19

KRC Enterprises, Inc.

By: 

Name Printed: Kevin G. Carpenter
Title: President
Date: 1/30/19

Spotless Cleaning Enterprises, LLC

By: 

Name Printed: Douglas Reidy Monroe
Title: President and Owner
Date: 1/30/19



VCU

Procurement Services

February 23, 2018

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

Kevin Carpenter
Spotless Window Cleaning Company
5321 Distributor Drive
Richmond, VA 23225

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

RE: Contract #: 6791865SW
Renewal No.: Two of Four available

Mr. Carpenter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Window Washing Services** expires on **3/15/2018**. VCU intends to exercise the renewal of this contract in accordance with the terms of the contract.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided for the renewal period of: 3/15/2018 through 3/14/2019.

Pricing remains the same as the previous contract period.

Attached is the revised pricing in accordance with the contract terms

By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at kostyniukjs@vcu.edu. If you have any questions, please contact me at (804) 828-5954.

Sincerely,
John Kostyniuk
Construction Procurement Manager

Contract #: 6791865SW Window Washing Services

RESPONSE:

Spotless Window Clearing Company

Name of Firm

Kevin Carpenter

Signature

Kevin Carpenter

Name Printed

President

Title

3-15-18

Date



VCU

Make it real.

January 26, 2017

Spotless Window Cleaning Company
5321 Distributor Drive
Richmond, VA 23225

RE: Contract #: 6791965SW
Renewal No.: 1 of 4

**Business Services
And Treasurer**
Procurement Services
University Purchasing

10 South 6th Street, Suite 200
P.O. Box 980327
Richmond, Virginia 23298-0327

804 828-1077
Fax: 804 828-7837
TDD: 1-800-828-1120
www.vcu.edu/procurement

Dear Mr. Carpenter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Window Washing Services** expires on **3/14/17**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract no. 6791965SW.

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities identified on a purchase order issued against this contract do not represent a purchase commitment by VCU. Services shall be provided in accordance with the contract for renewal period: **3/15/17** through **3/14/18**.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me no later than Friday, February 3, 2017 @ 3pm. Your response may be emailed (caprice@vcu.edu) or faxed to me at (804) 828-7837. If you have any questions, please contact me at (804) 828-0160

Sincerely,

Cheryl A. Price

Cheryl A. Price, MBA, C.P.M.
Senior Buyer

Contract #: 6791965SW Window Washing Services

RESPONSE:

Spotless Window Cleaning Company

Name of Firm

Kevin G. Carpenter

Signature

Kevin G. Carpenter

Name Printed

President

Title

Feb. 1, 2017

Date



VCU

Make it real.

COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: 6791865SW

This contract entered into date by Spotless Window Cleaning Company, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

PERIOD OF THE PERFORMANCE: From March 15, 2016 through March 14, 2017 with four (4) successive one (1) year renewal options.

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form;
- (2) The Request for Proposals # 6791865SW dated November 18, 2015 including Addendum #1 dated 12/3/2015 and Addendum #2 Dated 12/11/2015.
- (3) The Contractor's Proposal dated 12/16/2015; and
- (4) The Negotiated Modification dated 3/9/2016.

All of which documents are incorporated herein by reference.

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

CONTRACTOR:

Spotless Window Cleaning Company

By: Kevin G. Carpenter Name Printed: Kevin G. Carpenter

Date: March 15, 2016 Title: President

PURCHASING AGENCY:

Virginia Commonwealth University

By: [Signature] Name Printed: Brian Shaw
Interim Vice President

Date: 3/31/14 Title: VCU Finance and Administration



VCU

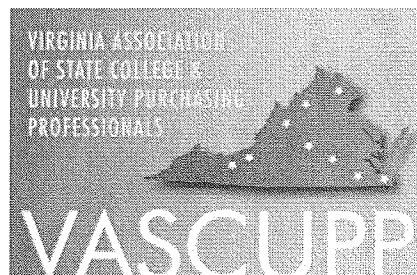
VIRGINIA COMMONWEALTH UNIVERSITY

Request for Proposals

RFP No.: 6791865SW

RFP Title: Window Washing Services

Date: November 18, 2015



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

A VASCUPP Member Institution

REQUEST FOR PROPOSALS RFP# 6457464SW

Issue Date: November 18, 2015
Title: Window Washing Services
Issuing and Using Agency: Virginia Commonwealth University
Attention: Sandra White
912 West Grace Street, 5th Floor
P.O. Box 980327
Richmond, Virginia 23298-0327

Period of Contract: One (1) year with four (4) successive one-year periods.

Proposals for furnishing the services described herein will be received until 11:00 a.m. EST on December 10, 2015.

All inquiries for information should be directed to: Issuing Agency, address listed above or to phone (804) 828-0663; email to sdwhite2@vcu.edu; fax (804) 828-9188; VOICE TDD (800) 828-1120.

This solicitation and any addenda are posted on the eVa website at: http://www.eva.virginia.gov.

HARD COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S OFFICE OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE OFFICE OF PROCUREMENT SERVICES.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, P.O. Box 980327, RICHMOND, VA 23298-0327. IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY OFFICE OF PROCUREMENT SERVICES, 912 WEST GRACE STREET, 5th FLOOR, RICHMOND, VIRGINIA 23284. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In compliance with this request for proposals and to all conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Furthermore, the undersigned agrees not to start any work relative to this particular solicitation until a resulting formal signed Purchase Order is received by the Contractor from University Purchasing. Any work relative to this solicitation performed by the Contractor prior to receiving a formal signed Purchase Order shall be at the Contractor's own risk and shall not be subject to reimbursement by the University. Signature below constitutes acknowledgement of all information contained through links referenced herein.

NAME AND ADDRESS OF FIRM:

Form fields for Name and Address of Firm, including Date, Signature, Name Typed, E-Mail Address, Title, Telephone, Fax Number, DUNS NO., and FEI/FIN NO.

Minority-Owned Business, Women-Owned, Registered with eVA, Small Business, and Virginia DBE Certified certification checkboxes and fields.

A pre-proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 27 PAGES

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ATTACHMENTS:

1. Appendix I - Participation in State Procurement Transactions Small Business and Businesses Owned by Women and Minorities
2. Appendix II – Invoicing and Payment
3. Appendix III– Window Washing Services – Pricing Schedule
4. Appendix IV – Damage/Loss Claim Form

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified firms to provide window washing services for Virginia Commonwealth University (the lead issuing institution), an agency of the Commonwealth of Virginia.

Interested firms must demonstrate their ability and capacity to complete the full scope of services outlined in this Request for Proposal (RFP).

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

II. OPTIONAL USE CONTRACT

Any resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources.

III. THE UNIVERSITY

Located on two downtown campuses in Richmond, VCU enrolls more than 31,000 students in 216 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, and 28 graduate and professional programs are ranked among the best in the nation in U.S. News & World Report's "America's Best Graduate Schools," including the No. 1 ranked sculpture and nurse anesthesia programs. As one of the nation's top research universities, VCU attracts more than \$255 million a year in sponsored research funding.

VCU Medical Center is one of the nation's leading and Central Virginia's only academic medical center. It includes the 865-bed MCV Hospitals and outpatient clinics, MCV Physicians - a practice of more than 600-physician-faculty, and the health sciences schools of VCU.

VCU is an urban leader, forging ties with business, industry and government in such innovative projects as the collocation of the schools of Business and Engineering, the da Vinci Center for Innovation in Product Design and Development and the Virginia BioTechnology Research Park.

The university and its medical center are the largest-single employer in the Richmond area, with more than 18,650 employees, including almost 2,000 full-time instructional faculty, and many of them nationally and internationally recognized in their fields. VCU's direct economic impact to Virginia is estimated to be \$3.6 billion in annual spending that supports 43,705 jobs.

VCU's 16 varsity sports compete at the NCAA Division I level as members of the Colonial Athletic Association. In recent years, VCU has participated in NCAA Tournaments in men's and women's basketball, baseball, golf, men's soccer and men's and women's tennis, including the VCU men's basketball's run to the Final Four.

IV. REPORTING AND DELIVERY REQUIREMENTS

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in State procurement

activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Use of Subcontractors: If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly state so. VCU is placing increased emphasis on its SWAM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWAM vendors to certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts. **Identify and list any such opportunities that your firm would commit to if awarded this contract in Appendix I-Participation in State Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential subcontractor under the Contract.

By submitting a proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

**REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES
OWNED
BY WOMEN AND MINORITIES**

Unless the contractor is a DSBSD certified small business, the contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University
Department of Procurement Services
Attn: Sandra White
912 W. Grace Street, POB 980327
Richmond, VA 23284
Email: sdwhite2@vcu.edu

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

V. PRE-PROPOSAL CONFERENCE

An OPTIONAL pre-proposal conference will be held at:

Time: 10:00 a.m.
Date: December 01, 2015
Location: 912 West Grace Street, 5th Floor
Richmond, Virginia 23284

The purpose of the conference is to allow Offerors an opportunity to ask questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference is optional, Offerors who intend to submit a proposal are highly encouraged to attend and to have a copy of the solicitation to reference. Any questions and answers that are presented during the conference or any changes to the solicitation resulting from this conference will be issued in a written addendum to the solicitation.

Firms may participate in the pre-proposal conference via conference call. Dial in information is below:

- “Dial-In” numbers:
 - 866-842-5779 (United States and Canada)
 - 832-445-3763 (International)
- Conference Code # 8291055716, Enter when prompted followed by the # sign.
- “Dial-In” at the scheduled date and time.

Firms who participated in the pre-proposal conference via conference call shall submit an email to sdwhite2@vcu.edu within one (1) business day of the pre-proposal conference, confirming the Offeror's participation with contact information.

VI. QUESTIONS:

Firms are encouraged to submit questions regarding the solicitation three days (3) in advance of the pre-proposal conference by email to: sdwhite2@vcu.edu.

The last day for any questions shall be December 03, 2015.

VII. STATEMENT OF NEEDS:

A. General Requirements: The Contractor shall furnish all necessary labor, equipment, tools, supplies, materials and supervision to provide complete interior and exterior window washing services for various buildings located on both the Monroe Park Campus (West Campus) and the MCV Campus (East Campus) at VCU, an agency of the Commonwealth of Virginia

1. Background:

- a. The VCU school year usually begins the third week of August which increases traffic on the Monroe Park Campus.
- b. Most buildings will require window washing services only one time during each contract period; however, VCU reserves the right to request additional window washing services for any building at VCU's sole discretion.
- c. The VCU Contract Administrator or his/her designee and the Contractor should mutually schedule additional window washing services.

2. Work Hours:

- a. The Contractor should be capable of performing scheduled, window washing services during normal work hours, defined as 7:30 a.m. to 4:30 p.m. Monday through Friday, except

in cases of emergency and additional window washing services which may be required on weekends or holidays.

- b. In cases of emergencies and additional window washing services, it may be necessary for the Contractor to schedule work outside of normal work hours. The Contractor should coordinate the window washing services outside of normal work hours with the VCU Contract Administrator or his/her designee. Pricing outside of normal work hours should be incorporated into Section 5 of **Appendix III Window Washing Services - Pricing Schedule**.
3. Window Washing Schedule: The Contractor should use these guidelines in determining the window washing service schedule:
 - a. MCV Campus (East Campus) locations are usually cleaned in the fall/early Spring – October through May.
 - b. The Monroe Park Campus (West Campus) locations may be cleaned in the late spring/summer – June through August.
 4. Contractor's Responsibility:
 - a. The Contractor should perform all work in a professional, workmanlike manner, according to the standards of the industry, to the satisfaction of VCU.
 - b. The Contractor should at all times provide protection to work areas and any equipment in the work area.
 - c. The Contractor should use "green" chemicals and solutions in the cleaning process which conform to all Federal, State, OSHA and local requirements.
 - d. The Contractor should not use chemicals or solutions which may cause or promote any type of staining or damage to the window glass, window sashes, sills, jambs, mullions, landscapes or other surfaces.
 - e. Contractor shall have the appropriate VCU Building Manager sign a work request ticket when the Contractor has completed the window washing service for that building. The VCU Contract Administrator or his/her designee will provide the Contractor with Work Request Tickets.
 - f. The Contractor shall provide and perform all goods and services in accordance with Virginia OSHA Standards relating to proper protective equipment and fall protection.
 - g. The Contractor should obtain all City of Richmond Approval and Permits. The Contractor should bear the original costs for obtaining these permits. The Contractor should provide copies of all permits to the VCU designated personnel.
 - h. The Contractor should be solely responsible for all parking arrangements. VCU will not provide any parking accommodations.
 - i. The Contractor should provide on-site office space and/or storage facilities if needed; VCU will not provide either.

- j. The Contractor shall coordinate all details of the window washing services with the assigned VCU Contract Administrator or his/her designee.

5. Work Area:

- a. The Contractor should be responsible for roping off work areas and providing warning signs for pedestrian safety as required.
- b. The Contractor should not use extension poles. The use of extension poles is prohibited for window washing services for all VCU buildings.
- c. The Contractor should use warning signs to protect pedestrian traffic.
- d. The Contractor should leave each service area in a neat, clean and orderly condition at no additional cost to VCU. Clean up should include, but not be limited to the proper removal (from VCU property) and disposal of all parts containers, shipping crates, and used items/debris.
- e. VCU will provide water and electricity as necessary for the performance of these services. The Contractor should supply all connections to the utilities such as hoses, etc.

6. VCU Contract Administrator:

- a. The Contractor should notify the VCU Contract Administrator or his/her designee before work begins if glass is broken or cracked.
- b. At VCU's discretion, VCU will replace broken or cracked glass. In the event broken or cracked glass is not replaced by VCU, the Contractor should note the description of damage and date and identify the VCU Contract Administrator who received the damage report on the applicable work request ticket.
- c. Cleaning Schedules: The VCU Contract Administrator will coordinate with Contractor when requests come through for window washing.

7. Contractor's Personnel:

- a. Uniforms: The Contractor should ensure that all personnel wear uniforms that clearly identify the company name and the individual's name. The Contractor's personnel should maintain the uniforms to be neat and in clean condition at all times.
- b. Supervision:
 - (1) The Contractor should provide a local, full-time, project manager to be responsible for the supervision of the Contractor's staff and coordination of work being performed at VCU.
 - (2) The Contractor's supervisor or project manager should be fluent in English and can read/understand written English.
- c. Employees:

(1) The Contractor shall be responsible for all dealings with the Contractor's employees.

(2) VCU reserves the right to:

- i. Observe the Contractor's personnel at any time while services are being provided and performed on site at VCU, and to;
- ii. Approve or disapprove whether contract employees provide and perform services for VCU.
- iii. If, in the sole opinion of VCU, an employee of the Contractor is determined not to be qualified, competent, or acceptable for any other reason, the Contractor should not assign that individual for further service at VCU.

8. Invoice & Payment:

- a. VCU fiscal year begins July 1st. Invoices for current fiscal year should be submitted by mid-June to be paid in the current fiscal year.
- b. The Contractor should submit their invoice on a monthly basis along with a signed work request ticket after the completion of window washing services for each building.

9. Contractor's Work Damage:

- a. The Contractor should be responsible for repairing all damages that may occur during the performance of this contract to buildings and surfaces, windows, screens, frames, sills, storm windows, office appurtenances and any other equipment in the work area.
- b. The Contractor should complete all repairs to the satisfaction of VCU at the Contractor's sole expense. Claims for damages will be requested from Contractor using the "Damage/Loss Claim Form" (Appendix IV - Damage/Loss Claim Form)

B. Specific Requirements: At minimum, the Contractor should:

1. Scope of Services: The following buildings/areas are to have their windows was accordance the corresponding scope listed.
 - a. The Contractor shall provide window washing services for all assigned buildings, including all operable windows, storm windows, store fronts, skylights, doors, transoms, panels, painted glass, inside doorways and all other glass surfaces of the building.
 - b. The Contractor should perform all work associated with the cleaning and re-hanging of storm windows and screens and the complete cleaning of the window parts, including window space, sashes, sills, jambs and mullions.
 - c. The Contractor should remove all smears, streaks, and water residues.
 - d. The Contractor should ensure that all window frames and sills are wiped clean, dried and left free of all residues.

- e. The Contractor should wash soffits and overhangs adjacent to windows/glass to include space 4" to 6" around glass

2. Interior Cleaning:

- a. The Contractor should exercise extreme care when cleaning the interior surface of windows with solar energy film. The Contractor should use a plastic cleaning tool (such as a squeegee or brush) and polish.
- b. The Contractor should use caution to prevent damage where window treatments such as venetian blinds or drapes are installed. The Contractor should return all window treatments to their original position upon completion of work.
- c. The Contractor should cover all furniture, carpets and floors adjacent to the work area, as required, to prevent damage, water spots, etc. The Contractor should ensure that the work area is left free of water spills and trash generated by window washers and returned to its original state upon completion of work.

3. Exterior Cleaning:

- a. The Contractor should be responsible for protecting shrubs and landscapes from damage resulting from improper use of equipment or improper containment of chemicals.
- b. The Contractor should exercise caution when walking and/or working on or near roofs. The Contractor should properly protect roofs and gutters from any of the Contractor's equipment (ladders, scaffolds, etc.).
- c. The Contractor should ensure that all traffic on roofs be kept to a minimum. The Contractor should repair any damage to roofs or gutters occurring as a direct result of the performance of this contract at the Contractor's sole expense.
- d. VCU has a blanket permit from the City of Richmond to temporarily block traffic on streets and sidewalks. The Contractor should obtain a copy of this permit from the VCU Contract Administrator or his/her designee prior to starting work.
- e. The Contractor should be in possession of the permit while performing duties at VCU that require the use of scaffolding, lifts and signage which may restrict the flow of traffic on city street.

4. Rice Center Cleaning:

- a. The Contractor should clean all interior and exterior glass to include the skylights.

b. Buildings:

- (1) Note: VCU has two campuses – The MCV Campus (East Campus) and The Monroe Park Campus (West Campus). The Rice Center building is located outside of both Richmond Campuses in Charles City County.
- (2) Refer to "**Appendix III Window Washing Services - Pricing Schedule**" for specific addresses of the buildings requiring window washing.

5. Parking Decks:

- a. The Contractor should coordinate elevator shut down and cleaning of parking deck glass with the VCU Contract Administrator. VCU Contract Administrator will obtain required schedule from VCU Parking/Transportation.
- b. The Contractor should use proper signage to protect pedestrian traffic while providing window washing service for each parking deck.
- c. The Contractor should clean all glass surfaces within each Parking Deck inside and out.

VIII. PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS

A. General Instructions:

Proposal response must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. The words "shall" and "must" indicate mandatory requirements and the words "should" and "may" indicate non-mandatory requirements. Please clearly indicate that your firm is agreeing to comply with all of the mandatory requirements and clearly state which of the non-mandatory requirements are offered. Proposals which are substantially incomplete or lack key information may be rejected by VCU.

1. Return the RFP cover and sheet and all addenda acknowledgements, if any, signed and filled out as required.
2. Experience and Qualifications of the Firm:
 - a. Letter of Introductions: Provide a letter of introductions to include the official name and address of the firm submitting the proposal, the Request for Proposal name, contract number and issue date, firm name, address, and telephone number of person(s) who will be authorized to act on behalf of the Offeror and bind the Offeror to all commitments made in the proposal and negotiations.
 - b. Submit a narrative statement in your own words that describes the statement of needs requested in the RFP.
 - c. Describe your business structure to include the relationship between any parent company, subcontractors, and subsidiaries, if applicable to your firm.
 - d. Describe the experience and qualifications of the persons your firm will use in providing the services described herein. Identify whether the persons are employees of your firm or partners or subcontractors.
 - e. By my signature on this solicitation, I certify that my firm and any subcontractors are properly licensed for providing the goods/services specified. Attached to your proposal a correct and complete copy of licenses, operating permits or other authorization that allow your firm to provide window washer services.

- f. Describe in detail your quality control policies and procedures; and submit copies of these policies and procedures as an attachment to your proposal.

3. Capability of the Firm:

- a. Provide an overview of your company financial status that may include financial statements, bank references, Dun & Bradstreet or equivalent rating, and any other information that is relevant to your company financial stability and solvency.
- b. Describe the type of window washing services that your company can provide and perform to address the window washing services specified in the RFP.
- c. How long has your company been in business providing similar services **prior to** submission of this proposal? _____
- d. Provide the number of **full- time** window washing personnel employed by your company at one (1) time. _____
- e. How often does your company subcontract window washing services?
- f. Does your company **typically** provide and perform window washing services within the Richmond Metropolitan area?
- g. Describe the geographical location of your company's field offices (to include the geographic location of all proposed subcontractor(s)).
- h. Describe in detail the equipment your company will use and the application for each type for window washing services.

4. Methodology and Approach:

- a. Describe in detail, the proposed approach (work plan, to include all associated supplies, activities, and personnel) for performing and providing window washing services.
- b. Describe the measures taken by your company to ensure that all personnel assigned to VCU shall be capable and qualified to provide and perform the window washing.
- c. Describe your company availability to start work immediately upon award and to dedicate staff until completion of the project.
- d. Describe your company's ability to provide and perform window washing services for multiple simultaneous projects.
- e. Describe in detail, the chemicals your company will use and their compliance with OSHA standards. Also discuss "green" alternatives that are not harmful to the environment.
- f. Describe in detail how our company will coordinate the window washing services described in the RFP, with the VCU Contract Administrator or his or her designee.

- g. Describe in detail how your company will schedule the window washing services to conform timeline schedule(s) (multiple buildings in a very short period of time) which may be required by end user and customer. Offer alternative scheduling that may be more efficient and cost effective.

5. Comparable Services of the Firm:

- a. Provide three (3) references for your company preferably universities with volume and expenditure level similar to Virginia Commonwealth University (VCU). Each reference to include the name of the organization, a brief summary of the scope, complete mailing address, the name of the contact person with email address and telephone number.
- b. Provide three (3) references from other organizations where your company has provided the goods and services offered in your proposal, and the length of time your company has been providing such goods and services.

6. Small, Women-Owned and Minority-Owned Business Commitment

Unless the firm is a DSBSD certified small business, it must submit and complete Appendix I which is available at:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf

DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

7. Proposed Fee: See Appendix III Window Washing Services - Pricing Schedule.

8. Exceptions/Alternatives: Provide a detailed list of any exceptions taken to the Statement of Needs in Section VII and Terms and Conditions in Sections XI And XII of this RFP. For each exception, specify the RFP page number, the exception, by reference or in full text described in the RFP. Submit as a separate document in your proposal.

B. Proposal Submission Instructions

- 1. Complete and return cover page of the RFP. Proposals shall be signed by an authorized representative of the Contractor.

