



# VCU

## Procurement Services

January 19, 2023

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: Contract Extension

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **March 31, 2023**. VCU intends to extend this contract for the period of April 1, 2023 through June 1, 2023, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, 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.

Pricing remains the same as the previous contract period.

By signing and submitting this contract extension 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 and any questions you have may be emailed to [sfclark@vcu.edu](mailto:sfclark@vcu.edu).

Sincerely,

*Susan Lewis*

Susan Lewis, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7258392CP - Pest Control Services

**RESPONSE:**

D. O. A Pest Control, Inc  
Name of Firm

[Signature]  
Signature

Al Jimenez  
Name Printed

Owner  
Title

1/23/2023  
Date



# VCU

## Procurement Services

July 27, 2022

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: Contract Extension

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **9/30/2022**. VCU intends to extend this contract for the period of October 1, 2022 through March 31, 2023, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, 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.

- Pricing remains the same as the previous contract period and includes the addition of the Daycare Center at N. Deck for \$50.00 per month.
- By signing and submitting this contract extension 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 and any questions you have may be emailed to [tjhall2@vcu.edu](mailto:tjhall2@vcu.edu).

Sincerely,  
Teresa Hall, CUPO, VCA, VCO, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7258392CP - Pest Control Services

**RESPONSE:**

DOA Pest Control, Inc.  
Name of Firm

  
Signature

Al Jimenez  
Name Printed

Owner  
Title

7/27/2022  
Date



# VCU

## Procurement Services

February 1, 2022

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: Contract Extension

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **3/31/2022**. VCU intends to extend this contract for the period of April 1, 2022 through September 30, 2022, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, 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.

Pricing remains the same as the previous contract period.

By signing and submitting this contract extension 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 and any questions you have may be emailed to [tihall2@vcu.edu](mailto:tihall2@vcu.edu).

Sincerely,  
Teresa Hall, CUPO, VCA, VCO, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: : 7258392CP - Pest Control Services


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**RESPONSE:**

D.O.A. Pest Control, Inc.

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Name of Firm



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Signature

AI Jimenez

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Name Printed

Owner

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Title

2/1/2022

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Date



# VCU

## Procurement Services

March 10, 2021

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: Four of Four available

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **3/31/2021**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7258392CP.

Services shall be provided for renewal period: 4/1/2021 through 3/31/2022.

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. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

- 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, 23284.


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

Sincerely,  
Teresa L. Hall, VCA, VCO, CUPO, VCCO  
Senior Buyer

Contract #: 7258392CP Pest Control Services

**RESPONSE:**

D.O.A. Pest Control, Inc.  
Name of Firm

  
Signature

Al Jimenez  
Name Printed

Owner  
Title

3/10/2021  
Date





# VCU

## Procurement Services

March 2, 2020

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

RE: Contract #: 7258392CP  
Renewal No.: Three of Four available

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **3/31/2020**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7258392CP.

Services shall be provided for renewal period: 4/1/2020 through 3/31/2021.

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. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

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, 23284.

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

Sincerely,  
Teresa L. Hall, VCO, CUPO, VCCO  
Senior Buyer

Contract #: 7258392CP Pest Control Services

**RESPONSE:**

DoA Pest Control, Inc.  
Name of Firm

[Signature]  
Signature

Al Jimenez  
Name Printed

Owner  
Title

3/3/2020  
Date



# VCU

## Procurement Services

March 11, 2019

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: Two of Four available

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **3/31/2019**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7258392CP.

Services shall be provided for renewal period: 4/1/2019 through 3/31/2020.

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. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

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, 23284.