2. Complete and return signed addenda acknowledgments (if applicable).
3. Proposals should be organized in the order in which the requirements are presented in the RFP. It is helpful to cite the paragraph number, sub-letter, and repeat the text of the requirement as it appears in the RFP. 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.
4. Complete and return Appendix – Participation in State Procurements Small Business and Businesses Owned by Women and Minorities I if applicable, which is also available at:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf
5. Complete and return Appendix II – Invoicing and Payment which is also available at:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf
6. Submit one (1) original and six (6) copies of each proposal of the entire proposal, including all attachments and proprietary information.
7. The original proposal must be clearly marked on the outside of the proposal. Submit two (2) unsecured, electronic copies (on a disc or flash drive) of the entire proposal including all attachments and any PROPRIETARY INFORMATION.

This disc or flash drive must be clearly marked on the outside that it includes proprietary information.
8. If applicable, the outside of the proposal must be marked to denote proprietary information is contained in the documents. Written notice of proprietary information must be submitted as a separate document in the proposal submission. Notice must specifically identify the applicable portions of the Contractor's proposal that contains data or materials to be protected and state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted must be identified. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable.
9. Submit two (2) unsecured electronic copies (on a disc or flash drive) of the entire Proposal; excluding proprietary information.
10. Communications regarding this Request for Proposals shall be formal from the date of issue for this RFP, until either a Contractor has been selected or University Purchasing rejects all proposals. Formal communications shall be directed to Sandra White, VCO. Informal communications, including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Contractor's proposal being rejected.

11. Additional information is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP Website Link Additional Information.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Additional_Information.pdf)

IX. ORAL PRESENTATION

- A. Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. This provides an opportunity for the Contractor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are an option and may or may not be conducted. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available.
- B. Offeror who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU on the Contractor's presentation team.

X. EVALUATION AND AWARD CRITERIA

- A. Proposals will be evaluated based upon the information provided in the Contractor's proposal using the following criteria: 1) Experience & Qualification of the Firm, 2) Capability of Firm, 3) Comparable Services, 4) Small, Women-Owned and Minority-Owned Business Commitment, and 5) Price.
- B. Selection shall be made of two or more Contractors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall be conducted with Contractors so selected. After negotiations have been conducted with each Contractor so selected, the University shall select the Contractor which, in its opinion, has made the best offer, and shall award the contract to that Contractor. The University 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 reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the University determine in writing and in its sole discretion that only one Contractor has made the best proposal, a contract may be negotiated and awarded to that Contractor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation.
- C. Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

XI. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://procurement.vcu.edu/> or a copy can be obtained by calling University Purchasing at (804) 828-1077.
- B. APPLICABLE LAW AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a) Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien

workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

- F. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
1. To Prime Contractor:
 - a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
 - d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges.

Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

- f) Professional Fees shall be paid in thirds, 1/3 paid on initiation of the search, 1/3 paid upon delivery of qualified slate of candidates, and the final 1/3 paid upon placement of the candidate.
- g) If a hired candidate leaves the University's employee due to no fault of VCU within the first year of employment, the Executive Search Firm shall re-perform all of the work necessary to place a 2nd qualified candidate, however, shall only be paid out of pocket expenses that are preapproved plus travel and "not" any labor or other fees or expenses.

2. To Subcontractors:

- a) Contractor awarded a contract under this solicitation is hereby obligated:
 - i. To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the Subcontractor(s) under the contract; or
 - ii. To notify the agency and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation of the Commonwealth.

K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth that such Offeror is properly

qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a) By mutual agreement between the parties in writing; or
 - b) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax, State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- S. TRANSPORTATION AND PACKAGING: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employers Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products

and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.
- V. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

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

- W. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or against faith-based organizations or any other basis prohibited by state law relating to discrimination in employment. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:

- a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
2. For orders issued July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- Y. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA). The Selected Firm/Vendor acknowledges that for the purposes of this agreement it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Selected Firm/Vendor agrees to abide by the limitations and requirements imposed on school officials. Selected Firm/Vendor will use the education records only for the purpose of fulfilling its duties under this agreement for University's and its students' benefit, and will not share such data with or disclose it to any third party except as provided for in this agreement, required by law, or authorized in writing by the University.

XII. SPECIAL TERMS AND CONDITIONS

- A. GOVERNANCE: The terms and conditions of Request for Proposal govern the contract and not any Contractor terms and conditions or services agreement.

B. COOPERATIVE PROCUREMENT:

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

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

The Contractor shall notify the lead issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate.

The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution.

The lead-issuing institution 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 the lead issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

The Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

- C. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- D. 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.
- E. AUTHORIZED USERS: Virginia Commonwealth University is issuing this solicitation in cooperation with other agencies and institutions. Requirements of Window Washer Services have been combined, and the total estimated usage is shown within this solicitation. Virginia Commonwealth University is responsible for administering the program; therefore, correspondence should be directed to Virginia Commonwealth University. The Contractor shall provide a volume purchase report prior to contract expiration or renewal action.
- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- G. AWARD OF CONTRACT:

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 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 reserves the right to make multiple awards as a result of this solicitation. 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 reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49-D). 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.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

- H. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Contractor(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further

negotiations shall be conducted with the Contractor(s). The Contractor(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- I. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for ninety (90) days. At the end of the ninety (90) days, the proposal may be withdrawn at the written request of the Contractor. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- J. CANCELLATION OF CONTRACT: The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (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.
- K. PROMPT PAYMENT DISCOUNTS: Virginia Commonwealth University will pay within 30 days after acceptance.
- L. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:
1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- M. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From:

Name of Contractor

Due Date

Time

Street or Box Number

RFP No.

City, State, Zip Code +4

RFP Title

Name of Contract/Purchase Officer or Buyer:

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

If a proposal is not clearly identified, the Contractor takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- N. WARRANTY (COMMERICAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the University by any other clause of this solicitation.
- O. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Contractor to insure that its proposal reaches the issuing office by the designated date and hour.
- P. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- Q. ORDERING OPTION: Virginia Commonwealth University, may during the first 60 days after this contract is awarded, with the concurrence of the Contractor, place additional orders under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.
- R. RENEWAL OF CONTRACT: The initial term of the contract shall be one (1) year. This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract.

Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately sixty (60) days prior to the expiration date of each contract period: If the Commonwealth elects to exercise the option to renew the contract for an additional one (1) year period, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the Service category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- S. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and

responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

- T. ELECTRONIC DATA INTERCHANGE: University Purchasing has a great interest in utilizing Electronic Data Interchange (EDI) to improve efficiency of operation in the transmission of purchasing related information. Contractors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- U. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Contractors should submit along with their proposals, their policy of equal employment.
- V. COMMUNICATIONS: Communications regarding this Request for Proposals shall be formal from the date of issue for this RFP, until either a Contractor has been selected or University Purchasing rejects all proposals. Formal communications shall be directed to University Purchasing. Informal communications includes; but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Contractor's proposal being rejected.
- W. EVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.
1. For orders issued July 1, 2011 thru December 31, 2013, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 0.75%, Capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

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. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov

- X. ELECTRONIC COPIES OF PROPOSALS: The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to

include all attachments), and all subsequent correspondence (i.e., responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Office of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

Y. GRAMM-LEACH-BLILEY ACT: The Contractor shall comply with the Act by implementing and maintaining appropriate safeguards to protect and prevent unauthorized release of student, faculty and staff nonpublic information. Nonpublic information is defined as social security numbers, or financial transactions, bank, credit and tax information.

Z. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown

AA. REJECTION OF PROPOSALS & WAIVER OF MINOR INFORMALITIES/IRREGULARITIES:

VCU reserves the right to reject any or all Proposals in part or in total for any reason, to accept any Proposal if considered best for its interest, and to waive informalities and minor irregularities in Proposals received, commensurate with best public procurement practices.

BB. DETERMINATION OF RESPONSIBILITY: The Contract will be awarded to the responsive and responsible Proposer who's Proposal, conforming to the solicitation, will be most advantageous to VCU, technical and financial factors considered. A responsible Proposer is one who affirmatively demonstrates to VCU that it has adequate financial resources and the requisite capacity, capability, and facilities to perform the Contract, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive award under the solicitation and laws or regulations applicable to the procurement. VCU reserves the right to investigate the capabilities of Proposers, confirm any part of the information furnished by a Proposer, and require other evidence to determine that the Proposer is responsible.

CC. DEBARMENT STATUS: By submitting their proposals, Proposers certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

DD. FINAL INSPECTION: At the conclusion of the work, the Contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

EE. 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.

FF. CRIMINAL BACKGROUND CHECK: The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations. <http://www.assurance.vcu.edu/Policy%20Library/Criminal%20Conviction%20Investigations.pdf> The Contractor shall perform criminal conviction investigations on all prospective candidates for

full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

GG. IDENTIFICATION CARDS: All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

HH. PROTEST:

Any Proposer who desires to protest the award or decision to award a contract shall submit the protest in writing to:

Director of Procurement Services
Virginia Commonwealth University
912 W. Grace Street, 5th Floor
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA).

The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first.

However, if the protest of any actual or potential proposer depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such proposer under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected proposer is not a responsible proposer.

The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the proposer appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this paragraph shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP.

"Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

APPENDIX I

PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The following definitions will be used in completing the information contained in this Appendix.

Definitions

- **Small business** is 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. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program.
- **Women-owned business** is a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority-owned business** is a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
 - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
 - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN
BUSINESSES OWNED BY MINORITIES

This appendix should only be completed by firms that are not Virginia Department of Small Business and Supplier Diversity (DSBSD) certified small businesses.

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWaM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

VCU has an overall goal of 42% SWaM participation for all annual purchases and seeks the maximum level of participation possible from all its contractors.

List the names of the SWaM Businesses your firm intends to use and identify the direct role of these firms in the performance of the contract. State whether the firm is a Small Business (SB), Women-Owned (WO), or Minority-Owned (MO).

<u>Name of Businesses:</u>	<u>SB, WO, MO:</u>	<u>Role in contract:</u>

Commitment for utilization of DSBSD SWaM Businesses:
_____ % of total contract amount that will be performed by DSBSD certified SWaM businesses.

Identify the individual responsible for submitting SWaM reporting information to VCU:

Name Printed: _____
Email: _____
Phone: _____
Firm: _____

Offeror understands and acknowledge that the percentages stated above represent a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

Acknowledged:
By (Signature): _____
Name Printed: _____
Title: _____
Email: _____

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Small Business and Supplier Diversity (DSBSD; <http://www.sbsd.virginia.gov/swamcert.html>) to fulfill the Offeror's commitment for utilization.

APPENDIX II INVOICING AND PAYMENT

Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: ecommerce@vcu.edu.

Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

Payment Methods

1. Electronically through a Wells Fargo Visa commercial card: Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.

Questions regarding this method of payment should be sent to commcard@vcu.edu.

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://www.vcu.edu/treasury/VendorACH.htm>.

Contractor must indicate the method of payment selected:

_____ Commercial Card Payment (Wells Fargo VISA)

_____ Automated Clearing House (ACH)

Invoicing and Payment Method Acknowledgement:

Signature: _____

Name Printed: _____

Title: _____

Name of Firm: _____

Date: _____

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual: _____

Title: _____

Mailing address: _____

Email address: _____

Phone number: _____

Fax number: _____

APPENDIX IV DAMAGE/LOSS CLAIM FORM
RFP No.: 6791865SW

Virginia Commonwealth University
Contract Administration
Damage Claim Form

Today's Date: _____

RESPOND TO ALL QUESTIONS THE BEST YOU CAN

Department Information:

Department Name: _____

Dept. Number: _____

Mailing Address: _____

Phone Number: _____

Dept. Contact & Title: _____

Description of Damage and Details:

Date Damage Occurred: _____ Approximate Time Damage Occurred: _____

Location of
Damage:

(Building/Floor/Room Number) _____

Estimated Value of Department Damage: _____

How was the damage discovered, and by
whom:

RFP #6791865SW: / APPENDIX IV / DAMAGE/LOSS CLAIM FORM

What caused the damage: _____

Describe any damage done to the building:

Describe the damage to property:

IF ADDITIONAL SPACE IS REQUIRED PLEASE USE THE BACK SIDE OR ATTACH YOUR RESPONSE TO THIS COMPLETED DAMAGE NOTICE. IF YOU HAVE ANY QUESTIONS PLEASE CALL:

Sylvia Britt, Contract Administration at 827-1482.

Completed By: _____ Phone #: _____

RETAIN A COPY FOR YOUR RECORDS

Appendix V- Window Washing Services – Building List			
MCV CAMPUS:			
Section 1			
Building Name:	Address:	Tie Offs	Tie Off To Equipment
1. BioTech1	800 E. Leigh St.	No	
2. Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	No	
3. Egyptian Building	1223 E. Marshall St.	No	
4. George Ben Johnston Auditorium	1200 E. Broad St.	No	
5. Grant House	1008 E. Clay St.	No	
6. Health and Life Science Engineering	620 W. Cary St.		
7. Kontos Medical Science Building	1225 E. Marshall St.	Yes	Yes
8. Leigh House	1000 E. Clay St.	No	
9. Lyons Dental Building	520 N. 12 th St.	No	
10. Massey/Goodwin Research Center	401 College St.	Yes	Yes
11. McGuire Hall	1112 E. Clay St.	No	
12. McGuire Hall Annex	1112 E. Clay St.	No	
13. MCV Daycare Center	607 N. 10 th St.	No	
14. MCV Alumni House	1016 E. Clay St.	No	
15. Molecular Med. Research Building	1220 E. Broad St.		
16. McGlothlin Medical Education Center	1201 E. Marshall St.	Yes	
17. PPD Building	1050 Oliver Hill Way	No	
18. PPD Support Building	909 Oliver Hill Way	No	
19. Randolph Minor Annex	301 College St.	No	
20. Richmond Academy of Medicine	1200 E. Clay St.	No	
21. Sanger Hall	1101 E. Marshall St.	Yes	
22. School of Engineering – East	401 W. Main St.	No	
23. School of Engineering – West	601 W. Main St.	No	
24. Sadie Heath Cabaniss Hall (School of Nursing	1100 E. Leigh St.	No	Yes
25. Smith Building	410 N. 12 th St.	No	
26. Snead Hall	301 W. Main St	No	Yes
27. Snead Hall – Atrium Interior Glass	301 W. Main St.	No	Yes
28. Samuel Putney House	1010 E. Marshall St.	No	
29. Stephen Putney House	1012 E. Marshall St.	No	
30. Strauss Research Lab	527 N. 12 th St.	No	
31. Tompkins-McCaw Library	509 N. 12 th St.	No	
32. VMI Building	1000 E. Marshall St.	No	
33. W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	Yes	
34. West Hospital	1200 E. Broad St.	No	
35. Wood Memorial Building	521 N. 11 th St.	No	
36. 203 E. Cary St.	203 E. Cary St.	No	
37. MCV Steam Plant	1040 Oliver Hill Way	No	

Monroe Park Campus:			
Section 2			
Building Name:		Address:	
1.	906 W. Broad St.	906 W. Broad St.	No
2.	500 Academic Center	1020 W. Grace St.	No
3.	809 S. Cathedral Pl.	809 S. Cathedral Pl.	No
4.	811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	No
5.	815 S. Cathedral Pl.	815 S. Cathedral Pl.	No
6.	817 S. Cathedral Pl.	817 S. Cathedral Pl.	No
7.	920 W. Grace St.	920 W. Grace St.	
8.	922 W. Grace St.	922 W. Grace St.	
9.	14 N. Laurel St.	14 N. Laurel St.	No
10.	16 N. Laurel St.	16 N. Laurel St.	No
11.	Dept. of Psychology	612 N. Lombardy St.	No
12.	FMD Renovations	1512 W. Main St.	
13.	201 N. Belvidere St.	201 N. Belvidere St.	No
14.	Advancement Center	807-809 W. Broad St.	No
15.	Alumni House	924 W. Franklin St.	No
16.	Anderson Gallery	907 ½ W. Franklin St.	No
17.	Humanities & Sciences Annex	1000 W. Franklin St.	No
18.	Anderson House	913 W. Franklin St.	No
19.	Bird House	820 W. Franklin St.	No
20.	Blanton House	826-828 W. Franklin St.	No
21.	Bowe Street School of the Arts	609 Bowe St.	No
22.	Bowe House	917 W. Franklin St.	No
23.	Buford House	922 W. Franklin St.	No
24.	Cabell Library	901 Park Ave.	No
25.	Community Programs Center	1103 W. Marshall St.	No
26.	Crenshaw House	919 W. Franklin St.	No
27.	Founders Hall	827 W. Franklin St.	Yes
28.	Franklin Street Gym	817 W. Franklin St.	No
29.	Franklin Terrace	812-814 W. Franklin St.	No
30.	Facilities & Financial Services Building	700 W. Grace St.	No
31.	Ginter House	901 W. Franklin St.	No
32.	Grace E. Harris Hall	1015 Floyd Ave.	No
33.	Grace Street Theater	934 W. Grace St.	No
34.	Graphic Design Center	419-423 W. Broad St.	No
35.	Harrison House	816 W. Franklin St.	No
36.	Hibbs Hall	900 Park Ave.	No
37.	Human Resources Building	104 N. Belvidere St.	No
38.	Hunton House	810 W. Franklin St.	No
39.	Kearney House	921 W. Franklin St.	No
40.	Lafayette Hall	312 N. Shafer St.	No
41.	Lindsey House	600 W. Franklin St.	No
42.	McAdams House	914 W. Franklin St.	No
43.	MCV Sports Medicine Center/Student Health	1300 W. Broad St.	No
44.	Meredith House	1014 W. Franklin St.	No
45.	Meredith House Carriage House	1014 W. Franklin St. (rear)	No
46.	Millhiser House	916 W. Franklin St.	No
47.	Millhiser House Carriage House	916 W. Franklin St. (rear)	No
48.	Moseley House	1001 Grove Ave.	No

Monroe Park Campus: (Cont.)			
Building Name:	Address:		
49. James W. Black Music Center	1015 Grove Ave.	No	
50. Oliver Hall – Education Wing	1015 W. Main St.	No	
51. Oliver Hall – Physical Science Wing	1001 W. Main St.	No	
52. Performing Arts Center	922 Park Ave.	No	
53. Pollak Building	325 N. Harrison St.	No	
54. Presidents House	910 W. Franklin St.	No	
55. Rehab. Research Training Center	1314 W. Main St.		
56. Ritter-Hickok House	821 W. Franklin St.	No	
57. Scherer Hall	923 W. Franklin St.	No	
58. School of the Arts Building	1000 W. Broad St.	No	
59. Scott House	909 W. Franklin St.	No	
60. Scott House Carriage House	909 W. Franklin St. (rear)	No	
61. Shafer Street Playhouse	221 N. Shafer St.	No	
62. Sitterding House	901 Floyd Ave.	No	
63. Stagg House	912 W. Franklin St.	No	
64. Starke House	915 W. Franklin St.	No	
65. Stokes House	918 W. Franklin St.	No	
66. Student Media Building	817 W. Broad St.		
67. T. Edward Temple Building	901 W. Main St.	No	
68. Technology Administration Building	701 W. Broad St.	No	
69. Thurston House	808 W. Franklin St.	No	
70. Trani Life Sciences Building	1000 W. Cary St.	No	
71. Valentine House	920 W. Franklin St.	No	
72. VCU Dance Administration Building	1315 Floyd Ave.		
73. VCU Dance Center	10 N. Brunswick St.		
74. VCU Daycare Center	1128 Floyd Ave.		
75. VCU Meeting Center	101 N. Harrison St.	No	
76. VCU Police Department	224 E. Broad St.	No	
77. Welcome Center	100 W. Broad St.		
78. White House	806 W. Franklin St.	No	
79. Williams House	800 W. Franklin St.	No	
80. Mary and Frances Youth Center	120 S. Linden St.		
81. Parking/Transportation Office	1106 W. Broad St.		
82. DaVinci Center	807 S. Cathedral Pl.		
83. The Depot	814-816 W. Broad St.		
84. Depot Annex	801 W. Marshall St.		
85. Qatar Office	1326 W. Broad St.		
86. Blair House	408 W. Franklin St.	No	
87. University Learning Center	907 Floyd Ave.	No	
88. ICA (Temp. offices)	818 W. Broad St.	No	
89. Rehab. Research Satellite Office	1310 W. Main St.		
90. 6-8 N. Harrison St.	6-8 N. Harrison St.		
91. Grace Street Center	912 W. Grace St.	No	Yes
92. Rice Center	3701 J. T. Memorial Hwy (Charles City County)	No	

Residential Life Housing/Student Affairs/Rec Sports:			
Section 3			
Building Name:		Address:	
1.	Ackell Residence Center	1100 W. Broad St.	No
2.	Brandt Hall	720 W. Franklin St.	No
3.	Broad & Belvidere Student Apartments	600 W. Broad St.	No
4.	Cary & Belvidere Student Apartments	301 W. Cary St.	No
5.	Gladding Residence Center	711 W. Main St.	No
6.	Honors West Grace Student Housing	701 W. Grace St.	No
7.	Johnson Hall	801 W. Franklin St.	No
8.	Bear Hall	600 N. 10 th St.	No
9.	McRae Hall	600 N. 10 th St.	No
10.	Rudd Hall	600 N. 10 th St.	No
11.	Warner Hall	600 N. 10 th St.	No
12.	Cabaniss Hall	615 N. 8 th St.	No
13.	Rhoads Hall	710 W. Franklin St.	No
14.	West Grace Student Housing – North	830 W. Grace St.	Yes
15.	West Grace Student Housing – South	835 W. Grace St.	Yes
16.	Student Commons	907 Floyd Ave.	No
17.	Hunton Student Center	1110 E. Broad St.	No
18.	Cary Street Gym	101 S. Linden St.	No
19.	Jonah L. Larrick Student Center	900 Turpin St.	No
20.	Grace & Broad Res. Center 1	1000 W. Grace Street	
21.	Grace & Broad Res. Center 2	1010 W. Grace Street	
Parking & Transportation:			
Section 4			
Building Name:		Address:	
1.	D Deck	515 N. 13 th St.	No
2.	N Deck	615 N. 10 th St.	No
3.	Eighth Street Deck	659 N. 8 th St.	No
4.	West Main Street Deck	801 W. Main St.	No
5.	West Broad Street Deck	1111 W. Broad St.	No
6.	West Cary Street Deck	100 S. Harrison St.	No
7.	Bowe Street Deck	609 Bowe St.	No
8.	Jefferson Street Deck	100 S. Jefferson St.	No
9.	Broad & Belvidere Deck	700 W. Broad St.	No
10.	Laurel Street Deck	805 W. Grace St.	No
11.	Henry Street East Deck	201 N. Henry St.	No
12.	Henry Street West Deck	200 N. Henry St.	No

APPENDIX III Window Washing Services – Pricing Schedule

MCV CAMPUS:

Section 1

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. BioTech1	800 E. Leigh St.	\$ _____	\$ _____	\$ _____
2. Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	\$ _____	\$ _____	\$ _____
3. Egyptian Building	1223 E. Marshall St.	\$ _____	\$ _____	\$ _____
4. George Ben Johnston Auditorium	1200 E. Broad St.	\$ _____	\$ _____	\$ _____
5. Grant House	1008 E. Clay St.	\$ _____	\$ _____	\$ _____
6. Health and Life Science Engineering	620 W. Cary St.	\$ _____	\$ _____	\$ _____
7. Kontos Medical Science Building	1225 E. Marshall St.	\$ _____	\$ _____	\$ _____
8. Leigh House	1000 E. Clay St.	\$ _____	\$ _____	\$ _____
9. Lyons Dental Building	520 N. 12 th St.	\$ _____	\$ _____	\$ _____
10. Massey/Goodwin Research Center	401 College St.	\$ _____	\$ _____	\$ _____
11. McGuire Hall	1112 E. Clay St.	\$ _____	\$ _____	\$ _____
12. McGuire Hall Annex	1112 E. Clay St.	\$ _____	\$ _____	\$ _____
13. MCV Daycare Center	607 N. 10 th St.	\$ _____	\$ _____	\$ _____
14. MCV Alumni House	1016 E. Clay St.	\$ _____	\$ _____	\$ _____
15. Molecular Med. Research Building	1220 E. Broad St.	\$ _____	\$ _____	\$ _____
16. McGlothlin Medical Education Center	1201 E. Marshall St.	\$ _____	\$ _____	\$ _____
17. PPD Building	1050 Oliver Hill Way	\$ _____	\$ _____	\$ _____
18. PPD Support Building	909 Oliver Hill Way	\$ _____	\$ _____	\$ _____
19. Randolph Minor Annex	301 College St.	\$ _____	\$ _____	\$ _____
20. Richmond Academy of Medicine	1200 E. Clay St.	\$ _____	\$ _____	\$ _____
21. Sanger Hall	1101 E. Marshall St.	\$ _____	\$ _____	\$ _____
22. School of Engineering – East	401 W. Main St.	\$ _____	\$ _____	\$ _____
23. School of Engineering – West	601 W. Main St.	\$ _____	\$ _____	\$ _____
24. Sadie Heath Cabaniss Hall (School of Nursing)	1100 E. Leigh St.	\$ _____	\$ _____	\$ _____
25. Smith Building	410 N. 12 th St.	\$ _____	\$ _____	\$ _____
26. Snead Hall	301 W. Main St	\$ _____	\$ _____	\$ _____
27. Snead Hall – Atrium Interior Glass	301 W. Main St.	\$ _____	\$ _____	\$ _____
28. Samuel Putney House	1010 E. Marshall St.	\$ _____	\$ _____	\$ _____
29. Stephen Putney House	1012 E. Marshall St.	\$ _____	\$ _____	\$ _____

MCV CAMPUS: (Cont.)

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
30. Strauss Research Lab	527 N. 12 th St.	\$ _____	\$ _____	\$ _____
31. Tompkins-McCaw Library	509 N. 12 th St.	\$ _____	\$ _____	\$ _____
32. VMI Building	1000 E. Marshall St.	\$ _____	\$ _____	\$ _____
33. W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	\$ _____	\$ _____	\$ _____
34. West Hospital	1200 E. Broad St.	\$ _____	\$ _____	\$ _____
35. Wood Memorial Building	521 N. 11 th St.	\$ _____	\$ _____	\$ _____
36. 203 E. Cary St.	203 E. Cary St.	\$ _____	\$ _____	\$ _____
37. MCV Steam Plant	1040 Oliver Hill Way	\$ _____	\$ _____	\$ _____
TOTAL FOR SECTION 1: (Lines 1-37) Inside and Outside, One (1) Cleaning				\$ _____

**Monroe Park Campus:
Section 2**

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. 906 W. Broad St.	906 W. Broad St.	\$ _____	\$ _____	\$ _____
2. 500 Academic Center	1020 W. Grace St.	\$ _____	\$ _____	\$ _____
3. 809 S. Cathedral Pl.	809 S. Cathedral Pl.	\$ _____	\$ _____	\$ _____
4. 811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	\$ _____	\$ _____	\$ _____
5. 815 S. Cathedral Pl.	815 S. Cathedral Pl.	\$ _____	\$ _____	\$ _____
6. 817 S. Cathedral Pl.	817 S. Cathedral Pl.	\$ _____	\$ _____	\$ _____
7. 920 W. Grace St.	920 W. Grace St.	\$ _____	\$ _____	\$ _____
8. 922 W. Grace St.	922 W. Grace St.	\$ _____	\$ _____	\$ _____
9. 14 N. Laurel St.	14 N. Laurel St.	\$ _____	\$ _____	\$ _____
10. 16 N. Laurel St.	16 N. Laurel St.	\$ _____	\$ _____	\$ _____
11. Dept. of Psychology	612 N. Lombardy St.	\$ _____	\$ _____	\$ _____
12. FMD Renovations	1512 W. Main St.	\$ _____	\$ _____	\$ _____
13. 201 N. Belvidere St.	201 N. Belvidere St.	\$ _____	\$ _____	\$ _____

14. Advancement Center	807-809 W. Broad St.	\$ _____	\$ _____	\$ _____
15. Alumni House	924 W. Franklin St.	\$ _____	\$ _____	\$ _____

Monroe Park Campus: (Cont.)

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
16. Anderson Gallery	907 ½ W. Franklin St.	\$ _____	\$ _____	\$ _____
17. Humanities & Sciences Annex	1000 W. Franklin St.	\$ _____	\$ _____	\$ _____
18. Anderson House	913 W. Franklin St.	\$ _____	\$ _____	\$ _____
19. Bird House	820 W. Franklin St.	\$ _____	\$ _____	\$ _____
20. Blanton House	826-828 W. Franklin St.	\$ _____	\$ _____	\$ _____
21. Bowe Street School of the Arts	609 Bowe St.	\$ _____	\$ _____	\$ _____
22. Bowe House	917 W. Franklin St.	\$ _____	\$ _____	\$ _____
23. Buford House	922 W. Franklin St.	\$ _____	\$ _____	\$ _____
24. Cabell Library	901 Park Ave.	\$ _____	\$ _____	\$ _____
25. Community Programs Center	1103 W. Marshall St.	\$ _____	\$ _____	\$ _____
26. Crenshaw House	919 W. Franklin St.	\$ _____	\$ _____	\$ _____
27. Founders Hall	827 W. Franklin St.	\$ _____	\$ _____	\$ _____
28. Franklin Street Gym	817 W. Franklin St.	\$ _____	\$ _____	\$ _____
29. Franklin Terrace	812-814 W. Franklin St.	\$ _____	\$ _____	\$ _____
30. Facilities & Financial Services Building	700 W. Grace St.	\$ _____	\$ _____	\$ _____
31. Ginter House	901 W. Franklin St.	\$ _____	\$ _____	\$ _____
32. Grace E. Harris Hall	1015 Floyd Ave.	\$ _____	\$ _____	\$ _____
33. Grace Street Theater	934 W. Grace St.	\$ _____	\$ _____	\$ _____
34. Graphic Design Center	419-423 W. Broad St.	\$ _____	\$ _____	\$ _____
35. Harrison House	816 W. Franklin St.	\$ _____	\$ _____	\$ _____
36. Hibbs Hall	900 Park Ave.	\$ _____	\$ _____	\$ _____
37. Human Resources Building	104 N. Belvidere St.	\$ _____	\$ _____	\$ _____
38. Hunton House	810 W. Franklin St.	\$ _____	\$ _____	\$ _____
39. Kearney House	921 W. Franklin St.	\$ _____	\$ _____	\$ _____
40. Lafayette Hall	312 N. Shafer St.	\$ _____	\$ _____	\$ _____
41. Lindsey House	600 W. Franklin St.	\$ _____	\$ _____	\$ _____
42. McAdams House	914 W. Franklin St.	\$ _____	\$ _____	\$ _____
43. MCV Sports Medicine Center/Student Health	1300 W. Broad St.	\$ _____	\$ _____	\$ _____

44. Meredith House	1014 W. Franklin St.	\$ _____	\$ _____	\$ _____
45. Meredith House Carriage House	1014 W. Franklin St. (rear)	\$ _____	\$ _____	\$ _____
46. Millhiser House	916 W. Franklin St.	\$ _____	\$ _____	\$ _____
47. Millhiser House Carriage House	916 W. Franklin St. (rear)	\$ _____	\$ _____	\$ _____
48. Moseley House	1001 Grove Ave.	\$ _____	\$ _____	\$ _____

Monroe Park Campus: (Cont.)

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
49. James W. Black Music Center	1015 Grove Ave.	\$ _____	\$ _____	\$ _____
50. Oliver Hall – Education Wing	1015 W. Main St.	\$ _____	\$ _____	\$ _____
51. Oliver Hall – Physical Science Wing	1001 W. Main St.	\$ _____	\$ _____	\$ _____
52. Performing Arts Center	922 Park Ave.	\$ _____	\$ _____	\$ _____
53. Pollak Building	325 N. Harrison St.	\$ _____	\$ _____	\$ _____
54. Presidents House	910 W. Franklin St.	\$ _____	\$ _____	\$ _____
55. Rehab. Research Training Center	1314 W. Main St.	\$ _____	\$ _____	\$ _____
56. Ritter-Hickok House	821 W. Franklin St.	\$ _____	\$ _____	\$ _____
57. Scherer Hall	923 W. Franklin St.	\$ _____	\$ _____	\$ _____
58. School of the Arts Building	1000 W. Broad St.	\$ _____	\$ _____	\$ _____
59. Scott House	909 W. Franklin St.	\$ _____	\$ _____	\$ _____
60. Scott House Carriage House	909 W. Franklin St. (rear)	\$ _____	\$ _____	\$ _____
61. Shafer Street Playhouse	221 N. Shafer St.	\$ _____	\$ _____	\$ _____
62. Sitterding House	901 Floyd Ave.	\$ _____	\$ _____	\$ _____
63. Stagg House	912 W. Franklin St.	\$ _____	\$ _____	\$ _____
64. Starke House	915 W. Franklin St.	\$ _____	\$ _____	\$ _____
65. Stokes House	918 W. Franklin St.	\$ _____	\$ _____	\$ _____
66. Student Media Building	817 W. Broad St.	\$ _____	\$ _____	\$ _____
67. T. Edward Temple Building	901 W. Main St.	\$ _____	\$ _____	\$ _____
68. Technology Administration Building	701 W. Broad St.	\$ _____	\$ _____	\$ _____
69. Thurston House	808 W. Franklin St.	\$ _____	\$ _____	\$ _____
70. Trani Life Sciences Building	1000 W. Cary St.	\$ _____	\$ _____	\$ _____
71. Valentine House	920 W. Franklin St.	\$ _____	\$ _____	\$ _____
72. VCU Dance Administration Building	1315 Floyd Ave.	\$ _____	\$ _____	\$ _____
73. VCU Dance Center	10 N. Brunswick St.	\$ _____	\$ _____	\$ _____

74. VCU Daycare Center	1128 Floyd Ave.	\$ _____	\$ _____	\$ _____
75. VCU Meeting Center	101 N. Harrison St.	\$ _____	\$ _____	\$ _____
76. VCU Police Department	224 E. Broad St.	\$ _____	\$ _____	\$ _____
77. Welcome Center	100 W. Broad St.	\$ _____	\$ _____	\$ _____
78. White House	806 W. Franklin St.	\$ _____	\$ _____	\$ _____
79. Williams House	800 W. Franklin St.	\$ _____	\$ _____	\$ _____
80. Mary and Frances Youth Center	120 S. Linden St.	\$ _____	\$ _____	\$ _____
81. Parking/Transportation Office	1106 W. Broad St.	\$ _____	\$ _____	\$ _____

Monroe Park Campus: (Cont.)

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
82. DaVinci Center	807 S. Cathedral Pl.	\$ _____	\$ _____	\$ _____
83. The Depot	814-816 W. Broad St.	\$ _____	\$ _____	\$ _____
84. Depot Annex	801 W. Marshall St.	\$ _____	\$ _____	\$ _____
85. Qatar Office	1326 W. Broad St.	\$ _____	\$ _____	\$ _____
86. Blair House	408 W. Franklin St.	\$ _____	\$ _____	\$ _____
87. University Learning Center	907 Floyd Ave.	\$ _____	\$ _____	\$ _____
88. ICA (Temp. offices)	818 W. Broad St.	\$ _____	\$ _____	\$ _____
89. Rehab. Research Satellite Office	1310 W. Main St.	\$ _____	\$ _____	\$ _____
90. 6-8 N. Harrison St.	6-8 N. Harrison St.	\$ _____	\$ _____	\$ _____
91. Grace Street Center	912 W. Grace St.	\$ _____	\$ _____	\$ _____
92. Rice Center	3701 J. T. Memorial Hwy (Charles City County)	\$ _____	\$ _____	\$ _____

TOTAL FOR SECTION 2: (Lines 1-92) Inside and
Outside, One (1) Cleaning

\$ _____

**Residential Life Housing/Student Affairs/Rec Sports:
Section 3**

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. Ackell Residence Center	1100 W. Broad St.	\$ _____	\$ _____	\$ _____
2. Brandt Hall	720 W. Franklin St.	\$ _____	\$ _____	\$ _____
3. Broad & Belvidere Student Apartments	600 W. Broad St.	\$ _____	\$ _____	\$ _____
4. Cary & Belvidere Student Apartments	301 W. Cary St.	\$ _____	\$ _____	\$ _____
5. Gladding Residence Center	711 W. Main St.	\$ _____	\$ _____	\$ _____

Residential Life Housing/Student Affairs/Rec Sports: (Cont.)

Section 3

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
6. Honors West Grace Student Housing	701 W. Grace St.	\$ _____	\$ _____	\$ _____
7. Johnson Hall	801 W. Franklin St.	\$ _____	\$ _____	\$ _____
8. Bear Hall	600 N. 10 th St.	\$ _____	\$ _____	\$ _____
9. McRae Hall	600 N. 10 th St.	\$ _____	\$ _____	\$ _____
10. Rudd Hall	600 N. 10 th St.	\$ _____	\$ _____	\$ _____
11. Warner Hall	600 N. 10 th St.	\$ _____	\$ _____	\$ _____
12. Cabaniss Hall	615 N. 8 th St.	\$ _____	\$ _____	\$ _____
13. Rhoads Hall	710 W. Franklin St.	\$ _____	\$ _____	\$ _____
14. West Grace Student Housing – North	830 W. Grace St.	\$ _____	\$ _____	\$ _____
15. West Grace Student Housing – South	835 W. Grace St.	\$ _____	\$ _____	\$ _____
16. Student Commons	907 Floyd Ave.	\$ _____	\$ _____	\$ _____
17. Hunton Student Center	1110 E. Broad St.	\$ _____	\$ _____	\$ _____
18. Cary Street Gym	101 S. Linden St.	\$ _____	\$ _____	\$ _____
19. Jonah L. Larrick Student Center	900 Turpin St.	\$ _____	\$ _____	\$ _____
20. Grace & Broad Res. Center 1	1000 W. Grace Street	\$ _____	\$ _____	\$ _____
21. Grace & Broad Res. Center 2	1010 W. Grace Street	\$ _____	\$ _____	\$ _____

**Parking & Transportation:
Section 4**

Building Name:	Address:	Total Price (per cleaning)
1. D Deck	515 N. 13 th St.	\$ _____
2. N Deck	615 N. 10h St.	\$ _____
3. Eighth Street Deck	659 N. 8 th St.	\$ _____
4. West Main Street Deck	801 W. Main St.	\$ _____
5. West Broad Street Deck	1111 W. Broad St.	\$ _____
6. West Cary Street Deck	100 S. Harrison St.	\$ _____

**Parking & Transportation: (Cont.)
Section 4**

Building Name:	Address:	Total Price (per cleaning)
7. Bowe Street Deck	609 Bowe St.	\$ _____
8. Jefferson Street Deck	100 S. Jefferson St.	\$ _____
9. Broad & Belvidere Deck	700 W. Broad St.	\$ _____
10. Laurel Street Deck	805 W. Grace St.	\$ _____
11. Henry Street East Deck	201 N. Henry St.	\$ _____
12. Henry Street West Deck	200 N. Henry St.	\$ _____

TOTAL FOR ALL LOCATIONS (Section 1 through Section 4, priced at one [1] cleaning each building)	Section 1 Total	\$ _____
	Section 2 Total	\$ _____
	Section 3 Total	\$ _____
	Section 4 Total	\$ _____
	GRAND TOTAL	\$ _____

Pricing for Work Outside Normal Business Hours (Reference Section VII.A.2.a. of the RFP):

Section 5

Rates:

Hourly: \$ _____ / hr. (Based on 40-hour week)

Overtime: \$ _____ / hr.

Holidays/Weekends \$ _____ / hr.



RFP – Addendum #1

DATE: 12/3/2015

ADDENDUM # 1 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 6791865SW Window Washing Services

Commodity/Title: Window Washing

Issue Date: November 18, 2015

Proposal Due: **December 17, 2015 @ 11:00AM EST.**

(Extended Date, See Change #2 below)

Pre-Proposal Conference: December 1, 2015 @ 10:00AM EST

The above is hereby changed to read: **See Attached.**

NOTE: A signed acknowledgment of this Addendum must be received by this office either prior to the Proposal Due Date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

A handwritten signature in black ink that reads "Steven A. Pulis". The signature is written in a cursive, flowing style.

Steven A. Pulis, VCO, VCCO, CUPO, FMP
Category Manager-Construction, A&E and Facilities

Change #1- Reference Page 1. Change Issuing and Using Agency contact name **from** Sandra White **to** Steven Pulis:

Issuing and Using Agency: Virginia Commonwealth University
Attention: **Steven Pulis**
912 West Grace Street, 5th Floor
P.O. Box 980327
Richmond, Virginia 23298-0327

Change #2- Reference Page 1, Second Sentence. Change proposal due date and time **from** 11:00 a.m. EST on December 10, 2015 **to** 11:00 a.m. EST on December 17, 2015.

Proposals for furnishing the services described herein will be received until 11:00 a.m. EST on December 17, 2015.

Change #3- Reference Page 1, Third Sentence. Change contact name and information for all inquiries for information. Remove existing section and replace with:

All inquiries for information should be directed to: Issuing Agency, address listed above or to phone (804) 828-5954; email to spulis@vcu.edu; fax (804) 828-7837; VOICE TDD (800) 828-1120.

Change #4- Reference Page 4. IV. REPORTING AND DELIVERY REQUIREMENTS, Fifth Paragraph. Change contact information. Remove existing section and replace with:

The Contractor shall provide this information to:

Virginia Commonwealth University
Department of Procurement Services
Attn: Steven Pulis
912 W. Grace Street, POB 980327
Richmond, VA 23284
Email: spulis@vcu.edu

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

Change #5- Reference Page 5, VI. QUESTIONS, Second Paragraph. Change question cut-off date. Remove existing paragraph and replace with:

The last day for any questions shall be **December 10, 2015 at 5:00 PM EST.**
Questions shall be submitted in writing.

Change #6- Reference Page 7. VII, STATEMENT OF NEEDS, SECTION A, SUB-SECTION

5.B. Remove existing section and replace with:

- b. The Contractor may when and where applicable, utilize water-fed extension poles in all VCU buildings.

Change #7- Reference Page 14- SECTION X. EVALUATION AND AWARD CRITERIA.

Remove existing section and replace with:

- A. Proposals will be evaluated based upon the information provided in the Contractor's proposal using the following criteria:

TAB	EVALUATION CRITERIA	NUMBER OF POSSIBLE POINTS
1	Experience & Qualification of the Firm	30
2	Methodology/approach to providing requirements	30
3	Small, Women-Owned and Minority-Owned Business Commitment	15
4	Price	25
	Total Possible Points	100

- B. Selection shall be made of two or more Contractors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall be conducted with Contractors so selected. After negotiations have been conducted with each Contractor so selected, the University shall select the Contractor which, in its opinion, has made the best offer, and shall award the contract to that Contractor. The University 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 reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the University determine in writing and in its sole discretion that only one Contractor has made the best proposal, a contract may be negotiated and awarded to that Contractor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation.
- C. Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

END OF RFP E6791865SW CHANGES

Questions and Answers from Pre-Proposal Conference:

Question #1: Vendor asked question about Section VII: Statement of Needs concerning Sub-Section 5: Work Area concerning use of extension poles. With new water fed poles vendor asked if this product can be considered.

Answer #1: Yes. The Contractor may when and where applicable, utilize water-fed extension poles in all VCU buildings. See Change #6 on addendum form.

Question #2: Vendor asked question concerning SWaM Reporting pertaining to different score given to a minority-owned or woman-owned company as compared to a small business?

Answer #2: No. The weight of the criterion is the same for small, women-owned or minority-owned businesses as defined by the Virginia Department of Small Business and Supplier Diversity. A business shall only be considered a small, women-owned or minority-owned business if certified by the Virginia Department of Small Business and Supplier Diversity.

Question #3: Vendor asked about the possibility of a joint venture on the project?

Answer #3: The provision for a joint venture is not provided in this RFP. Vendors are free to enter in joint venture agreements with other firms for the purpose of providing services under this RFP.

Question #4: Vendor asked about the possibility of a site visit to inspect roofs and buildings.

Answer #4: Two optional site visits have been scheduled for **Tuesday, December 8, 2015**. One for the Monroe Park Campus and one for the MCV Campus. The site visit will be a representative sample of buildings.

The site visit will be conducted by representative from the VCU Facilities Management Department. Please arrive on-time to the site visits as the walk through will begin promptly at the scheduled times.

Monroe Park Campus: Scheduled Date/Time: December 8, 2015 at 8:30 a.m.

Meet in front the Grace Street Center Building located at 912 West Grace Street, Richmond, VA 23298.

Site Visit Contact: Margaret Kelland (804) 828-7269.

MCV Campus: Scheduled Date/Time: December 8, 2015 at 11:30 a.m.

Meet in front of the Virginia Mechanics Institute Building located at 1000 East Marshall Street, Richmond, VA 23298.

Site Visit Contact: Dick Kraines (804) 828-7248.

Question #5: Vendor asked question concerning multiple awards.

Answer #5: VCU reserves the right to make multiple awards as a result of this solicitation. Refer to Section XII. SPECIAL TERMS AND CONDITIONS: Section G: AWARD OF CONTRACT:

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 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 reserves the right to make multiple awards as a result of this solicitation.** 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 reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49-D). 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.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

Question #6: Vendor asked for an extension of the Proposal Due Date in order to permit vendors an opportunity to survey a representative sample of buildings prior to submitting the proposals.

Answer #6: The Due Date has been changed *from* December 10, 2015 at 11:00 a.m. EST *to* **December 17, 2015 at 11:00 a.m. EST.** (See Change #2 on the addendum form)

Question #7: Vendor asked about the scoring criteria used for evaluation and award of the contract.