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

Sincerely,  
Teresa L. Hall, VCO, CUPO, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7258392CP Pest Control Services

---

**RESPONSE:**

*DOA Pest Control, Inc.*  
Name of Firm

*[Signature]*  
Signature

*Al Jimenez*  
Name Printed

*Owner*  
Title

*3/12/2019*  
Date



**VCU**

**Procurement Services**

March 12, 2018

Al Jimenez  
DOA Pest Control, Inc.  
9817 Castleburg Dr.  
Richmond, VA 23236

RE: Contract #: 7258392CP  
Renewal No.: One of Four available

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Mr. Jimenez,

Your firm's contract with Virginia Commonwealth University (VCU) for **Pest Control Services** expires on **3/31/2018**. VCU intends to exercise the renewal of this contract in accordance with the terms of the contract. Services shall be provided for the renewal period of: 4/1/2018 through 3/31/2019.

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.

- 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 [kostyniukis@vcu.edu](mailto:kostyniukis@vcu.edu). If you have any questions, please contact me at (804) 828-5954.

Sincerely,  
John Kostyniuk  
Construction Procurement Manager

Contract #: 7258392CP

**RESPONSE:**

D.O.A. Pest Control, Inc.  
Name of Firm

  
Signature

Al Jimenez  
Name Printed

Owner  
Title

3/14/18  
Date

**VCU**

Make it real.

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT****Contract Number: 7258392CP**

This contract entered into on March 11, 2017 by D.O.A. Pest Control, Inc. 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 April 1, 2017 through March 31, 2018 with four (4) successive one (1) year renewal options, to be exercised upon written agreement of both parties.

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

Any conflict or inconsistency between the provisions of this document and any other documents that are attached hereto as part of this Agreement shall be resolved by giving precedence in the following order and shall consist of:

- (1) This signed form;
- (2) The Negotiated Modification dated February 28, 2017.
- (3) The Request for Proposals # 7258392CP dated December 9, 2016 including Addendum #1 dated December 19, 2016, Addendum #2 dated January 4, 2017 and Addendum #3 dated January 10, 2017;
- (4) The Contractor's Proposal dated January 9, 2017; and

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:**D.O.A. Pest Control, Inc.

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

Handwritten signature of Al Jimenez in black ink.

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

Al Jimenez

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

3/2/2017

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

Owner

**PURCHASING AGENCY:**

Virginia Commonwealth University

By: Karol Kain Gray

Name Printed:

Karol Kain Gray

Date: 3/14/17

Title:

Vice President for  
Finance and Budget



**VIRGINIA COMMONWEALTH UNIVERSITY  
NEGOTIATION MODIFICATION SUMMARY**

**RFP #7258392CP – Pest Control Services    DATE: March 1, 2017**

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.

**SUMMARY OF NEGOTIATIONS:**

**Offeror: D.O.A. Pest Control**

- **1. The annual service fee shall be \$147,330 as described in your revised price schedule dated 2/23/17.**
- **2. The Residence Halls shall be inspected on a monthly basis. A report of the inspection shall be provided to the appropriate personnel upon completion of each inspection.**



**VCU**

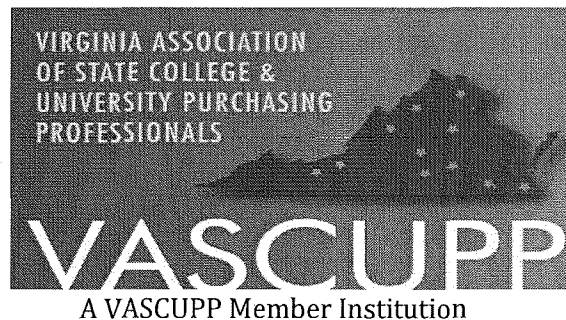
# Request for Proposals

RFP #: 7258392CP

RFP Title: Pest Control Services

Date: December 9, 2016

Due Date: January 10, 2017 at 2:00PM EST



**REQUEST FOR PROPOSALS RFP# 7258392CP**

Issue Date: December 9, 2016  
Title: Pest Control Services  
Issuing and Using Agency: Virginia Commonwealth University  
Attention: Cheryl Price  
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 renewal options.

Proposals for furnishing the services described herein will be received until **2:00 p.m. EST on January 10, 2017.**

All inquiries for information should be sent via email to Cheryl Price, Senior Buyer for Construction, A/E and Facilities, at [caprice@vcu.edu](mailto:caprice@vcu.edu).