Answer #7: See Change #7 - Reference Page 14- SECTION X. EVALUATION AND AWARD CRITERIA on the addendum form.

I hereby acknowledge receipt of Addendum # 1 for RFP# 6791865SW- Window Washing Services.

Name of Firm

Signature/Title

Date

Please find attached the Pre-Proposal Conference Register.

RFP - Conference Register

RFP NUMBER: <u>6791865SW</u>	TITLE: <u>Window Washing Services</u>
RFP OPENING DATE AND TIME: <u>December 10, 2015 at 11:00 AM EST</u>	
DATE-TIME PRE-PROPOSAL CONFERENCE/SITE VISIT: <u>12/01/15@10:00 AM</u> (X) Optional	
OFFICIATED BY: <u>Steven A. Pulis, Category Manager</u> REGISTRAR: <u>Josh Van Dyck, Category Manager</u>	

NAME OF FIRM'S REPRESENTATIVE	NAME, ADDRESS, and TELEPHONE & FAX NO. OF FIRM
-------------------------------	--

PLEASE PRINT

CONFERENCE REGISTER for RFP # 6791865SW-Window Washing Services


(1) Daniel R Cooper
Signature

Name Printed: Daniel Cooper
Name of Firm: Top Gun
Address: 4309 Fitzhugh Ave
City & State: Richmond VA 2230
Phone No.: 804 334 6781
Fax No.: 804 355 3738
E-mail Address: Daniel@topgunrichmond.com
 Minority-owned Women-owned

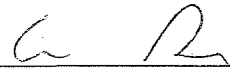
(2) Kevin Carpenter
Signature

Name Printed: Kevin Carpenter
Name of Firm: Spotless Window Cleaning
Address: 5321 Distributor Drive
City & State: Richmond, VA
Phone No.: 804-231-0749
Fax No.: 804-231-4149
E-mail Address: sales@spotlesswindowcleaning.com
 Minority-owned Women-owned

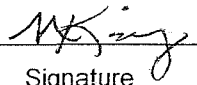
CONFERENCE REGISTER for RFP # 6791865SW-Window Washing Services

(3) 
Signature

Name Printed: Manny Flores
Name of Firm: Scotties
Address: 6301-E Old Warwick Rd
City & State: Richmond VA 23224
Phone No.: 804-400-3266
Fax No.: _____
E-mail Address: Manny.Flores@scotties.com
____ Minority-owned ____ Women-owned

(4) 
Signature

Name Printed: Cristian Saraiva
Name of Firm: VIP Special Services
Address: 583 Valley Rd
City & State: West Orange, NJ
Phone No.: 973-454-5954
Fax No.: 973-812-3366
E-mail Address: bids@vipsspecialservices.com
____ Minority-owned ____ Women-owned

(5) 
Signature

Name Printed: MARC KING
Name of Firm: MARC'S ON THE GLASS
Address: 3521 CURTIS CIRCLE
City & State: CHESTER, VA
Phone No.: 804.380.6601
Fax No.: _____
E-mail Address: MARCKING@MAC.COM
____ Minority-owned ____ Women-owned

CONFERENCE REGISTER for RFP # 6791865SW-Window Washing Services

(6) Eric Thompson
Signature

Name Printed: ERIC THOMPSON
Name of Firm: THOMPSON'S CLEANING
Address: P.O. BOX 1072
City & State: CULPEPER, VA 22701
Phone No.: 540-222-2654
Fax No.: _____
E-mail Address: THOMPSONOFFICE@HOTMAIL.COM
____ Minority-owned ____ Women-owned

(7) Robert Kaplan
Signature

Name Printed: ROBERT KAPLAN
Name of Firm: TOP GUN L.L.C.
Address: 4309 FITZHUGH AVE
City & State: Richmond, VA
Phone No.: 804-355-3736 5
Fax No.: 804-334-6781 2
E-mail Address: ROB@TOPGUNRICHMOND.COM
____ Minority-owned ____ Women-owned

(8) Eric Jewell
Signature

Name Printed: Eric Jewell
Name of Firm: Klean Kare Team
Address: 400 Commerce
City & State: Richmond VA
Phone No.: 804-521-4132
Fax No.: 521-4125
E-mail Address: eric@thekkt.com
____ Minority-owned Women-owned

Adam Carpenter

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Spotless Window Cleaning Company

Phone: (804) 231-0749
Fax: (804) 231-4149
E-mail: Sales@SpotlessWindowCleaning.com

5321 Distributor Dr.
Richmond, VA 23225
www.SpotlessWindowCleaning.com



kleanekare

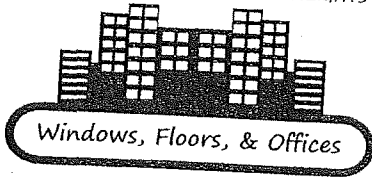
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Eric Jewell
ACCOUNT EXECUTIVE
804.479.2009
eric@theckt.com

THOMPSON'S CLEANING SERVICE

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Eric Thompson
540-222-2654

Thompsonoffice@hotmail.com
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Bid Coordinator
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(887) VIP-2357

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Kevin Carpenter

• Residential • Commercial • Industrial •

Spotless Window Cleaning Company

Phone: (804) 231-0749
Fax: (804) 231-4149
E-mail: Sales@SpotlessWindowCleaning.com

5321 Distributor Drive
Richmond, VA 23225
www.SpotlessWindowCleaning.com



Manny Flores | DIVISION MANAGER

manny.flores@scotties1.com
C 804.400.3266



T 800.524.4643 x201 | P 804.652.4900 x201 | F 800.808.8976
6301-E Old Warwick Rd. | Richmond, VA 23224



RFP – Addendum #2

DATE: 12/11/2015

ADDENDUM # 2 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 6791865SW Window Washing Services

Commodity/Title: Window Washing Services

Issue Date: November 18, 2015

Proposal Due: December 17, 2015 @ 11:00AM EST.

The above is hereby changed to read:

Change #1: For additional building tie-off clarification **add** Appendix V. Building List

Questions and Answers.

Question #1: Vendor asked it is possible to see previous prices for RFP# 6791865SW- Window Washing Services?

Answer #1: Yes pricing schedule is attached.

NOTE: A signed acknowledgment of this Addendum must be received by this office either prior to the Proposal Due Date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

A handwritten signature in black ink, appearing to read "Steven A. Pulis".

Steven A. Pulis, VCO, VCCO, CUPO, FMP
Category manager-Construction, A&E and Facilities.

I hereby acknowledge receipt of Addendum # 2 for RFP# 6791865SW- Window Washing
Services.

Name of Firm

Signature/Title

Date

Appendix V- Window Washing Services – Building List			
MCV CAMPUS:			
Section 1			
Building Name:	Address:	Tie Offs	Tie Off To Equipment
1. BioTech1	800 E. Leigh St.	No	
2. Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	No	
3. Egytian Building	1223 E. Marshall St.	No	
4. George Ben Johnston Auditorium	1200 E. Broad St.	No	
5. Grant House	1008 E. Clay St.	No	
6. Health and Life Science Engineering	620 W. Cary St.		
7. Kontos Medical Science Building	1225 E. Marshall St.	Yes	Yes
8. Leigh House	1000 E. Clay St.	No	
9. Lyons Dental Building	520 N. 12 th St.	No	
10. Massey/Goodwin Research Center	401 College St.	Yes	Yes
11. McGuire Hall	1112 E. Clay St.	No	
12. McGuire Hall Annex	1112 E. Clay St.	No	
13. MCV Daycare Center	607 N. 10 th St.	No	
14. MCV Alumni House	1016 E. Clay St.	No	
15. Molecular Med. Research Building	1220 E. Broad St.		
16. McGlothlin Medical Education Center	1201 E. Marshall St.	Yes	
17. PPD Building	1050 Oliver Hill Way	No	
18. PPD Support Building	909 Oliver Hill Way	No	
19. Randolph Minor Annex	301 College St.	No	
20. Richmond Academy of Medicine	1200 E. Clay St.	No	
21. Sanger Hall	1101 E. Marshall St.	Yes	
22. School of Engineering – East	401 W. Main St.	No	
23. School of Engineering – West	601 W. Main St.	No	
24. Sadie Heath Cabaniss Hall (School of Nursing	1100 E. Leigh St.	No	Yes
25. Smith Building	410 N. 12 th St.	No	
26. Snead Hall	301 W. Main St	No	Yes
27. Snead Hall – Atrium Interior Glass	301 W. Main St.	No	Yes
28. Samuel Putney House	1010 E. Marshall St.	No	
29. Stephen Putney House	1012 E. Marshall St.	No	
30. Strauss Research Lab	527 N. 12 th St.	No	
31. Tompkins-McCaw Library	509 N. 12 th St.	No	
32. VMI Building	1000 E. Marshall St.	No	
33. W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	Yes	
34. West Hospital	1200 E. Broad St.	No	
35. Wood Memorial Building	521 N. 11 th St.	No	
36. 203 E. Cary St.	203 E. Cary St.	No	
37. MCV Steam Plant	1040 Oliver Hill Way	No	

Monroe Park Campus:			
Section 2			
Building Name:	Address:		
1. 906 W. Broad St.	906 W. Broad St.	No	
2. 500 Academic Center	1020 W. Grace St.	No	
3. 809 S. Cathedral Pl.	809 S. Cathedral Pl.	No	
4. 811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	No	
5. 815 S. Cathedral Pl.	815 S. Cathedral Pl.	No	
6. 817 S. Cathedral Pl.	817 S. Cathedral Pl.	No	
7. 920 W. Grace St.	920 W. Grace St.		
8. 922 W. Grace St.	922 W. Grace St.		
9. 14 N. Laurel St.	14 N. Laurel St.	No	
10. 16 N. Laurel St.	16 N. Laurel St.	No	
11. Dept. of Psychology	612 N. Lombardy St.	No	
12. FMD Renovations	1512 W. Main St.		
13. 201 N. Belvidere St.	201 N. Belvidere St.	No	
14. Advancement Center	807-809 W. Broad St.	No	
15. Alumni House	924 W. Franklin St.	No	
16. Anderson Gallery	907 ½ W. Franklin St.	No	
17. Humanities & Sciences Annex	1000 W. Franklin St.	No	
18. Anderson House	913 W. Franklin St.	No	
19. Bird House	820 W. Franklin St.	No	
20. Blanton House	826-828 W. Franklin St.	No	
21. Bowe Street School of the Arts	609 Bowe St.	No	
22. Bowe House	917 W. Franklin St.	No	
23. Buford House	922 W. Franklin St.	No	
24. Cabell Library	901 Park Ave.	No	
25. Community Programs Center	1103 W. Marshall St.	No	
26. Crenshaw House	919 W. Franklin St.	No	
27. Founders Hall	827 W. Franklin St.	Yes	
28. Franklin Street Gym	817 W. Franklin St.	No	
29. Franklin Terrace	812-814 W. Franklin St.	No	
30. Facilities & Financial Services Building	700 W. Grace St.	No	
31. Ginter House	901 W. Franklin St.	No	
32. Grace E. Harris Hall	1015 Floyd Ave.	No	
33. Grace Street Theater	934 W. Grace St.	No	
34. Graphic Design Center	419-423 W. Broad St.	No	
35. Harrison House	816 W. Franklin St.	No	
36. Hibbs Hall	900 Park Ave.	No	
37. Human Resources Building	104 N. Belvidere St.	No	
38. Hunton House	810 W. Franklin St.	No	
39. Kearney House	921 W. Franklin St.	No	
40. Lafayette Hall	312 N. Shafer St.	No	
41. Lindsey House	600 W. Franklin St.	No	
42. McAdams House	914 W. Franklin St.	No	
43. MCV Sports Medicine Center/Student Health	1300 W. Broad St.	No	
44. Meredith House	1014 W. Franklin St.	No	
45. Meredith House Carriage House	1014 W. Franklin St. (rear)	No	
46. Millhiser House	916 W. Franklin St.	No	
47. Millhiser House Carriage House	916 W. Franklin St. (rear)	No	
48. Moseley House	1001 Grove Ave.	No	

Monroe Park Campus: (Cont.)			
Building Name:	Address:		
49. James W. Black Music Center	1015 Grove Ave.	No	
50. Oliver Hall – Education Wing	1015 W. Main St.	No	
51. Oliver Hall – Physical Science Wing	1001 W. Main St.	No	
52. Performing Arts Center	922 Park Ave.	No	
53. Pollak Building	325 N. Harrison St.	No	
54. Presidents House	910 W. Franklin St.	No	
55. Rehab. Research Training Center	1314 W. Main St.		
56. Ritter-Hickok House	821 W. Franklin St.	No	
57. Scherer Hall	923 W. Franklin St.	No	
58. School of the Arts Building	1000 W. Broad St.	No	
59. Scott House	909 W. Franklin St.	No	
60. Scott House Carriage House	909 W. Franklin St. (rear)	No	
61. Shafer Street Playhouse	221 N. Shafer St.	No	
62. Sitterding House	901 Floyd Ave.	No	
63. Stagg House	912 W. Franklin St.	No	
64. Starke House	915 W. Franklin St.	No	
65. Stokes House	918 W. Franklin St.	No	
66. Student Media Building	817 W. Broad St.		
67. T. Edward Temple Building	901 W. Main St.	No	
68. Technology Administration Building	701 W. Broad St.	No	
69. Thurston House	808 W. Franklin St.	No	
70. Trani Life Sciences Building	1000 W. Cary St.	No	
71. Valentine House	920 W. Franklin St.	No	
72. VCU Dance Administration Building	1315 Floyd Ave.		
73. VCU Dance Center	10 N. Brunswick St.		
74. VCU Daycare Center	1128 Floyd Ave.		
75. VCU Meeting Center	101 N. Harrison St.	No	
76. VCU Police Department	224 E. Broad St.	No	
77. Welcome Center	100 W. Broad St.		
78. White House	806 W. Franklin St.	No	
79. Williams House	800 W. Franklin St.	No	
80. Mary and Frances Youth Center	120 S. Linden St.		
81. Parking/Transportation Office	1106 W. Broad St.		
82. DaVinci Center	807 S. Cathedral Pl.		
83. The Depot	814-816 W. Broad St.		
84. Depot Annex	801 W. Marshall St.		
85. Qatar Office	1326 W. Broad St.		
86. Blair House	408 W. Franklin St.	No	
87. University Learning Center	907 Floyd Ave.	No	
88. ICA (Temp. offices)	818 W. Broad St.	No	
89. Rehab. Research Satellite Office	1310 W. Main St.		
90. 6-8 N. Harrison St.	6-8 N. Harrison St.		
91. Grace Street Center	912 W. Grace St.	No	Yes
92. Rice Center	3701 J. T. Memorial Hwy (Charles City County)	No	

Residential Life Housing/Student Affairs/Rec Sports:			
Section 3			
Building Name:		Address:	
1.	Ackell Residence Center	1100 W. Broad St.	No
2.	Brandt Hall	720 W. Franklin St.	No
3.	Broad & Belvidere Student Apartments	600 W. Broad St.	No
4.	Cary & Belvidere Student Apartments	301 W. Cary St.	No
5.	Gladding Residence Center	711 W. Main St.	No
6.	Honors West Grace Student Housing	701 W. Grace St.	No
7.	Johnson Hall	801 W. Franklin St.	No
8.	Bear Hall	600 N. 10 th St.	No
9.	McRae Hall	600 N. 10 th St.	No
10.	Rudd Hall	600 N. 10 th St.	No
11.	Warner Hall	600 N. 10 th St.	No
12.	Cabaniss Hall	615 N. 8 th St.	No
13.	Rhoads Hall	710 W. Franklin St.	No
14.	West Grace Student Housing – North	830 W. Grace St.	Yes
15.	West Grace Student Housing – South	835 W. Grace St.	Yes
16.	Student Commons	907 Floyd Ave.	No
17.	Hunton Student Center	1110 E. Broad St.	No
18.	Cary Street Gym	101 S. Linden St.	No
19.	Jonah L. Larrick Student Center	900 Turpin St.	No
20.	Grace & Broad Res. Center 1	1000 W. Grace Street	
21.	Grace & Broad Res. Center 2	1010 W. Grace Street	
Parking & Transportation:			
Section 4			
Building Name:		Address:	
1.	D Deck	515 N. 13 th St.	No
2.	N Deck	615 N. 10 ^h St.	No
3.	Eighth Street Deck	659 N. 8 th St.	No
4.	West Main Street Deck	801 W. Main St.	No
5.	West Broad Street Deck	1111 W. Broad St.	No
6.	West Cary Street Deck	100 S. Harrison St.	No
7.	Bowe Street Deck	609 Bowe St.	No
8.	Jefferson Street Deck	100 S. Jefferson St.	No
9.	Broad & Belvidere Deck	700 W. Broad St.	No
10.	Laurel Street Deck	805 W. Grace St.	No
11.	Henry Street East Deck	201 N. Henry St.	No
12.	Henry Street West Deck	200 N. Henry St.	No

ATTACHMENT 1
BVA6457464

MCV CAMPUS:

Building Name:

		Section 1	Inside Cleaning	Outside Cleaning	Building	Total
Address:			(per cleaning)	(per cleaning)		
1.	BioTech1	800 E. Leigh St.	\$ 1,600.00	\$ 3,500.00	\$	5,100.00
2.	Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	\$ 600.00	\$ 975.00	\$	1,575.00
3.	Egyptian Building	1223 E. Marshall St.	\$ 475.00	\$ 790.00	\$	1,265.00
4.	George Ben Johnston Auditorium	1200 E. Broad St.	\$ 50.00	\$ 50.00	\$	100.00
5.	Grant House	1008 E. Clay St.	\$ 600.00	\$ 1,800.00	\$	2,400.00
6.	Health and Life Science Engineering	620 W. Cary St.	\$ 350.00	\$ 600.00	\$	950.00
7.	Kontos Medical Science Building	1225 E. Marshall St.	\$ 900.00	\$ 1,270.00	\$	2,170.00
8.	Leigh House	1000 E. Clay St.	\$ 105.00	\$ 185.00	\$	290.00
9.	Lyons Dental Building	520 N. 12 th St.	\$ 580.00	\$ 845.00	\$	1,425.00
10.	Massey/Goodwin Research Center	401 College St.	\$ 600.00	\$ 3,600.00	\$	4,200.00
11.	McGuire Hall	1112 E. Clay St.	\$ 790.00	\$ 1,900.00	\$	2,690.00
12.	McGuire Hall Annex	1112 E. Clay St.	\$ 790.00	\$ 1,325.00	\$	2,115.00
13.	MCV Daycare Center	607 N. 10 th St.	\$ 85.00	\$ 190.00	\$	275.00
14.	MCV Alumni House	1016 E. Clay St.	\$ 370.00	\$ 790.00	\$	1,160.00
15.	Molecular Med. Research Building	1220 E. Broad St.	\$ 1,740.00	\$ 3,000.00	\$	4,740.00
16.	McGlothlin Medical Education Center	1201 E. Marshall St.	\$ 1,750.00	\$ 3,250.00	\$	5,000.00
17.	PPD Building	1050 Oliver Hill Way	\$ 300.00	\$ 700.00	\$	1,000.00
18.	PPD Support Building	909 Oliver Hill Way	\$ 40.00	\$ 40.00	\$	80.00
19.	Randolph Minor Annex	301 College St.	\$ 250.00	\$ 400.00	\$	650.00
20.	Richmond Academy of Medicine	1200 E. Clay St.	\$ 380.00	\$ 460.00	\$	840.00
21.	Sanger Hall	1101 E. Marshall St.	\$ 1,005.00	\$ 2,900.00	\$	3,905.00
22.	School of Engineering – East	401 W. Main St.	\$ 800.00	\$ 2,600.00	\$	3,400.00
23.	School of Engineering – West	601 W. Main St.	\$ 1,320.00	\$ 3,200.00	\$	4,520.00
24.	Sadle Heath Cabaniss Hall (School of Nursing)	1100 E. Leigh St.	\$ 1,400.00	\$ 2,200.00	\$	3,600.00
25.	Smith Building	410 N. 12 th St.	\$ 475.00	\$ 900.00	\$	1,375.00
26.	Snead Hall	301 W. Main St.	\$ 1,100.00	\$ 3,200.00	\$	4,300.00
27.	Snead Hall – Atrium Interior Glass	301 W. Main St.	\$ 250.00	\$ 1,525.00	\$	1,775.00
28.	Samuel Putney House	1010 E. Marshall St.	\$ 150.00	\$ 265.00	\$	415.00
29.	Stephen Putney House	1012 E. Marshall St.	\$ 148.00	\$ 305.00	\$	453.00
30.	Strauss Research Lab	527 N. 12 th St.	\$ 170.00	\$ 360.00	\$	530.00
31.	Tompkins-McCaw Library	509 N. 12 th St.	\$ 170.00	\$ 285.00	\$	455.00
32.	VMI Building	1000 E. Marshall St.	\$ 485.00	\$ 635.00	\$	1,120.00
33.	W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	\$ 700.00	\$ 1,425.00	\$	2,125.00

ATTACHMENT 1
BVA6457464

34. West Hospital	1200 E. Broad St.	\$	3,500.00	\$	8,300.00	\$	11,800.00	
35. Wood Memorial Building	521 N. 11 th St.	\$	475.00	\$	950.00	\$	1,425.00	
36. 203 E. Cary St.	203 E. Cary St.	\$	500.00	\$	500.00	\$	1,000.00	
37. MCV Steam Plant	1040 Oliver Hill Way	\$	25.00	\$	50.00	\$	75.00	
TOTAL FOR SECTION 1: (Lines 1-37) Inside and Outside, One (1) Cleaning							\$	80,298.00

Monroe Park Campus:		Section 2	Inside Cleaning	Outside Cleaning	Building	Total
Building Name:	Address:		(per cleaning)	(per cleaning)		
1. 906 W. Broad St.	906 W. Broad St.	\$	50.00	\$	50.00	\$ 100.00
2. 500 Academic Center	1020 W. Grace St.	\$	150.00	\$	150.00	\$ 300.00
3. 809 S. Cathedral Pl.	809 S. Cathedral Pl.	\$	180.00	\$	180.00	\$ 360.00
4. 811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	\$	660.00	\$	660.00	\$ 1,320.00
5. 815 S. Cathedral Pl.	815 S. Cathedral Pl.	\$	340.00	\$	340.00	\$ 680.00
6. 817 S. Cathedral Pl.	817 S. Cathedral Pl.	\$	370.00	\$	370.00	\$ 740.00
7. 920 W. Grace St.	920 W. Grace St.	\$	25.00	\$	25.00	\$ 50.00
8. 922 W. Grace St.	922 W. Grace St.	\$	25.00	\$	25.00	\$ 50.00
9. 14 N. Laurel St.	14 N. Laurel St.	\$	800.00	\$	800.00	\$ 1,600.00
10. 16 N. Laurel St.	16 N. Laurel St.	\$	95.00	\$	195.00	\$ 290.00
11. Dept. of Psychology	612 N. Lombardy St.	\$	70.00	\$	70.00	\$ 140.00
12. FMD Renovations	1512 W. Main St.	\$	60.00	\$	60.00	\$ 120.00
13. 201 N. Belvidere St.	201 N. Belvidere St.	\$	35.00	\$	50.00	\$ 85.00
14. Advancement Center	807-809 W. Broad St.	\$	85.00	\$	125.00	\$ 210.00
15. Alumni House	924 W. Franklin St.	\$	115.00	\$	275.00	\$ 390.00
16. Anderson Gallery	907 1/2 W. Franklin St.	\$	100.00	\$	170.00	\$ 270.00
17. Humanities & Sciences Annex	1000 W. Franklin St.	\$	60.00	\$	60.00	\$ 120.00
18. Anderson House	913 W. Franklin St.	\$	170.00	\$	200.00	\$ 370.00
19. Bird House	820 W. Franklin St.	\$	90.00	\$	150.00	\$ 240.00
20. Blanton House	826-828 W. Franklin St.	\$	125.00	\$	275.00	\$ 400.00
21. Bowe Street School of the Arts	609 Bowe St.	\$	70.00	\$	70.00	\$ 140.00
22. Bowe House	917 W. Franklin St.	\$	100.00	\$	125.00	\$ 225.00
23. Buford House	922 W. Franklin St.	\$	170.00	\$	200.00	\$ 370.00
24. Cabell Library	901 Park Ave.	\$	635.00	\$	1,850.00	\$ 2,485.00
25. Community Programs Center	1103 W. Marshall St.	\$	80.00	\$	90.00	\$ 170.00
26. Crenshaw House	919 W. Franklin St.	\$	115.00	\$	130.00	\$ 245.00

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27. Founders Hall	827 W. Franklin St.	\$	135.00	\$	360.00	\$	495.00
28. Franklin Street Gym	817 W. Franklin St.	\$	445.00	\$	900.00	\$	1,345.00
29. Franklin Terrace	812-814 W. Franklin St.	\$	360.00	\$	370.00	\$	730.00
30. Facilities & Financial Services Building	700 W. Grace St.	\$	220.00	\$	410.00	\$	630.00
31. Ginter House	901 W. Franklin St.	\$	130.00	\$	295.00	\$	425.00
32. Grace E. Harris Hall	1015 Floyd Ave.	\$	500.00	\$	850.00	\$	1,350.00
33. Grace Street Theater	934 W. Grace St.	\$	40.00	\$	40.00	\$	80.00
34. Graphic Design Center	419-423 W. Broad St.	\$	25.00	\$	75.00	\$	100.00
35. Harrison House	816 W. Franklin St.	\$	90.00	\$	130.00	\$	220.00
36. Hibbs Hall	900 Park Ave.	\$	950.00	\$	2,100.00	\$	3,050.00
37. Human Resources Building	104 N. Belvidere St.	\$	150.00	\$	250.00	\$	400.00
38. Hunton House	810 W. Franklin St.	\$	105.00	\$	105.00	\$	210.00
39. Kearney House	921 W. Franklin St.	\$	120.00	\$	200.00	\$	320.00
40. Lafayette Hall	312 N. Shafer St.	\$	235.00	\$	370.00	\$	605.00
41. Lindsey House	600 W. Franklin St.	\$	250.00	\$	370.00	\$	620.00
42. McAdams House	914 W. Franklin St.	\$	95.00	\$	130.00	\$	225.00
43. MCV Sports Medicine Center/Student Health	1300 W. Broad St.	\$	250.00	\$	495.00	\$	745.00
44. Meredith House	1014 W. Franklin St.	\$	115.00	\$	170.00	\$	285.00
45. Meredith House Carriage House	1014 W. Franklin St. (rear)	\$	65.00	\$	70.00	\$	135.00
46. Millhiser House	916 W. Franklin St.	\$	130.00	\$	190.00	\$	320.00
47. Millhiser House Carriage House	916 W. Franklin St. (rear)	\$	63.00	\$	89.00	\$	132.00
48. Moseley House	1001 Grove Ave.	\$	115.00	\$	150.00	\$	265.00
49. James W. Black Music Center	1015 Grove Ave.	\$	255.00	\$	290.00	\$	545.00
50. Oliver Hall - Education Wing	1015 W. Main St.	\$	425.00	\$	1,000.00	\$	1,425.00
51. Oliver Hall - Physical Science Wing	1001 W. Main St.	\$	425.00	\$	1,000.00	\$	1,425.00
52. Performing Arts Center	922 Park Ave.	\$	95.00	\$	95.00	\$	190.00
53. Pollak Building	325 N. Harrison St.	\$	530.00	\$	1,160.00	\$	1,690.00
54. Presidents House	910 W. Franklin St.	\$	95.00	\$	130.00	\$	225.00
55. Rehab. Research Training Center	1314 W. Main St.	\$	115.00	\$	150.00	\$	265.00
56. Ritter-Hickok House	821 W. Franklin St.	\$	220.00	\$	310.00	\$	530.00
57. Scherer Hall	923 W. Franklin St.	\$	360.00	\$	845.00	\$	1,205.00
58. School of the Arts Building	1000 W. Broad St.	\$	790.00	\$	1,165.00	\$	1,955.00
59. Scott House	909 W. Franklin St.	\$	125.00	\$	185.00	\$	310.00
60. Scott House Carriage House	909 W. Franklin St. (rear)	\$	50.00	\$	50.00	\$	100.00
61. Shafer Street Playhouse	221 N. Shafer St.	\$	305.00	\$	370.00	\$	675.00

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62. Sitterding House	901 Floyd Ave.	\$	155.00	\$	250.00	\$	405.00
63. Stagg House	912 W. Franklin St.	\$	148.00	\$	370.00	\$	518.00
64. Starke House	915 W. Franklin St.	\$	200.00	\$	222.00	\$	422.00
65. Stokes House	918 W. Franklin St.	\$	135.00	\$	170.00	\$	305.00
66. Student Media Building	817 W. Broad St.	\$	120.00	\$	140.00	\$	260.00
67. T. Edward Temple Building	901 W. Main St.	\$	423.00	\$	1,005.00	\$	1,428.00
68. Technology Administration Building	701 W. Broad St.	\$	350.00	\$	900.00	\$	1,250.00
69. Thurston House	808 W. Franklin St.	\$	170.00	\$	325.00	\$	495.00
70. Trani Life Sciences Building	1000 W. Cary St.	\$	1,160.00	\$	2,535.00	\$	3,695.00
71. Valentine House	920 W. Franklin St.	\$	95.00	\$	148.00	\$	243.00
72. VCU Dance Administration Building	1315 Floyd Ave.	\$	135.00	\$	275.00	\$	410.00
73. VCU Dance Center	10 N. Brunswick St.	\$	225.00	\$	650.00	\$	875.00
74. VCU Daycare Center	1128 Floyd Ave.	\$	580.00	\$	740.00	\$	1,320.00
75. VCU Meeting Center	101 N. Harrison St.	\$	130.00	\$	160.00	\$	290.00
76. VCU Police Department	224 E. Broad St.	\$	200.00	\$	500.00	\$	700.00
77. Welcome Center	100 W. Broad St.	\$	85.00	\$	85.00	\$	170.00
78. White House	806 W. Franklin St.	\$	132.00	\$	380.00	\$	492.00
79. Williams House	800 W. Franklin St.	\$	116.00	\$	185.00	\$	301.00
80. Mary and Frances Youth Center	120 S. Linden St.	\$	100.00	\$	220.00	\$	320.00
81. Parking/Transportation Office	1106 W. Broad St.	\$	25.00	\$	25.00	\$	50.00
82. DaVinci Center	807 S. Cathedral Pl.	\$	250.00	\$	250.00	\$	500.00
83. The Depot	814-816 W. Broad St.	\$	75.00	\$	125.00	\$	200.00
84. Depot Annex	801 W. Marshall St.	\$	25.00	\$	50.00	\$	75.00
85. Qatar Office	1326 W. Broad St.	\$	100.00	\$	275.00	\$	375.00
86. Blair House	408 W. Franklin St.	\$	800.00	\$	800.00	\$	1,600.00
87. University Learning Center	907 Floyd Ave.	\$	1,500.00	\$	4,035.00	\$	5,535.00
88. ICA (Temp. offices)	818 W. Broad St.	\$	50.00	\$	50.00	\$	100.00
89. Rehab. Research Satellite Office	1310 W. Main St.	\$	65.00	\$	135.00	\$	200.00
90. 6-8 N. Harrison St.	6-8 N. Harrison St.	\$	50.00	\$	125.00	\$	175.00
91. Grace Street Center	912 W. Grace St.	\$	42.00	\$	42.00	\$	84.00
92. Rice Center	3701 J. T. Memorial Hwy (Charles City County)	\$	425.00	\$	425.00	\$	850.00
TOTAL FOR SECTION 2: (Lines 1-92) Inside and Outside, One (1) Cleaning						\$	58,340.00

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Residential Life Housing/Student Affairs/Rec Sports:

Building Name:

1. Ackell Residence Center
2. Brandt Hall
3. Broad & Belvidere Student Apartments
4. Cary & Belvidere Student Apartments
5. Gladding Residence Center
6. Honors West Grace Student Housing
7. Johnson Hall
8. Bear Hall
9. McRae Hall
10. Rudd Hall
11. Warner Hall
12. Cabaniss Hall
13. Rhoads Hall
14. West Grace Student Housing – North
15. West Grace Student Housing – South
16. Student Commons
17. Hunton Student Center
18. Cary Street Gym
19. Jonah L. Larrick Student Center

Section 3
Address

Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
\$ 1,750.00	\$ 3,600.00	\$ 5,350.00
\$ 2,250.00	\$ 4,500.00	\$ 6,750.00
\$ 2,000.00	\$ 4,500.00	\$ 6,500.00
\$ 1,750.00	\$ 5,950.00	\$ 7,700.00
\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
\$ 1,950.00	\$ 3,250.00	\$ 5,200.00
\$ 2,750.00	\$ 6,500.00	\$ 9,250.00
\$ 525.00	\$ 900.00	\$ 1,425.00
\$ 525.00	\$ 900.00	\$ 1,425.00
\$ 525.00	\$ 900.00	\$ 1,425.00
\$ 525.00	\$ 900.00	\$ 1,425.00
\$ 1,500.00	\$ 2,425.00	\$ 3,925.00
\$ 2,000.00	\$ 3,500.00	\$ 5,500.00
\$ 1,575.00	\$ 4,795.00	\$ 6,370.00
\$ 1,815.00	\$ 5,575.00	\$ 7,390.00
\$ 700.00	\$ 1,400.00	\$ 2,100.00
\$ 295.00	\$ 600.00	\$ 895.00
\$ 1,675.50	\$ 1,675.50	\$ 3,351.00
\$ 325.00	\$ 325.00	\$ 650.00

Parking & Transportation:

Building Name:

1. D Deck
2. N Deck
3. Eighth Street Deck
4. West Main Street Deck
5. West Broad Street Deck
6. West Cary Street Deck
7. Bowe Street Deck
8. Jefferson Street Deck
9. Broad & Belvidere Deck
10. Laurel Street Deck

Section 4
Address

Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Total Price (per cleaning)
\$ 600.00	\$ 900.00	\$ 1,500.00
\$ 900.00	\$ 1,300.00	\$ 2,200.00
\$ 800.00	\$ 900.00	\$ 1,700.00
\$ 400.00	\$ 700.00	\$ 1,100.00
\$ 500.00	\$ 800.00	\$ 1,300.00
\$ 600.00	\$ 900.00	\$ 1,500.00
\$ 350.00	\$ 500.00	\$ 850.00
\$ 200.00	\$ 400.00	\$ 600.00
\$ 100.00	\$ 100.00	\$ 200.00
\$ 400.00	\$ 500.00	\$ 900.00

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11. Henry Street East Deck	201 N. Henry St.	\$	600.00	\$	700.00	\$	1,300.00
12. Henry Street West Deck	200 N. Henry St.	\$	600.00	\$	700.00	\$	1,300.00

TOTAL FOR ALL LOCATIONS (Section 1 through Section 4, priced at one [1] cleaning each building)

Section 1 Total	\$	80,298.00
Section 2 Total	\$	58,340.00
Section 3 Total	\$	85,631.00
Section 4 Total	\$	14,450.00
GRAND TOTAL	\$	238,719.00

Hourly rate for "project" services - Regular time (i.e., cleaning interior partition glass):

Supervisor:	\$	50.00	per hour
Window washer:	\$	50.00	per hour
Helper:	\$	35.00	per hour

Hourly rate for "project" services - Overtime (exceeding 8 hours in one work day) - (i.e., cleaning interior partition glass):

Supervisor:	\$	75.00	per hour
Window washer:	\$	75.00	per hour
Helper:	\$	52.50	per hour

ORIGINAL



SPOTLESS WINDOW CLEANING COMPANY

PROPOSAL FOR VIRGINIA COMMONWEALTH UNIVERSITY

RFP# 6791865SW

CONTRACT FOR
WINDOW WASHING SERVICES

Contains Proprietary Information

VCU

Virginia Commonwealth University

ATTACHMENT 3

Proprietary/Confidential Information Identification

Name of Firm/Offeror: Spotless Window Cleaning Company

VCU RFP Number: 6791865SW

Note: All proprietary and confidential information is highlighted in yellow.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
VIII.A.2.d Experience and Qualifications of the Firm	3	Key employees identification
VIII.A.3.d Capability of the Firm	4	Size of company is confidential in privately held company
VIII.A.3.h Capability of the Firm	4-5	Trade secret for competitive advantage in work performance
VIII.A.4.b Methodology and Approach	5	Key and confidential information about company's employee base.
VIII.A.4.e Methodology and Approach	7	Trade secret for competitive advantage in work performance
VIII.A.5.a Comparable Services of the Firm	8	Specific clients of company
VIII.A.5.b Comparable Services of the Firm	8	Specific clients of company
Exhibit 2	23	Internal policies and procedures



VCU

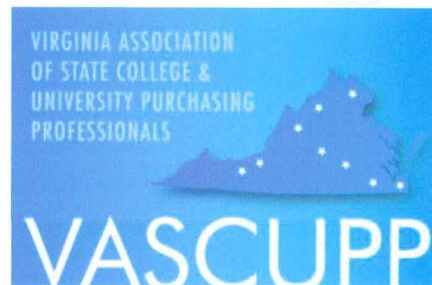
VIRGINIA COMMONWEALTH UNIVERSITY

Request for Proposals

RFP No.: 6791865SW

RFP Title: Window Washing Services

Date: November 18, 2015



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

A VASCUPP Member Institution

REQUEST FOR PROPOSALS RFP# 6457464SW

Issue Date: November 18, 2015
Title: Window Washing Services
Issuing and Using Agency: Virginia Commonwealth University
Attention: Sandra White
912 West Grace Street, 5th Floor
P.O. Box 980327
Richmond, Virginia 23298-0327

Period of Contract: One (1) year with four (4) successive one-year periods.

Proposals for furnishing the services described herein will be received until 11:00 a.m. EST on December 10, 2015.

All inquiries for information should be directed to: Issuing Agency, address listed above or to phone (804) 828-0663; email to sdwhite2@vcu.edu; fax (804) 828-9188; VOICE TDD (800) 828-1120.

This solicitation and any addenda are posted on the eVa website at: http://www.eva.virginia.gov.

HARD COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S OFFICE OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE OFFICE OF PROCUREMENT SERVICES.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, P.O. Box 980327, RICHMOND, VA 23298-0327. IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY OFFICE OF PROCUREMENT SERVICES, 912 WEST GRACE STREET, 5th FLOOR, RICHMOND, VIRGINIA 23284. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In compliance with this request for proposals and to all conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Furthermore, the undersigned agrees not to start any work relative to this particular solicitation until a resulting formal signed Purchase Order is received by the Contractor from University Purchasing. Any work relative to this solicitation performed by the Contractor prior to receiving a formal signed Purchase Order shall be at the Contractor's own risk and shall not be subject to reimbursement by the University. Signature below constitutes acknowledgement of all information contained through links referenced herein.

NAME AND ADDRESS OF FIRM:

Spotless Window Cleaning Co. Date: Dec. 16, 2015
5321 Distributor Dr By (Signature In Ink): Kevin G. Carpenter
Richmond, VA Zip Code 23225 Name Typed: Kevin G. Carpenter
E-Mail Address: sales@spotlesswindowcleaning.com Title: President
Telephone: (804) 231-0749 Fax Number: (804) 231-4149
Toll free, if available Toll free, if available
DUNS NO.: 835881517 FEI/FIN NO.: 20-5548886

MINORITY-OWNED BUSINESS: () YES () NO WOMEN-OWNED: () YES () NO
REGISTERED WITH eVA: (X) YES () NO SMALL BUSINESS: (X) YES () NO
VIRGINIA DMBE CERTIFIED: (X) YES () NO VIRGINIA DMBE CERTIFICATION#: 658138

A pre-proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 27 PAGES

Proposals. Negotiations shall be conducted with 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 reserves the right to make multiple awards as a result of this solicitation.** 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 reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49-D). 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.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

Question #6: Vendor asked for an extension of the Proposal Due Date in order to permit vendors an opportunity to survey a representative sample of buildings prior to submitting the proposals.

Answer #6: The Due Date has been changed *from* December 10, 2015 at 11:00 a.m. EST *to* December 17, 2015 at 11:00 a.m. EST. (See Change #2 on the addendum form)

Question #7: Vendor asked about the scoring criteria used for evaluation and award of the contract.

Answer #7: See Change #7 - Reference Page 14- SECTION X. EVALUATION AND AWARD CRITERIA on the addendum form.

I hereby acknowledge receipt of Addendum # 1 for RFP# 6791865SW- Window Washing Services.

Spotless Window Cleaning Co.
Name of Firm

Kevin A. Carpenter, President
Signature/Title

Dec. 16, 2015
Date

Please find attached the Pre-Proposal Conference Register.

I hereby acknowledge receipt of Addendum # 2 for RFP# 6791865SW- Window Washing

Services.

Spotless Window Cleaning Co
Name of Firm

Kevin M. Casarino, President
Signature/Title

Dec 16, 2015
Date

Spotless Window Cleaning Company Response to RFP 6791865SW

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Notice:

This Document Contains Proprietary Information

Spotless Window Cleaning Company Response to RFP 6791865SW



Spotless Window Cleaning
Company
5321 Distributor Drive
Richmond, VA 23225
Tel: (804) 231-0749
Fax: (804) 231-4149
Web: www.SpotlessWindowCleaning.com
E-mail:
sales@SpotlessWindowCleaning.com

Proudly serving Virginia since 1962!

December 16, 2015

VCU Department of Procurement Services
P O Box 980327
Richmond, VA 23298-0327

Mr. Steven Pulis:

This is to introduce Spotless Window Cleaning Company as an offeror in response to a VCU Request for Proposal.

RFP Title:	Window Washing Services
Issue Date:	November 18, 2015
RFP#:	6791865SW.
Offering Firm:	Spotless Window Cleaning Company
Address:	5321 Distributor Drive Richmond, VA 23225
SWAM Number:	658138
Authorized Contact:	Kevin Carpenter
E-mail address:	sales@spotlesswindowcleaning.com
Telephone Number:	(804) 231-0749 Cell: (804) 387-2882

Spotless Window Cleaning Company Response to RFP 6791865SW

VIII.A.2. Experience and Qualifications of the Firm:

a. Letter of Introductions: Provide a letter of introductions to include the official name and address of the firm submitting the proposal, the Request for Proposal name, contract number and issue date, firm name, address, and telephone number of person(s) who will be authorized to act on behalf of the Offeror and bind the Offeror to all commitments made in the proposal and negotiations.

b. Submit a narrative statement in your own words that describes the statement of needs requested in the RFP.

The contractor is to provide all labor, equipment, materials and supervision to clean the glass on the interior and exterior in all specified VCU buildings and parking decks according to Federal, State, OSHA and local requirements to the satisfaction of VCU. Cleaning shall include the removal, cleaning and replacement of any screens and storm windows. Further the cleaning shall include sills, jambs, mullions, frames and soffits within 4-6" of the adjacent glass. The contractor will utilize caution in the handling of window treatments and blinds. Flooring and furniture on the inside should be covered/protected. Contractor shall take care of the property on the outside such as roofs, shrubberies and landscaping. Contractor shall use such signage, etc. as necessary to create a safe working zone at all times.

c. Describe your business structure to include the relationship between any parent company, subcontractors, and subsidiaries, if applicable to your firm.

Spotless Window Cleaning Company is a privately held C corporation. We do not utilize subcontractors.

d. Describe the experience and qualifications of the persons your firm will use in providing the services described herein. Identify whether the persons are employees of your firm or partners or subcontractors.

All persons providing services under this contract will be employees of the company. Further, all employees will have successfully passed an annual third party background check for criminal and sexual offenses. These checks are standard company policy unrelated to this contract. We believe all of our customers should have that sense of security.

The VCU properties require a wide range of skills in order to clean. Many buildings are like houses while others require the highest level of commercial skills. Since we are the largest company in the area that services both residential and commercial properties we have multiple persons who can perform each skill necessary.

For window cleaning at VCU we know the simple things such as many on-site contacts or notifying VCU Work Control or how to manage the work tickets during the contract cleaning to the more complex issues such as knowing when to ask for fire alarms to be shut off or a specific man-lift to use or working directly with VCU parking to schedule elevator operators for the parking decks.

We have cleaned all buildings on the then current contract multiple times over many years. We know how to schedule and manage the project when it is of that scope. We also have cleaned

Spotless Window Cleaning Company Response to RFP 6791865SW

many buildings in a "one-off" setting. There cannot be a window cleaning company more knowledgeable of or experienced with the VCU properties than Spotless Window Cleaning.

We can perform any window cleaning project for VCU with minimal impact to VCU staff including contract administrators, zone managers, building managers and the on-site staff.

Representative sample of our key employees:

1. Kevin Carpenter – President of the company with over 40 years of experience in account management, employee management and business operations. Has managed the VCU window cleaning contract multiple times.
2. Adam Carpenter – 2010 graduate of Randolph-Macon College with a BA in Business Administration and Economics. Three year starter on the school's baseball team. Has worked in all facets of the company's operations before and since his graduation. Currently serves as the Operations Manager. Managed the window cleaning contract in 2012 (the last time it was done) and the current "one-off" cleanings that occur.
3. Gerson Morales - over 10 years of commercial and high-rise window cleaning experience including running projects and managing crews.
4. Jose Vigil - over 15 years of experience in residential, lo-rise and medium-rise window cleaning. He has over 10 years of experience running projects and managing crews.

e. By my signature on this solicitation, I certify that my firm and any subcontractors are properly licensed for providing the goods/services specified. Attached to your proposal a correct and complete copy of licenses, operating permits or other authorization that allow your firm to provide window washer services.

Agreed.

f. Describe in detail your quality control policies and procedures; and submit copies of these policies and procedures as an attachment to your proposal.

The Project Manager will be responsible for adherence to the cleaning specifications and will inspect all work periodically through the day and at the completion of each day and/or building. Company management will perform random, unannounced, inspections when the work is being performed. Company management will also perform a follow-up inspection subsequent to the completion of the work on each job whereby a checklist will be reviewed. Company management will also periodically and randomly hold a follow-up call with a building manager to gain feedback (Ref. Attachment 1 and 1.a)

VIII.A.3. Capability of the Firm:

a. Provide an overview of your company financial status that may include financial statements, bank references, Dun & Bradstreet or equivalent rating, and any other information that is relevant to your company financial stability and solvency.

The company has been operating for well over 50 years and remains financially stable. Our D&B DUNS number is 835881517.

Spotless Window Cleaning Company Response to RFP 6791865SW

b. Describe the type of window washing services that your company can provide and perform to address the window washing services specified in the RFP.

Spotless Window Cleaning provides residential, commercial and industrial window cleaning services in residential, lo-rise, mid-rise, and high-rise environments. While Spotless was formed as a residential cleaning service, we have serviced these multiple environments for over thirty (30) years. VCU's buildings consist of a broad mix of all of these environments which we feel makes us uniquely qualified as most of our competitors operate in either residential or commercial type cleaning, but not both. We are longtime members of the International Window Cleaning Association (IWCA) and we subscribe fully to their code of ethics, safety program and window cleaning standards. The IWCA is widely regarded as the leader in setting industry standards.

From an administrative standpoint, we have procedures and processes in place that have existed for years to communicate scheduling and billing type affairs with Contract Administration since we have serviced the VCU buildings for many years.

c. How long has your company been in business providing similar services prior to submission of this proposal? 53 years

d. Provide the number of full- time window washing personnel employed by your company at one (1) time. 14

e. How often does your company subcontract window washing services?

Never.

f. Does your company typically provide and perform window washing services within the Richmond Metropolitan area?

Yes, we are based in Richmond.

g. Describe the geographical location of your company's field offices (to include the geographic location of all proposed subcontractor(s)).

Our corporate office is located in the city of Richmond. We do not have field offices and we do not utilize subcontractors.

h. Describe in detail the equipment your company will use and the application for each type for window washing services.

Standard professional window cleaning equipment used by Spotless consists of T-handle scrubbers and T-handle squeegees of various widths along with tool holsters/belts and a container to hold the cleaning solution. The width of scrubber and squeegee that is selected is based on the size of the window and/or the pane(s) in the window.

We also utilize chamois cloths to remove any excess moisture from the glass once the squeegee has removed the cleaning solution. We utilize a natural sponge to absorb excess water from sills, clean window parts, screens and sills, etc. We feel these tools offer superior performance compared to the tools/products other companies use.

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For ladders we primarily utilize professional window cleaning ladders that are sectional with the sections being "stacked" to achieve the proper working height. This type of ladder is more efficient and safer to use and move than contractor type extension ladders for working heights up to 25 feet. The top of the ladder is covered with a protective bonnet to prevent damage to the building.

In VCU's environment we do use contractor type extension ladders as well as standard step-ladders.

For certain parking decks and buildings we will utilize aerial boom lifts as well as "scissor" man lifts.

On high rise buildings we will use a rope descension system (RDS) which consists of a primary rope, a safety rope, a full body harness, a sit board (a/k/a Bosun's chair), a descent control device, a rope grab, a lanyard and several steel carabiners. There are also times in this environment when we will use window suction cups, rope protectors, and a roof rig.

Other tools that are employed to various degrees: Screwdrivers, Putty knives, Bristle brushes, Safety signs, Safety cones, Barricade tape, and Floor mats/plastic sheeting.

VIII.A.4. Methodology and Approach:

a. Describe in detail, the proposed approach (work plan, to include all associated supplies, activities, and personnel) for performing and providing window washing services.

There are too many buildings with different requirements to go into too much detail here. The general approach for any facility is to:

- i. Review the building location.
- ii. Determine time of year (e.g. - school in or out?).
- iii. Determine if we have cleaned the building before?
 - If yes, then review the historical work plan record to determine approach
 - If no, then schedule site visit through Contract Administration
- iv. Plan safety requirements.
- v. Determine staffing.
- vi. Review project scope with staffing.
- vii. Dispatch crew with VCU Work Ticket.
- viii. Notify Work Control and on-site staff of our arrival and check to see if there are any special requirements (meetings, conference rooms in use, etc).
- ix. Set up safety cones where needed and proceed to clean windows and obtain signature upon completion.
- x. Provide quality assurance.

b. Describe the measures taken by your company to ensure that all personnel assigned to VCU shall be capable and qualified to provide and perform the window washing.

The experience of most of Spotless' employees ranges from over 3 to over 20 years. That means that most, if not all of, Spotless' employees have practical experience cleaning windows on

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VCU's buildings. New employees receive a Company Safety Manual on the first day of employment. The Company has safety training videos from the IWCA that educate on all safety points in the company's safety manual. As part of its safety plan Spotless routinely sends its employees to an IWCA safety seminar which is recognized as the best in the industry as it instructs best practice methods and techniques. New employees with no prior window cleaning experience work with their feet on the ground for the first two (2) weeks of employment at a minimum. During that time they observe experienced employees using window cleaning ladders and other equipment. It is anticipated that any newer employee working at a VCU facility will be the third or fourth person on the crew which means that there will be two-three more experienced workers to work the higher ladder requirements. That is to say that any new employees, after receiving proper training, will be utilized primarily where their feet are on the ground (e.g. cleaning inside windows). New employees will not be utilized in situations where a body harness is used for fall protection nor will they operate an aerial lift unless that new employee is hired with two (2) or more years of prior experience in the respective skill.

c. Describe your company availability to start work immediately upon award and to dedicate staff until completion of the project.

Since the VCU building list requires skills across the spectrum of window cleaning, we can always match available skills to the building list in order to begin work immediately. In the past VCU cleaned their windows every two years so we have significant experience directly with VCU and other simultaneous projects. We have never missed deadlines or let any customer of these projects down. The most recent contract cleaning is the best example. We were notified that VCU was going to have the windows cleaned on both the Monroe and MCV campuses. It was further stated that the project needed to begin on about March 15 and be completed before June 10. This timeframe was both outside the typical timeframe for cleaning and school was still in session for most of the project. We completed the project on time after receiving the signed order to proceed on March 9, 2012.

d. Describe your company's ability to provide and perform window washing services for multiple simultaneous projects.

As you will see in the References we provide below, Spotless has been handling multiple simultaneous projects for many years; including servicing VCU. In the past VCU cleaned their windows every two years so we have significant experience directly with VCU and other simultaneous projects. We have never missed deadlines or let any customer of these projects down. Moreover, many of those projects involved large universities with needs and timeframes similar to VCU's. That is, for most colleges, the demand for window cleaning is when the students are on break. A strength that we offer is that our employee base is relatively stable and has been cross-trained. When you couple that with the number of years we have been servicing many of our large institutional clients, many of our employees are familiar with our clients and their physical environment as well as local procedures. This leads to efficiency for both parties.

Additionally, since VCU's window cleaning is on a pre-arranged contract basis we lay out our schedule internally well in advance of implementation. All other projects are then and therefore scheduled subsequent to VCU.

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e. Describe in detail, the chemicals your company will use and their compliance with OSHA standards. Also discuss "green" alternatives that are not harmful to the environment.

Maintenance type window cleaning as contemplated in this RFP typically involves diluting a detergent into water to be applied to the glass. We use a "green" detergent designed specifically for professional window cleaning called Glass Gleam 4 from Titan Laboratories. Here is how they describe the product on their web site: "Biodegradable, USDA approved, and Earth Friendly Technology approved as a Green product. Designed specifically for cleaning glass and window films using a squeegee." This product softens the water it is diluted in so it will stay wet on the glass longer which reduces the possibility of streaking. The product also contains a degreaser which provides a deeper clean.

f. Describe in detail how our company will coordinate the window washing services described in the RFP, with the VCU Contract Administrator or his or her designee.

Once the contract is scheduled to proceed with a cleaning we would request the most recent listing of the building managers. Our standard procedure is to contact the manager approximately 2 weeks prior to the cleaning. This allows time to exchange voice mail messages etc. when the manager is not readily available and still allows time for the manager to notify the occupants of the cleaning date. Also, there are cases such as at the Egyptian building where the manager needs to know about the cleaning but another contact actually manages the schedule of events for the building. In that case we coordinate with both parties well in advance of the 1 week minimum. Once the managers for the particular cycle (week) have been contacted we then update Contract Administration. If there are any schedule changes as a result of communicating with the managers those changes are communicated in writing to Contract management as well. Since the cleaning of all buildings spans several months, this communication with the building manager and Contract Administration is a weekly event. (Ref. Exhibit 2)

g. Describe in detail how your company will schedule the window washing services to conform timeline schedule(s) (multiple buildings in a very short period of time) which may be required by end user and customer. Offer alternative scheduling that may be more efficient and cost effective.

The first item for us regarding the schedule is to ask Contract Administration about any known building priorities and/or preferred delays. Then the approach to scheduling that we use generally matches the schedule contemplated in the RFP. That is we schedule by geography/campus. We want to minimize travel and parking issues to the extent possible. However geography is subordinate to the skills and special equipment that may need to be utilized. A third factor to address when specialized equipment such as an aerial lift is required is the impact on traffic flow; both vehicular and pedestrian. For buildings like certain of the parking decks we would recommend cleaning on the weekend. Lastly, we feel the key to scheduling is for the inside windows to be completed on the scheduled date regardless of the weather. This minimizes impact to the occupants of the building. In the case of rain, etc the cleaning of the exterior is then rescheduled.

The alternative scheduling that we would offer is for all of the cleaning to be scheduled from May-August but we would hold the billing for any cleaning that occurs from early June until July

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1 when the new fiscal year starts. This may be more efficient since fewer students are on campus at this time.

VIII.A.5. Comparable Services of the Firm:

a. Provide three (3) references for your company preferably universities with volume and expenditure level similar to Virginia Commonwealth University (VCU). Each reference to include the name of the organization, a brief summary of the scope, complete mailing address, the name of the contact person with email address and telephone number.

Institution:	Summary Scope:	Contact:
College of William and Mary P.O. Box 8795 Williamsburg, VA 23187	Interior and exterior window cleaning of academic, athletic and resident housing facilities annually. Typically a sizable project in the summer and periodic individual cleanings at other times.	Robert (Bob) Morman rwmorman@wm.edu 757-221-2138
Radford University 501 Stockton Street Radford, VA 23142	Interior and exterior window cleaning of academic, athletic and resident housing facilities annually. Typically a sizable project in the summer and periodic individual cleanings at other times.	Stephen Harrison rsharriso@radford.edu 540-273-8745
University of Richmond 28 Westhampton Way Richmond, VA 23173	Interior and exterior window cleaning of academic, athletic and resident housing facilities annually. Typically a sizable project in the summer and periodic individual cleanings at other times.	Susie Reed sreid@richmond.edu 804-289-8609

b. Provide three (3) references from other organizations where your company has provided the goods and services offered in your proposal, and the length of time your company has been providing such goods and services.

Organization	Length	Contact	Email	Telephone
Richmond ARC	Over 10 years	Irene Poindexter	irene.Poindexter@richmondarc.org	804-638-0158
Community Group	Over 10 years	Philip Adams	padams@communitygroup.com	804-727-3564
Commonwealth of VA	Over 10 years	Bertha Jackson	Bertha.Jackson@dgs.virginia.gov	804-786-8872

c. Spotless Window Cleaning Company examples of feedback from VCU associates.

As the holder of the current contract we would like to submit a couple examples of the level of commitment and service that we provide to VCU as well as the depth of those services which extends beyond the facilities on the contract.

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Example 1: New VCU Basketball Development Center

- Background – the grand opening of the center was held on Monday, November 2, 2015.
- On Friday, October 30 at approximately 11:30 AM we were contacted by the project manager of the contractor, Barton-Malow, who called our office to indicate that he needed some high windows cleaned at the new basketball facility. He further stated the following:
 - The grand opening ceremony was on Monday at noon.
 - The basketball team was going to practice in the facility on Saturday.
 - Therefore, the work needed to be performed on Sunday.
- We immediately knew we needed to act quickly in order to understand the scope of the work and to then line up employees with the necessary skills since he stated the glass was high up.
- Barton-Malow is not a contractor that we have done business with but we met with the project manager at approximately 1:00 PM.
- By 2 PM we were contacting our employees to determine their availability. We found 3 that could be available on such short notice.
- Kevin Carpenter and the 3 crewmen arrived at the facility at 6:30 AM on Sunday and began our work.
- At about 11:30 AM I and a crewman were looking at an area of glass where I had observed caulking being applied earlier that morning. (It is difficult if not impossible to clean glass with wet caulk on it.)
- A man walked up as we were evaluating our strategy.
 - I thought I recognized the man as Dr. Tim Lampe so I re-introduced myself.
 - Dr Lampe stated the following:
 - That he appreciated us being able to perform the cleaning on such short notice.
 - That when he met with the contractor on Friday morning he realized the glass was not cleaned enough and the contractor had no plan to get it done.
 - Dr Lampe said he told the contractor there was only one company to call who would even have a shot of completing this work on time. That was Spotless Window Cleaning. He stated that he did not think there was another company who would even entertain the idea.
 - Dr Lampe also said he saw our truck arriving at the facility on Friday within a couple hours of his conversation with the project manager and that impressed him.
 - He further stated that us being there that Sunday showed him that “you care”. He seemed very appreciative.
- The folks at Barton-Malow also expressed their appreciation a number of times (and they paid the bill quickly too!).
- It is worth noting that many of the pictures on the slide show on the VCU Athletics web site announcing the grand opening celebration highlighted the glass that we cleaned. (There is other prominent glass in the building which we did not clean but that glass was not in any pictures).

Example 2: Feedback from window cleaning service at BioTech 1 in 2012.

- Background – through the normal course of business we were engaged to clean the windows at BioTech 1 after submitting a price quote (BioTech 1 is not on the 2008 contract).
- We dispatched our crewmen and cleaned the windows on the inside and the outside in our normal manner on January 5-7.
- Subsequent to that cleaning I received an email message from Ms. Sylvia Britt in which:

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- Ms. Britt expressed kudos to our staff.
- Ms. Truax the QA Inspector said that we were “making a great impression”.
- Ms. Herrmann stated that she found our crew “to be courteous, fast, efficient, and professional”. She further stated that she was surprised when our crewman agreed to clean Dr. Kendler’s office on Saturday because he was on an international conference call on the scheduled cleaning day (Ref. Attachment 2).

These are just a couple examples of many, many examples that I could provide of VCU associates who were quite pleased with our level of effort, expertise and commitment.

VIII.A.6. Small, Women-Owned and Minority-Owned Business Commitment

Please see the coversheet of this RFP.

VIII.A.7. Proposed Fee: See Appendix III Window Washing Services - Pricing Schedule.

Please see the following pages.

Appendix III - Window Washing Services - Pricing Schedule

**MCV CAMPUS:
Section 1**

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. BioTech1	800 E. Leigh St.	\$ 1,600.00	\$ 3,500.00	\$ 5,100.00
2. Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	\$ 600.00	\$ 975.00	\$ 1,575.00
3. Egyptian Building	1223 E. Marshall St.	\$ 475.00	\$ 790.00	\$ 1,265.00
4. George Ben Johnston Auditorium	1200 E. Broad St.	\$ 50.00	\$ 50.00	\$ 100.00
5. Grant House	1008 E. Clay St.	\$ 600.00	\$ 1,800.00	\$ 2,400.00
6. Health and Life Science Engineering	620 W. Cary St.	\$ 350.00	\$ 600.00	\$ 950.00
7. Kontos Medical Science Building	1225 E. Marshall St.	\$ 900.00	\$ 1,270.00	\$ 2,170.00
8. Leigh House	1000 E. Clay St.	\$ 105.00	\$ 185.00	\$ 290.00
9. Lyons Dental Building	520 N. 12 th St.	\$ 580.00	\$ 845.00	\$ 1,425.00
10. Massey/Goodwin Research Center	401 College St.	\$ 600.00	\$ 3,600.00	\$ 4,200.00
11. McGuire Hall	1112 E. Clay St.	\$ 790.00	\$ 1,900.00	\$ 2,690.00
12. McGuire Hall Annex	1112 E. Clay St.	\$ 790.00	\$ 1,325.00	\$ 2,115.00
13. MCV Daycare Center	607 N. 10 th St.	\$ 85.00	\$ 190.00	\$ 275.00
14. MCV Alumni House	1016 E. Clay St.	\$ 370.00	\$ 790.00	\$ 1,160.00
15. Molecular Med. Research Building	1220 E. Broad St.	\$ 1,740.00	\$ 3,000.00	\$ 4,740.00
16. McGlothlin Medical Education Center	1201 E. Marshall St.	\$ 1,750.00	\$ 3,250.00	\$ 5,000.00
17. PPD Building	1050 Oliver Hill Way	\$ 300.00	\$ 700.00	\$ 1,000.00
18. PPD Support Building	909 Oliver Hill Way	\$ 40.00	\$ 40.00	\$ 80.00
19. Randolph Minor Annex	301 College St.	\$ 250.00	\$ 400.00	\$ 650.00
20. Richmond Academy of Medicine	1200 E. Clay St.	\$ 380.00	\$ 460.00	\$ 840.00
21. Sanger Hall	1101 E. Marshall St.	\$ 1,005.00	\$ 2,900.00	\$ 3,905.00
22. School of Engineering – East	401 W. Main St.	\$ 800.00	\$ 2,600.00	\$ 3,400.00
23. School of Engineering – West	601 W. Main St.	\$ 1,320.00	\$ 3,200.00	\$ 4,520.00
24. Sadie Heath Cabaniss Hall (School of Nursing)	1100 E. Leigh St.	\$ 1,400.00	\$ 2,200.00	\$ 3,600.00
25. Smith Building	410 N. 12 th St.	\$ 475.00	\$ 900.00	\$ 1,375.00
26. Snead Hall	301 W. Main St	\$ 1,100.00	\$ 3,200.00	\$ 4,300.00
27. Snead Hall – Atrium Interior Glass	301 W. Main St.	\$ 250.00	\$ 1,525.00	\$ 1,775.00
28. Samuel Putney House	1010 E. Marshall St.	\$ 150.00	\$ 265.00	\$ 415.00
29. Stephen Putney House	1012 E. Marshall St.	\$ 148.00	\$ 305.00	\$ 453.00

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30. Strauss Research Lab	527 N. 12 th St.	\$	170.00	\$	360.00	\$	530.00
31. Tompkins-McCaw Library	509 N. 12 th St.	\$	170.00	\$	285.00	\$	455.00
32. VMI Building	1000 E. Marshall St.	\$	485.00	\$	635.00	\$	1,120.00
33. W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	\$	700.00	\$	1,425.00	\$	2,125.00
34. West Hospital	1200 E. Broad St.	\$	3,500.00	\$	8,300.00	\$	11,800.00
35. Wood Memorial Building	521 N. 11 th St.	\$	475.00	\$	950.00	\$	1,425.00
36. 203 E. Cary St.	203 E. Cary St.	\$	500.00	\$	500.00	\$	1,000.00
37. MCV Steam Plant	1040 Oliver Hill Way	\$	25.00	\$	50.00	\$	75.00
TOTAL FOR SECTION 1: (Lines 1-37) Inside and Outside, One (1) Cleaning						\$	80,298.00

**Monroe Park Campus:
Section 2**

Building Name:	Address:		Inside Cleaning (per cleaning)		Outside Cleaning (per cleaning)		Building Total
1. 906 W. Broad St.	906 W. Broad St.	\$	50.00	\$	50.00	\$	100.00
2. 500 Academic Center	1020 W. Grace St.	\$	150.00	\$	150.00	\$	300.00
3. 809 S. Cathedral Pl.	809 S. Cathedral Pl.	\$	180.00	\$	180.00	\$	360.00
4. 811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	\$	660.00	\$	660.00	\$	1,320.00
5. 815 S. Cathedral Pl.	815 S. Cathedral Pl.	\$	340.00	\$	340.00	\$	680.00
6. 817 S. Cathedral Pl.	817 S. Cathedral Pl.	\$	370.00	\$	370.00	\$	740.00
7. 920 W. Grace St.	920 W. Grace St.	\$	25.00	\$	25.00	\$	50.00
8. 922 W. Grace St.	922 W. Grace St.	\$	25.00	\$	25.00	\$	50.00
9. 14 N. Laurel St.	14 N. Laurel St.	\$	800.00	\$	800.00	\$	1,600.00
10. 16 N. Laurel St.	16 N. Laurel St.	\$	95.00	\$	195.00	\$	290.00
11. Dept. of Psychology	612 N. Lombardy St.	\$	70.00	\$	70.00	\$	140.00
12. FMD Renovations	1512 W. Main St.	\$	60.00	\$	60.00	\$	120.00
13. 201 N. Belvidere St.	201 N. Belvidere St.	\$	35.00	\$	50.00	\$	85.00
14. Advancement Center	807-809 W. Broad St.	\$	85.00	\$	125.00	\$	210.00
15. Alumni House	924 W. Franklin St.	\$	115.00	\$	275.00	\$	390.00
16. Anderson Gallery	907 ½ W. Franklin St.	\$	100.00	\$	170.00	\$	270.00
17. Humanities & Sciences Annex	1000 W. Franklin St.	\$	60.00	\$	60.00	\$	120.00

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18. Anderson House	913 W. Franklin St.	\$	170.00	\$	200.00	\$	370.00
19. Bird House	820 W. Franklin St.	\$	90.00	\$	150.00	\$	240.00
20. Blanton House	826-828 W. Franklin St.	\$	125.00	\$	275.00	\$	400.00
21. Bowe Street School of the Arts	609 Bowe St.	\$	70.00	\$	70.00	\$	140.00
22. Bowe House	917 W. Franklin St.	\$	100.00	\$	125.00	\$	225.00
23. Buford House	922 W. Franklin St.	\$	170.00	\$	200.00	\$	370.00
24. Cabell Library	901 Park Ave.	\$	1,750.00	\$	3,550.00	\$	5,300.00
25. Community Programs Center	1103 W. Marshall St.	\$	80.00	\$	90.00	\$	170.00
26. Crenshaw House	919 W. Franklin St.	\$	115.00	\$	130.00	\$	245.00
27. Founders Hall	827 W. Franklin St.	\$	135.00	\$	360.00	\$	495.00
28. Franklin Street Gym	817 W. Franklin St.	\$	445.00	\$	900.00	\$	1,345.00
29. Franklin Terrace	812-814 W. Franklin St.	\$	360.00	\$	370.00	\$	730.00
30. Facilities & Financial Services Building	700 W. Grace St.	\$	220.00	\$	410.00	\$	630.00
31. Ginter House	901 W. Franklin St.	\$	130.00	\$	295.00	\$	425.00
32. Grace E. Harris Hall	1015 Floyd Ave.	\$	500.00	\$	850.00	\$	1,350.00
33. Grace Street Theater	934 W. Grace St.	\$	40.00	\$	40.00	\$	80.00
34. Graphic Design Center	419-423 W. Broad St.	\$	25.00	\$	75.00	\$	100.00
35. Harrison House	816 W. Franklin St.	\$	90.00	\$	130.00	\$	220.00
36. Hibbs Hall	900 Park Ave.	\$	950.00	\$	2,100.00	\$	3,050.00
37. Human Resources Building	104 N. Belvidere St.	\$	150.00	\$	250.00	\$	400.00
38. Hunton House	810 W. Franklin St.	\$	105.00	\$	105.00	\$	210.00
39. Kearney House	921 W. Franklin St.	\$	120.00	\$	200.00	\$	320.00
40. Lafayette Hall	312 N. Shafer St.	\$	235.00	\$	370.00	\$	605.00
41. Lindsey House	600 W. Franklin St.	\$	250.00	\$	370.00	\$	620.00
42. McAdams House	914 W. Franklin St.	\$	95.00	\$	130.00	\$	225.00
43. MCV Sports Medicine Center/Student Health	1300 W. Broad St.	\$	250.00	\$	495.00	\$	745.00
44. Meredith House	1014 W. Franklin St.	\$	115.00	\$	170.00	\$	285.00
45. Meredith House Carriage House	1014 W. Franklin St. (rear)	\$	65.00	\$	70.00	\$	135.00
46. Millhiser House	916 W. Franklin St.	\$	130.00	\$	190.00	\$	320.00
47. Millhiser House Carriage House	916 W. Franklin St. (rear)	\$	63.00	\$	69.00	\$	132.00
48. Moseley House	1001 Grove Ave.	\$	115.00	\$	150.00	\$	265.00
49. James W. Black Music Center	1015 Grove Ave.	\$	255.00	\$	290.00	\$	545.00
50. Oliver Hall – Education Wing	1015 W. Main St.	\$	425.00	\$	1,000.00	\$	1,425.00
51. Oliver Hall – Physical Science Wing	1001 W. Main St.	\$	425.00	\$	1,000.00	\$	1,425.00

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52. Performing Arts Center	922 Park Ave.	\$	95.00	\$	95.00	\$	190.00
53. Pollak Building	325 N. Harrison St.	\$	530.00	\$	1,160.00	\$	1,690.00
54. Presidents House	910 W. Franklin St.	\$	95.00	\$	130.00	\$	225.00
55. Rehab. Research Training Center	1314 W. Main St.	\$	115.00	\$	150.00	\$	265.00
56. Ritter-Hickok House	821 W. Franklin St.	\$	220.00	\$	310.00	\$	530.00
57. Scherer Hall	923 W. Franklin St.	\$	360.00	\$	845.00	\$	1,205.00
58. School of the Arts Building	1000 W. Broad St.	\$	790.00	\$	1,165.00	\$	1,955.00
59. Scott House	909 W. Franklin St.	\$	125.00	\$	185.00	\$	310.00
60. Scott House Carriage House	909 W. Franklin St. (rear)	\$	50.00	\$	50.00	\$	100.00
61. Shafer Street Playhouse	221 N. Shafer St.	\$	305.00	\$	370.00	\$	675.00
62. Sitterding House	901 Floyd Ave.	\$	155.00	\$	250.00	\$	405.00
63. Stagg House	912 W. Franklin St.	\$	148.00	\$	370.00	\$	518.00
64. Starke House	915 W. Franklin St.	\$	200.00	\$	222.00	\$	422.00
65. Stokes House	918 W. Franklin St.	\$	135.00	\$	170.00	\$	305.00
66. Student Media Building	817 W. Broad St.	\$	120.00	\$	140.00	\$	260.00
67. T. Edward Temple Building	901 W. Main St.	\$	423.00	\$	1,005.00	\$	1,428.00
68. Technology Administration Building	701 W. Broad St.	\$	350.00	\$	900.00	\$	1,250.00
69. Thurston House	808 W. Franklin St.	\$	170.00	\$	325.00	\$	495.00
70. Trani Life Sciences Building	1000 W. Cary St.	\$	1,160.00	\$	2,535.00	\$	3,695.00
71. Valentine House	920 W. Franklin St.	\$	95.00	\$	148.00	\$	243.00
72. VCU Dance Administration Building	1315 Floyd Ave.	\$	135.00	\$	275.00	\$	410.00
73. VCU Dance Center	10 N. Brunswick St.	\$	225.00	\$	650.00	\$	875.00
74. VCU Daycare Center	1128 Floyd Ave.	\$	580.00	\$	740.00	\$	1,320.00
75. VCU Meeting Center	101 N. Harrison St.	\$	130.00	\$	160.00	\$	290.00
76. VCU Police Department	224 E. Broad St.	\$	200.00	\$	500.00	\$	700.00
77. Welcome Center	100 W. Broad St.	\$	85.00	\$	85.00	\$	170.00
78. White House	806 W. Franklin St.	\$	132.00	\$	360.00	\$	492.00
79. Williams House	800 W. Franklin St.	\$	116.00	\$	185.00	\$	301.00
80. Mary and Frances Youth Center	120 S. Linden St.	\$	100.00	\$	220.00	\$	320.00
81. Parking/Transportation Office	1106 W. Broad St.	\$	25.00	\$	25.00	\$	50.00
82. DaVinci Center	807 S. Cathedral Pl.	\$	250.00	\$	250.00	\$	500.00
83. The Depot	814-816 W. Broad St.	\$	75.00	\$	125.00	\$	200.00
84. Depot Annex	801 W. Marshall St.	\$	25.00	\$	50.00	\$	75.00
85. Qatar Office	1326 W. Broad St.	\$	100.00	\$	275.00	\$	375.00

Appendix III - Window Washing Services - Pricing Schedule

86. Blair House	408 W. Franklin St.	\$ 800.00	\$ 800.00	\$ 1,600.00
87. University Learning Center	907 Floyd Ave.	\$ 1,500.00	\$ 4,035.00	\$ 5,535.00
88. ICA (Temp. offices)	818 W. Broad St.	\$ 50.00	\$ 50.00	\$ 100.00
89. Rehab. Research Satellite Office	1310 W. Main St.	\$ 65.00	\$ 135.00	\$ 200.00
90. 6-8 N. Harrison St.	6-8 N. Harrison St.	\$ 50.00	\$ 125.00	\$ 175.00
91. Grace Street Center	912 W. Grace St.	\$ 42.00	\$ 42.00	\$ 84.00
92. Rice Center	3701 J. T. Memorial Hwy (Charles City County)	\$ 425.00	\$ 425.00	\$ 850.00

TOTAL FOR SECTION 2: (Lines 1-92) Inside and Outside, One (1) Cleaning

\$ 61,155.00

**Residential Life Housing/Student Affairs/Rec Sports:
Section 3**

Building Name:	Address	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. Ackell Residence Center	1100 W. Broad St.	\$ 1,750.00	\$ 3,600.00	\$ 5,350.00
2. Brandt Hall	720 W. Franklin St.	\$ 2,250.00	\$ 4,500.00	\$ 6,750.00
3. Broad & Belvidere Student Apartments	600 W. Broad St.	\$ 2,000.00	\$ 4,500.00	\$ 6,500.00
4. Cary & Belvidere Student Apartments	301 W. Cary St.	\$ 1,750.00	\$ 5,950.00	\$ 7,700.00
5. Gladding Residence Center	711 W. Main St.	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
6. Honors West Grace Student Housing	701 W. Grace St.	\$ 1,950.00	\$ 3,250.00	\$ 5,200.00
7. Johnson Hall	801 W. Franklin St.	\$ 1,750.00	\$ 7,500.00	\$ 9,250.00
8. Bear Hall	600 N. 10 th St.	\$ 525.00	\$ 900.00	\$ 1,425.00
9. McRae Hall	600 N. 10 th St.	\$ 525.00	\$ 900.00	\$ 1,425.00
10. Rudd Hall	600 N. 10 th St.	\$ 525.00	\$ 900.00	\$ 1,425.00
11. Warner Hall	600 N. 10 th St.	\$ 525.00	\$ 900.00	\$ 1,425.00
12. Cabaniss Hall	615 N. 8 th St.	\$ 1,500.00	\$ 2,425.00	\$ 3,925.00
13. Rhoads Hall	710 W. Franklin St.	\$ 2,000.00	\$ 3,500.00	\$ 5,500.00
14. West Grace Student Housing – North	830 W. Grace St.	\$ 1,575.00	\$ 3,015.00	\$ 4,590.00
15. West Grace Student Housing – South	835 W. Grace St.	\$ 1,815.00	\$ 3,500.00	\$ 5,315.00
16. Student Commons	907 Floyd Ave.	\$ 700.00	\$ 1,400.00	\$ 2,100.00

Appendix III - Window Washing Services - Pricing Schedule

17. Hunton Student Center	1110 E. Broad St.	\$	295.00	\$	600.00	\$	895.00	
18. Cary Street Gym	101 S. Linden St.	\$	1,675.50	\$	1,675.50	\$	3,351.00	
19. Jonah L. Larrick Student Center	900 Turpin St.	\$	325.00	\$	325.00	\$	650.00	
20. Grace & Broad Res. Center 1	1000 W. Grace Street	\$	840.00	\$	1,875.00	\$	2,715.00	
21. Grace & Broad Res. Center 2	1010 W. Grace Street	\$	710.00	\$	1,370.00	\$	2,080.00	
TOTAL FOR SECTION 3: (Lines 1-21) Inside and Outside, One (1) Cleaning							\$	<u>86,571.00</u>

**Parking & Transportation:
Section 4**

Building Name:	Address	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total	
1. D Deck	515 N. 13 th St.	\$ 600.00	\$ 900.00	\$ 1,500.00	
2. N Deck	615 N. 10 ^h St.	\$ 900.00	\$ 1,300.00	\$ 2,200.00	
3. Eighth Street Deck	659 N. 8 th St.	\$ 800.00	\$ 900.00	\$ 1,700.00	
4. West Main Street Deck	801 W. Main St.	\$ 400.00	\$ 700.00	\$ 1,100.00	
5. West Broad Street Deck	1111 W. Broad St.	\$ 500.00	\$ 800.00	\$ 1,300.00	
6. West Cary Street Deck	100 S. Harrison St.	\$ 600.00	\$ 900.00	\$ 1,500.00	
7. Bowe Street Deck	609 Bowe St.	\$ 350.00	\$ 500.00	\$ 850.00	
8. Jefferson Street Deck	100 S. Jefferson St.	\$ 200.00	\$ 400.00	\$ 600.00	
9. Broad & Belvidere Deck	700 W. Broad St.	\$ 100.00	\$ 100.00	\$ 200.00	
10. Laurel Street Deck	805 W. Grace St.	\$ 400.00	\$ 500.00	\$ 900.00	
11. Henry Street East Deck	201 N. Henry St.	\$ 600.00	\$ 700.00	\$ 1,300.00	
12. Henry Street West Deck	200 N. Henry St.	\$ 600.00	\$ 700.00	\$ 1,300.00	
TOTAL FOR SECTION 4: (Lines 1-12) Inside and Outside, One (1) Cleaning				\$	<u>14,450.00</u>

Appendix III - Window Washing Services - Pricing Schedule

TOTAL FOR ALL LOCATIONS (Section 1 through Section 4, priced at one [1] cleaning each building)	Section 1 Total	\$	80,298.00
	Section 2 Total	\$	61,155.00
	Section 3 Total	\$	86,571.00
	Section 4 Total	\$	14,450.00
	GRAND TOTAL	\$	<u>242,474.00</u>

Pricing for Work Outside Normal Business Hours (Reference Section VII.A.2.a of the RFP):

Section 5:

Rates:

Hourly	\$	50.00	per hour (Based on 40-hour week)
Overtime	\$	75.00	per hour
Holidays/Weekends	\$	75.00	per hour

POST IN PUBLIC VIEW

POST IN PUBLIC VIEW

Expires: 12/31/2015

2015 BUSINESS LICENSE

CITY OF RICHMOND
CITY HALL, ROOM 103
RICHMOND VA 23219
(804) 646-7000

ACCOUNT NO. 1007624

KRC ENTERPRISES INC
5321 DISTRIBUTOR DRIVE
RICHMOND, VA 23225

BUSINESS LOCAL ADDRESS:

5321 DISTRIBUTOR DR
RICHMOND, VA 23225

**DBA: SPOTLESS WINDOW CLEANING
COMPANY**

VALID BUSINESS LICENSE(S)

BUSINESS TYPE DESCRIPTION	CATEGORY	TYPE	LICENSE #
WINDOW CLEANING	14	1385	9544

**LICENSE(S) MUST BE RENEWED
BY MARCH 1, 2016**

**THIS LICENSE CERTIFICATE
MUST BE SURRENDERED
UPON DEMAND**

APPENDIX II INVOICING AND PAYMENT

Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: ecommerce@vcu.edu.

Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

Payment Methods

1. Electronically through a Wells Fargo Visa commercial card: Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.

Questions regarding this method of payment should be sent to commcard@vcu.edu.

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://www.vcu.edu/treasury/VendorACH.htm>.

Contractor must indicate the method of payment selected:

Commercial Card Payment (Wells Fargo VISA)
 Automated Clearing House (ACH)

Invoicing and Payment Method Acknowledgement:

Signature: Kevin G. Carpenter
Name Printed: Kevin G. Carpenter
Title: President
Name of Firm: Spotless Window Cleaning Company
Date: Dec 14, 2015

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Note: Already implemented KGC
Name of the individual: Robin Carpenter
Title: Vice President
Mailing address: 5321 Distributor Dr
Richmond, VA 23225
Email address: sales@spotlesswindowcleaning.com
Phone number: 804-231-0749
Fax number: 804-231-4149

Attachment 1
Spotless Window Cleaning Company
Operations Manual

Note: the following is excerpted from our Operations Manual

Quality Control Procedures:

The company utilizes a number of different procedures to make sure the quality of our work leads to results that meet or exceed our customers' expectations. These involve peer review, team leader review, review by management and follow-up calls with our customers.

- I. The first step in any quality process is for each member of the team to read the cleaning specifications on the work order. This will inform as to whether standard operating procedures will apply or whether there are any special instructions.
- II. Peer review – when both sides of the windows are to be cleaned it will be the job of each technician to review the quality of that work when they are cleaning the opposite sides of the windows. Many times you will clean windows on the inside that you did not clean on the outside and vice versa. Any issues with detailing, streaks, etc. should be addressed upon identification regardless of whose work it was originally.
- III. Team leader review – the team leader shall consistently monitor the quality of the work as each job progresses. The Quality Assurance Checklist shall be completed on-site at the end of each job.
- IV. Management review – supervisors, managers and sales personnel will periodically visit a job and verify the quality of the work being performed. The Quality Assurance Checklist shall be completed on-site for each visit.
- V. Follow-up call – the office manager or their designee shall randomly select customers who have been serviced for a follow-up call. Among the items to be discussed will be to determine if we met the customer's expectations with regard to quality.

Attachment 1.a



Quality Assurance Checklist:

Inspecting Manager Name:	Facility Name:
Date of Inspection:	Work Order Number:
Date of Cleaning:	Technician's Initials:

Operation	Quality OK?		Notes and/or Actions Required
	Yes	No	
Glass cleaned and detailed outside			
Glass cleaned and detailed inside			
Window sills wiped			
Frames and 4 to 6 inches away from glass cleaned			
Screens/Storm Windows replaced properly			
Site left clean and orderly			
Final product complete to work order specifications			

Comments:

Manager Signature: _____ **Date:** _____

[Print](#) | [Close Window](#)

Subject: RE: Fw: VIPBG Window Cleaning Team - Biotech One Building - VCU
From: sales@spotlesswindowcleaning.com
Date: Wed, Dec 16, 2015 12:44 pm
To: "Sylvia J Britt/FS/VCU" <sjbritt@vcu.edu>
Cc: "Wayne Johnson/AC/VCU" <wjohnson4@vcu.edu>

Attachment 2

----- Original Message -----

Subject: Fw: VIPBG Window Cleaning Team - Biotech One Building - VCU
From: Sylvia J Britt/FS/VCU <sjbritt@vcu.edu>
Date: Fri, January 06, 2012 3:11 pm
To: sales@spotlesswindowcleaning.com
Cc: Wayne Johnson/AC/VCU <wjohnson4@vcu.edu>

Kevin,

The comments below were sent to the QA Inspector in Contract Administration who is responsible for BioTech1 (she reports to Wayne Johnson). Please see the nice comments below regarding your staff working today at BioTech1 and pass them along to that team. Very nice!

Thank you!

Sylvia J. Britt, VCA
Contract Administration Manager
Virginia Commonwealth University
700 West Grace Street, Suite 2600
P.O. Box 843011
Richmond, VA 23284-3011
(804) 827-1482
(804) 828-4954 (Fax)
(804) 878-0748 (Cell)

 Please consider the environmental impact of printing this email

— Forwarded by Sylvia J Britt/FS/VCU on 01/06/2012 03:08 PM —

From: Eileen Truax/AC/VCU
To: Sylvia J Britt/FS/VCU@VCU
Date: 01/06/2012 02:52 PM
Subject: Fw: VIPBG Window Cleaning Team - Biotech One Building - VCU

Sylvia,

Per the email below, Spotless is making a great impression on our customers at Biotech One. Hurray!

Eileen

— Forwarded by Eileen Truax/AC/VCU on 01/06/2012 02:50 PM —

From: Eileen Truax/AC/VCU
To: "Barbara Hermann" <bhermann@vcu.edu>

Date: 01/06/2012 12:01 PM

Subject: Re: VIPBG Window Cleaning Team - Biotech One Building - VCU

Hi Barbara,

I am so glad that the window washing team was responsive to your needs, and that they will be able to clean the inside of the windows in Dr. Kendler's office at a convenient time. Thank you for your kind comments about their professionalism - I will be sure to pass them on to our contract manager.

Bev Beaver is the maintenance Superintendent for Biotech One, and she is sending someone over this afternoon to take care of the lights that need replacing.

Have a good weekend,
Eileen

Eileen Truax, MPA
Contract Administration
Facilities Management/VCU
Office: 828-7221
Cell: 283-5738

Sent from my iPad

On Jan 6, 2012, at 10:55 AM, "Barbara Herrmann"
<bherrmann@vcu.edu> wrote:

Hi Eileen,

You dropped by my office in Biotech One (VIPBG) yesterday to introduce yourself and to let me know that the maintenance team would be cleaning our outside windows yesterday and our inside windows today. The team members came by today to clean Dr Kendler's inside windows, but unfortunately Dr Kendler was tied up with an important international conference call meeting and his office was not available. The team leader said that he would be working in the building tomorrow and he would be happy to have the windows in Kendler's office cleaned then (we don't usually work on Saturdays). It was also quite a surprise when the team leader said that they could and did clean my inside office window --in spite of the limited space clutter collected right in front of it! It is now sparkling --inside and out!

I found the crew to be courteous, fast, efficient, and professional and wanted to share this good impression with you.

I also have a question for you. Several weeks before the winter break, a team came through our Institute to determine how many ceiling light bulbs needed replacing so that they might order the right number. Do you know when they will return to replace our office lights that are burned out please?

With kind regards,
Barbara

Barbara L.S. Herrmann
Executive Assistant to the Director, Kenneth S. Kendler, MD
(VIPBG) Virginia Institute for Psychiatric and Behavioral Genetics of VCU
Department of Psychiatry
BOX 980126
800 East Leigh Street, Room 1-123
BioTech One Building
Richmond, VA 23298-0126
Ph: 804-828-8590
E-mail: bherrmann@vcu.edu

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ATTACHMENT 3

Proprietary/Confidential Information Identification

Name of Firm/Offeror: Spotless Window Cleaning Company

VCU RFP Number: 6791865SW

Note: All proprietary and confidential information is highlighted in yellow.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
VIII.A.2.d Experience and Qualifications of the Firm	3	Key employees identification
VIII.A.3.d Capability of the Firm	4	Size of company is confidential in privately held company
VIII.A.3.h Capability of the Firm	4-5	Trade secret for competitive advantage in work performance
VIII.A.4.b Methodology and Approach	5	Key and confidential information about company's employee base.
VIII.A.4.e Methodology and Approach	7	Trade secret for competitive advantage in work performance
VIII.A.5.a Comparable Services of the Firm	8	Specific clients of company
VIII.A.5.b Comparable Services of the Firm	8	Specific clients of company
Exhibit 2	23	Internal policies and procedures

Spotless Window Cleaning Company Response to RFP 6791865SW

VIII.A.8. Exceptions/Alternatives:

There are no exceptions. Spotless Window Cleaning Company is agreeing to comply with all mandatory requirements.

**VIRGINIA COMMONWEALTH UNIVERSITY
NEGOTIATION MODIFICATION SUMMARY**

RFP #6791865SW-Window Washing Services

DATE: March 9, 2016

CATEGORY MANAGER: Steven Pulis

VENDOR: Spotless Window Cleaning Company

ALL formal procurements involving negotiation will be summarized into a single document. This document shall specify the final outcome when negotiations have concluded and final agreements have been made.

All emails, records of phone calls, conference discussions and any other communication method used to conduct negotiations shall be saved as part of the supporting documentation for the formal procurement, but only the summary will be submitted with the contract documents being presented for signature.

SUMMARY OF NEGOTIATIONS:

RFP#6791865SW- NEGOTIATIONS SUMMARY	
Window Washing Services	
	Spotless Window Cleaning Company
Negotiations Round One:	
Can schedule be changed or adjusted to eliminate OT?	Yes
If window cleaning work at VCU is scheduled in advance or to take place on the weekends or after 4:30pm. Can the OT rate be eliminated and a stright time rate charged.	Yes
Is the quoted cost in each building firm?	Yes. Price quoted for each building is firm regardless when the work is scheduled.
Can you confirm your proosal pricing?	Yes
Negotiations Round Two:	
Can you Firm provide any other discounts or reductions	Yes
Negotiations Round Three:	
What percentage of discount can your firm offer?	8% reduction reducing final cost to \$222,974.00/Annually/ Savings of \$19,500.00
Best and Final Offers:	\$222,974/Annually/ \$50 labor rate and \$75.00 for OT and Holiday.



MEMORANDUM

DATE: March 9, 2016

TO: Steven Pulis, Category Manager-Construction, A/E & Facilities

FROM: Sylvia Britt, Evaluation Committee Chair/Contract Administration Manager

SUBJECT: Vendor Selection

RFP #6457464SW - "Window Washing Services"

The Evaluation Committee met after the final vendor presentations (Top Gun, LLC and Spotless Window Cleaning) on February 18 to review the negotiation points from the 2 vendors to evaluate and select the vendor which has made the best offer to award the contract. Members present at this meeting were Margaret Kelland, Tenecia Dixon, Thomas Smith, Wayne Johnson, William Cramer, and Sylvia Britt as well as Steven Pulis, Category Manager – Construction, A/E & Facilities.

Following discussion among the members of the Evaluation Committee, the Committee came to a consensus decision to award the "Window Washing Services" contract to Spotless Window Cleaning Company.

Spotless Window Cleaning Company met all of the Evaluation Criteria Requirements as follows:

- **Experience & Qualification of the Firm:**
Business Structure is appropriate for providing services to a university environment. Experiences and Qualifications of Personnel with 53 years' experience and over 35 years of experience in completing projects and managing crews. The experience of employees ranges from over 3 to over 20 years. The largest company in the area capable requiring the highest level of commercial skills and has multiple persons who can perform each skill necessary. Details of scheduling eliminates OT costs and rapid response to urgent requests. Performs any window cleaning project for VCU with minimal impact to VCU staff including contract administrators, zone managers, building managers and the on-site staff.
- **Capability of the Firm:**
Sufficient financial capacity D & B#: 835881517. Hoovers "Low Risk of Failure"
Types of Services: Full Service Window Washing Service Provider in both Residential and Commercial properties that require the highest level of skills necessary to clean windows to a high standard. Sufficient equipment includes T-handle scrubbers and T-handle squeegees

of various widths along with bottles of cleaning solutions and chamois cloth to remove excess moisture from the glass. Proximity to VCU is local with corporate office in the City of Richmond.

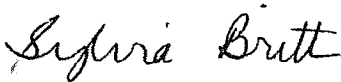
- **Comparable Services:**
Comparable References include College of William and Mary, Radford University, and University of Richmond. Three references of similar size and scope included Richmond ARC, Community Group, and the Commonwealth of Virginia.
- **SWaM participation:**
SWaM certification Number: 658138. Expires 03/16/2019
- **Price:**

Pricing	Spotless Window Cleaning Company
Annual Price	\$222,974
Labor Rates for Extra Work	\$50 – All Labor Disciplines \$75 – Overtime & Holiday work

This annual price is an estimate not a guarantee of work. Windows are cleaned on an “as-needed” basis. The average annual spend if it were a full service contract would be approximately \$250,000 per year. This cost is \$28K less than the average annual spend. It is determined to be fair and reasonable.

The proposal submitted by the recommended vendor is responsive to VCU requirements, the vendor is qualified and responsible and the prices are fair and reasonable. As such, an award of the contract to Spotless Window Cleaning Company is recommended.

Thank you.



Appendix III - Window Washing Services - Revised Pricing Schedule

MCV CAMPUS:

Section 1

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. BioTech1	800 E. Leigh St.	\$ 1,440.00	\$ 3,500.00	\$ 4,940.00
2. Mike Hughes Hall (Brand Center)	103 S. Jefferson St.	\$ 540.00	\$ 975.00	\$ 1,515.00
3. Egyptian Building	1223 E. Marshall St.	\$ 427.50	\$ 790.00	\$ 1,217.50
4. George Ben Johnston Auditorium	1200 E. Broad St.	\$ 45.00	\$ 50.00	\$ 95.00
5. Grant House	1008 E. Clay St.	\$ 540.00	\$ 1,800.00	\$ 2,340.00
6. Health and Life Science Engineering	620 W. Cary St.	\$ 315.00	\$ 600.00	\$ 915.00
7. Kontos Medical Science Building	1225 E. Marshall St.	\$ 810.00	\$ 1,270.00	\$ 2,080.00
8. Leigh House	1000 E. Clay St.	\$ 94.50	\$ 185.00	\$ 279.50
9. Lyons Dental Building	520 N. 12 th St.	\$ 522.00	\$ 845.00	\$ 1,367.00
10. Massey/Goodwin Research Center	401 College St.	\$ 540.00	\$ 3,600.00	\$ 4,140.00
11. McGuire Hall	1112 E. Clay St.	\$ 711.00	\$ 1,900.00	\$ 2,611.00
12. McGuire Hall Annex	1112 E. Clay St.	\$ 711.00	\$ 1,325.00	\$ 2,036.00
13. MCV Daycare Center	607 N. 10 th St.	\$ 76.50	\$ 190.00	\$ 266.50
14. MCV Alumni House	1016 E. Clay St.	\$ 333.00	\$ 790.00	\$ 1,123.00
15. Molecular Med. Research Building	1220 E. Broad St.	\$ 1,566.00	\$ 3,000.00	\$ 4,566.00
16. McGlothlin Medical Education Center	1201 E. Marshall St.	\$ 1,575.00	\$ 3,250.00	\$ 4,825.00
17. PPD Building	1050 Oliver Hill Way	\$ 270.00	\$ 700.00	\$ 970.00
18. PPD Support Building	909 Oliver Hill Way	\$ 36.00	\$ 40.00	\$ 76.00
19. Randolph Minor Annex	301 College St.	\$ 225.00	\$ 400.00	\$ 625.00
20. Richmond Academy of Medicine	1200 E. Clay St.	\$ 342.00	\$ 460.00	\$ 802.00
21. Sanger Hall	1101 E. Marshall St.	\$ 904.50	\$ 2,900.00	\$ 3,804.50
22. School of Engineering – East	401 W. Main St.	\$ 720.00	\$ 2,600.00	\$ 3,320.00
23. School of Engineering – West	601 W. Main St.	\$ 1,320.00	\$ 3,500.00	\$ 4,820.00
24. Sadie Heath Cabaniss Hall (School of Nursing)	1100 E. Leigh St.	\$ 1,260.00	\$ 2,200.00	\$ 3,460.00
25. Smith Building	410 N. 12 th St.	\$ 427.50	\$ 900.00	\$ 1,327.50
26. Snead Hall	301 W. Main St.	\$ 990.00	\$ 3,200.00	\$ 4,190.00
27. Snead Hall – Atrium Interior Glass	301 W. Main St.	\$ 225.00	\$ 1,525.00	\$ 1,750.00
28. Samuel Putney House	1010 E. Marshall St.	\$ 135.00	\$ 265.00	\$ 400.00
29. Stephen Putney House	1012 E. Marshall St.	\$ 133.20	\$ 305.00	\$ 438.20

Appendix III - Window Washing Services - Revised Pricing Schedule

30. Strauss Research Lab	527 N. 12 th St.	\$	153.00	\$	360.00	\$	513.00
31. Tompkins-McCaw Library	509 N. 12 th St.	\$	153.00	\$	285.00	\$	438.00
32. VMI Building	1000 E. Marshall St.	\$	436.50	\$	635.00	\$	1,071.50
33. W. Baxter Perkinson Jr. Building	1101 E. Leigh St.	\$	630.00	\$	1,425.00	\$	2,055.00
34. West Hospital	1200 E. Broad St.	\$	1,974.20	\$	8,300.00	\$	10,274.20
35. Wood Memorial Building	521 N. 11 th St.	\$	427.50	\$	950.00	\$	1,377.50
36. 203 E. Cary St.	203 E. Cary St.	\$	450.00	\$	500.00	\$	950.00
37. MCV Steam Plant	1040 Oliver Hill Way	\$	22.50	\$	50.00	\$	72.50
TOTAL FOR SECTION 1: (Lines 1-37) Inside and Outside, One (1) Cleaning							\$ 77,051.40

**Monroe Park Campus:
Section 2**

Building Name:	Address:	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
		\$	-	
1. 906 W. Broad St.	906 W. Broad St.	\$ 45.00	\$ 50.00	\$ 95.00
2. 500 Academic Center	1020 W. Grace St.	\$ 135.00	\$ 150.00	\$ 285.00
3. 809 S. Cathedral Pl.	809 S. Cathedral Pl.	\$ 162.00	\$ 180.00	\$ 342.00
4. 811-813 S. Cathedral Pl.	811-813 S. Cathedral Pl.	\$ 594.00	\$ 660.00	\$ 1,254.00
5. 815 S. Cathedral Pl.	815 S. Cathedral Pl.	\$ 306.00	\$ 340.00	\$ 646.00
6. 817 S. Cathedral Pl.	817 S. Cathedral Pl.	\$ 333.00	\$ 370.00	\$ 703.00
7. 920 W. Grace St.	920 W. Grace St.	\$ 22.50	\$ 25.00	\$ 47.50
8. 922 W. Grace St.	922 W. Grace St.	\$ 22.50	\$ 25.00	\$ 47.50
9. 14 N. Laurel St.	14 N. Laurel St.	\$ 720.00	\$ 800.00	\$ 1,520.00
10. 16 N. Laurel St.	16 N. Laurel St.	\$ 85.50	\$ 195.00	\$ 280.50
11. Dept. of Psychology	612 N. Lombardy St.	\$ 63.00	\$ 70.00	\$ 133.00
12. FMD Renovations	1512 W. Main St.	\$ 54.00	\$ 60.00	\$ 114.00
13. 201 N. Belvidere St.	201 N. Belvidere St.	\$ 31.50	\$ 50.00	\$ 81.50
14. Advancement Center	807-809 W. Broad St.	\$ 76.50	\$ 125.00	\$ 201.50
15. Alumni House	924 W. Franklin St.	\$ 103.50	\$ 275.00	\$ 378.50
16. Anderson Gallery	907 ½ W. Franklin St.	\$ 90.00	\$ 170.00	\$ 260.00
17. Humanities & Sciences Annex	1000 W. Franklin St.	\$ 54.00	\$ 60.00	\$ 114.00

Appendix III - Window Washing Services - Revised Pricing Schedule

18. Anderson House	913 W. Franklin St.	\$	153.00	\$	200.00	\$	353.00
19. Bird House	820 W. Franklin St.	\$	81.00	\$	150.00	\$	231.00
20. Blanton House	826-828 W. Franklin St.	\$	112.50	\$	275.00	\$	387.50
21. Bowe Street School of the Arts	609 Bowe St.	\$	63.00	\$	70.00	\$	133.00
22. Bowe House	917 W. Franklin St.	\$	90.00	\$	125.00	\$	215.00
23. Buford House	922 W. Franklin St.	\$	153.00	\$	200.00	\$	353.00
24. Cabell Library	901 Park Ave.	\$	1,575.00	\$	3,550.00	\$	5,125.00
25. Community Programs Center	1103 W. Marshall St.	\$	72.00	\$	90.00	\$	162.00
26. Crenshaw House	919 W. Franklin St.	\$	103.50	\$	130.00	\$	233.50
27. Founders Hall	827 W. Franklin St.	\$	121.50	\$	360.00	\$	481.50
28. Franklin Street Gym	817 W. Franklin St.	\$	400.50	\$	900.00	\$	1,300.50
29. Franklin Terrace	812-814 W. Franklin St.	\$	324.00	\$	370.00	\$	694.00
30. Facilities & Financial Services Building	700 W. Grace St.	\$	198.00	\$	410.00	\$	608.00
31. Ginter House	901 W. Franklin St.	\$	117.00	\$	295.00	\$	412.00
32. Grace E. Harris Hall	1015 Floyd Ave.	\$	450.00	\$	850.00	\$	1,300.00
33. Grace Street Theater	934 W. Grace St.	\$	36.00	\$	40.00	\$	76.00
34. Graphic Design Center	419-423 W. Broad St.	\$	22.50	\$	75.00	\$	97.50
35. Harrison House	816 W. Franklin St.	\$	81.00	\$	130.00	\$	211.00
36. Hibbs Hall	900 Park Ave.	\$	855.00	\$	2,100.00	\$	2,955.00
37. Human Resources Building	104 N. Belvidere St.	\$	135.00	\$	250.00	\$	385.00
38. Hunton House	810 W. Franklin St.	\$	94.50	\$	105.00	\$	199.50
39. Kearney House	921 W. Franklin St.	\$	108.00	\$	200.00	\$	308.00
40. Lafayette Hall	312 N. Shafer St.	\$	211.50	\$	370.00	\$	581.50
41. Lindsey House	600 W. Franklin St.	\$	225.00	\$	370.00	\$	595.00
42. McAdams House	914 W. Franklin St.	\$	85.50	\$	130.00	\$	215.50
43. MCV Sports Medicine Center/Student Health	1300 W. Broad St.	\$	225.00	\$	495.00	\$	720.00
44. Meredith House	1014 W. Franklin St.	\$	103.50	\$	170.00	\$	273.50
45. Meredith House Carriage House	1014 W. Franklin St. (rear)	\$	58.50	\$	70.00	\$	128.50
46. Millhiser House	916 W. Franklin St.	\$	117.00	\$	190.00	\$	307.00
47. Millhiser House Carriage House	916 W. Franklin St. (rear)	\$	56.70	\$	69.00	\$	125.70
48. Moseley House	1001 Grove Ave.	\$	103.50	\$	150.00	\$	253.50
49. James W. Black Music Center	1015 Grove Ave.	\$	229.50	\$	290.00	\$	519.50
50. Oliver Hall – Education Wing	1015 W. Main St.	\$	382.50	\$	1,000.00	\$	1,382.50
51. Oliver Hall – Physical Science Wing	1001 W. Main St.	\$	382.50	\$	1,000.00	\$	1,382.50

Appendix III - Window Washing Services - Revised Pricing Schedule

52. Performing Arts Center	922 Park Ave.	\$	85.50	\$	95.00	\$	180.50
53. Pollak Building	325 N. Harrison St.	\$	477.00	\$	1,160.00	\$	1,637.00
54. Presidents House	910 W. Franklin St.	\$	85.50	\$	130.00	\$	215.50
55. Rehab. Research Training Center	1314 W. Main St.	\$	103.50	\$	150.00	\$	253.50
56. Ritter-Hickok House	821 W. Franklin St.	\$	198.00	\$	310.00	\$	508.00
57. Scherer Hall	923 W. Franklin St.	\$	324.00	\$	845.00	\$	1,169.00
58. School of the Arts Building	1000 W. Broad St.	\$	711.00	\$	1,165.00	\$	1,876.00
59. Scott House	909 W. Franklin St.	\$	112.50	\$	185.00	\$	297.50
60. Scott House Carriage House	909 W. Franklin St. (rear)	\$	45.00	\$	50.00	\$	95.00
61. Shafer Street Playhouse	221 N. Shafer St.	\$	274.50	\$	370.00	\$	644.50
62. Sitterding House	901 Floyd Ave.	\$	139.50	\$	250.00	\$	389.50
63. Stagg House	912 W. Franklin St.	\$	133.20	\$	370.00	\$	503.20
64. Starke House	915 W. Franklin St.	\$	180.00	\$	222.00	\$	402.00
65. Stokes House	918 W. Franklin St.	\$	121.50	\$	170.00	\$	291.50
66. Student Media Building	817 W. Broad St.	\$	108.00	\$	140.00	\$	248.00
67. T. Edward Temple Building	901 W. Main St.	\$	380.70	\$	1,005.00	\$	1,385.70
68. Technology Administration Building	701 W. Broad St.	\$	315.00	\$	900.00	\$	1,215.00
69. Thurston House	808 W. Franklin St.	\$	153.00	\$	325.00	\$	478.00
70. Trani Life Sciences Building	1000 W. Cary St.	\$	1,044.00	\$	2,535.00	\$	3,579.00
71. Valentine House	920 W. Franklin St.	\$	85.50	\$	148.00	\$	233.50
72. VCU Dance Administration Building	1315 Floyd Ave.	\$	121.50	\$	275.00	\$	396.50
73. VCU Dance Center	10 N. Brunswick St.	\$	202.50	\$	650.00	\$	852.50
74. VCU Daycare Center	1128 Floyd Ave.	\$	522.00	\$	740.00	\$	1,262.00
75. VCU Meeting Center	101 N. Harrison St.	\$	117.00	\$	160.00	\$	277.00
76. VCU Police Department	224 E. Broad St.	\$	180.00	\$	500.00	\$	680.00
77. Welcome Center	100 W. Broad St.	\$	76.50	\$	85.00	\$	161.50
78. White House	806 W. Franklin St.	\$	118.80	\$	360.00	\$	478.80
79. Williams House	800 W. Franklin St.	\$	104.40	\$	185.00	\$	289.40
80. Mary and Frances Youth Center	120 S. Linden St.	\$	90.00	\$	220.00	\$	310.00
81. Parking/Transportation Office	1106 W. Broad St.	\$	22.50	\$	25.00	\$	47.50
82. DaVinci Center	807 S. Cathedral Pl.	\$	225.00	\$	250.00	\$	475.00
83. The Depot	814-816 W. Broad St.	\$	67.50	\$	125.00	\$	192.50
84. Depot Annex	801 W. Marshall St.	\$	22.50	\$	50.00	\$	72.50
85. Qatar Office	1326 W. Broad St.	\$	90.00	\$	275.00	\$	365.00

Appendix III - Window Washing Services - Revised Pricing Schedule

86. Blair House	408 W. Franklin St.	\$ 720.00	\$ 800.00	\$ 1,520.00
87. University Learning Center	907 Floyd Ave.	\$ 1,350.00	\$ 3,000.00	\$ 4,350.00
88. ICA (Temp. offices)	818 W. Broad St.	\$ 45.00	\$ 50.00	\$ 95.00
89. Rehab. Research Satellite Office	1310 W. Main St.	\$ 58.50	\$ 135.00	\$ 193.50
90. 6-8 N. Harrison St.	6-8 N. Harrison St.	\$ 45.00	\$ 125.00	\$ 170.00
91. Grace Street Center	912 W. Grace St.	\$ 37.80	\$ 42.00	\$ 79.80
92. Rice Center	3701 J. T. Memorial Hwy	\$ 382.50	\$ 425.00	\$ 807.50

(Charles City County)

**TOTAL FOR SECTION 2: (Lines 1-92) Inside and
Outside, One (1) Cleaning**

\$ 57,886.60

**Residential Life Housing/Student Affairs/Rec Sports:
Section 3**

Building Name:	Address	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. Ackell Residence Center	1100 W. Broad St.	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
2. Brandt Hall	720 W. Franklin St.	\$ 1,800.00	\$ 4,500.00	\$ 6,300.00
3. Broad & Belvidere Student Apartments	600 W. Broad St.	\$ 1,600.00	\$ 4,500.00	\$ 6,100.00
4. Cary & Belvidere Student Apartments	301 W. Cary St.	\$ 1,500.00	\$ 5,600.00	\$ 7,100.00
5. Gladding Residence Center	711 W. Main St.	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
6. Honors West Grace Student Housing	701 W. Grace St.	\$ 1,560.00	\$ 2,500.00	\$ 4,060.00
7. Johnson Hall	801 W. Franklin St.	\$ 1,750.00	\$ 7,500.00	\$ 9,250.00
8. Bear Hall	600 N. 10 th St.	\$ 500.00	\$ 900.00	\$ 1,400.00
9. McRae Hall	600 N. 10 th St.	\$ 500.00	\$ 900.00	\$ 1,400.00
10. Rudd Hall	600 N. 10 th St.	\$ 500.00	\$ 900.00	\$ 1,400.00
11. Warner Hall	600 N. 10 th St.	\$ 500.00	\$ 900.00	\$ 1,400.00
12. Cabaniss Hall	615 N. 8 th St.	\$ 1,200.00	\$ 2,425.00	\$ 3,625.00
13. Rhoads Hall	710 W. Franklin St.	\$ 1,500.00	\$ 2,750.00	\$ 4,250.00
14. West Grace Student Housing – North	830 W. Grace St.	\$ 1,395.00	\$ 3,015.00	\$ 4,410.00
15. West Grace Student Housing – South	835 W. Grace St.	\$ 1,600.00	\$ 3,500.00	\$ 5,100.00
16. Student Commons	907 Floyd Ave.	\$ 700.00	\$ 1,400.00	\$ 2,100.00

Appendix III - Window Washing Services - Revised Pricing Schedule

17. Hunton Student Center	1110 E. Broad St.	\$ 295.00	\$ 600.00	\$ 895.00
18. Cary Street Gym	101 S. Linden St.	\$ 1,675.50	\$ 1,675.50	\$ 3,351.00
19. Jonah L. Larrick Student Center	900 Turpin St.	\$ 325.00	\$ 325.00	\$ 650.00
20. Grace & Broad Res. Center 1	1000 W. Grace Street	\$ 840.00	\$ 1,875.00	\$ 2,715.00
21. Grace & Broad Res. Center 2	1010 W. Grace Street	\$ 710.00	\$ 1,370.00	\$ 2,080.00
TOTAL FOR SECTION 3: (Lines 1-21) Inside and Outside, One (1) Cleaning				\$ 73,586.00

**Parking & Transportation:
Section 4**

Building Name:	Address	Inside Cleaning (per cleaning)	Outside Cleaning (per cleaning)	Building Total
1. D Deck	515 N. 13 th St.	\$ 400.00	\$ 700.00	\$ 1,100.00
2. N Deck	615 N. 10h St.	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
3. Eighth Street Deck	659 N. 8 th St.	\$ 500.00	\$ 800.00	\$ 1,300.00
4. West Main Street Deck	801 W. Main St.	\$ 600.00	\$ 900.00	\$ 1,500.00
5. West Broad Street Deck	1111 W. Broad St.	\$ 400.00	\$ 800.00	\$ 1,200.00
6. West Cary Street Deck	100 S. Harrison St.	\$ 800.00	\$ 900.00	\$ 1,700.00
7. Bowe Street Deck	609 Bowe St.	\$ 450.00	\$ 800.00	\$ 1,250.00
8. Jefferson Street Deck	100 S. Jefferson St.	\$ 200.00	\$ 400.00	\$ 600.00
9. Broad & Belvidere Deck	700 W. Broad St.	\$ 100.00	\$ 100.00	\$ 200.00
10. Laurel Street Deck	805 W. Grace St.	\$ 300.00	\$ 500.00	\$ 800.00
11. Henry Street East Deck	201 N. Henry St.	\$ 300.00	\$ 600.00	\$ 900.00
12. Henry Street West Deck	200 N. Henry St.	\$ 300.00	\$ 600.00	\$ 900.00
TOTAL FOR SECTION 4: (Lines 1-12) Inside and Outside, One (1) Cleaning				\$ 14,450.00

Appendix III - Window Washing Services - Revised Pricing Schedule

TOTAL FOR ALL LOCATIONS (Section 1 through Section 4, priced at one [1] cleaning each building)	Section 1 Total	\$	77,051.40
	Section 2 Total	\$	57,886.60
	Section 3 Total	\$	73,586.00
	Section 4 Total	\$	14,450.00
	GRAND TOTAL	\$	<u>222,974.00</u>

Pricing for Work Outside Normal Business Hours (Reference Section VII.A.2.a of the RFP):

Section 5:

Rates:

Hourly	\$	50.00	per hour (Based on 40-hour week)
Overtime	\$	75.00	per hour
Holidays/Weekends	\$	75.00	per hour