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 DEPARTMENT 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 DEPARTMENT OF PROCUREMENT SERVICES.**

**IF PROPOSALS ARE HAND-DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER SERVICE, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT SERVICES, 912 W GRACE ST., 5th FLOOR, RICHMOND, VA 23284. IF PROPOSALS ARE SENT VIA US MAIL (NOT RECOMMENDED), SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980327, RICHMOND, VA 23298-0327. 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 Goods/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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
By (Signature in Ink): \_\_\_\_\_  
Name Typed: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_  
Fax Number: ( ) \_\_\_\_\_  
Toll free, if available  
DUNS NO.: \_\_\_\_\_  
FEI/FIN NO.: \_\_\_\_\_

REGISTERED WITH eVA: ( ) YES ( ) NO SMALL BUSINESS: ( ) YES ( ) NO  
VIRGINIA DSBSD CERTIFIED: ( ) YES ( ) NO MINORITY-OWNED: ( ) YES ( ) NO  
DSBSD CERTIFICATION #: \_\_\_\_\_ WOMEN-OWNED: ( ) YES ( ) NO

**A Pre-Proposal Conference will be held. See Section IV herein.**

**THIS SOLICITATION CONTAINS 25 PAGES.**

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## **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) is to seek proposals for Pest Control Services.

The initial contract term shall be one (1) year, with the option of up to four (4) one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor's discretion. 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.

Additional information on cooperative procurement is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Cooperative\\_Procurement.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf)

## **II. GOVERNING RULES:**

This solicitation is issued in accordance with the provisions of:

Purchasing Manual for Institution of Higher Education and their Vendors (<https://vascupp.org>)

Governing Rules (<https://vascupp.org>)

## **III. OPTIONAL USE CONTRACT:**

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor(s) and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **IV. THE UNIVERSITY:**

Located on two downtown campuses in Richmond, VCU enrolls more than 32,000 students in 211 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 14 degree-granting schools and one college. As one of the nation's top research universities, VCU attracts more than \$225 million a year in sponsored research funding.

Twenty-seven VCU graduate and professional programs are ranked among the best in the nation in U.S. News & World Report's "America's Best Graduate Schools." These include the No. 1 ranked sculpture and nurse anesthesia programs.

VCU Life Sciences has developed into a university-wide discipline that builds upon the university's traditional scientific strengths in the biological sciences, basic biomedical sciences, patient care, biomedical engineering and biotechnology. VCU Life Sciences is comprehensive in its involvement of all levels of students in the study of life sciences, from freshmen to students in the professional programs to Ph.D. candidates, and integrates diverse disciplines from all over the university, including the academic medical center as well as arts and humanities.

VCU Medical Center is one of the nation's leading academic medical centers and stands alone as the only academic medical center in Central Virginia. The medical center includes the 780-bed MCV Hospitals and outpatient clinics, MCV Physicians — a 600-physician-faculty group practice, and the health sciences schools of VCU. The VCU Medical Center offers state-of-the-art care in more than 200 specialty areas,

many of national and international note, including organ transplantation, head and spinal cord trauma, burn healing and cancer treatment. The VCU Medical Center is the site for the region's only Level 1 Trauma Center. As a leader in health care research, the VCU Medical Center offers patients the opportunity to choose to participate in programs that advance evolving treatment, such as those sponsored by the National Cancer Institute through VCU's Massey Cancer Center, Virginia's first NCI-designated cancer center.

VCU's nationally recognized theatre, music and dance programs offer more than 365 concerts, performances and recitals a year.

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 12,000 full-time and 6,000 part-time employees, including 1,900 full-time instructional faculty — many of them nationally and internationally recognized in their fields. John B. Fenn, Ph.D., research professor in the Department of Chemistry and affiliate professor of chemical engineering, was one of three international scientists to be awarded the 2002 Nobel Prize in chemistry.

VCU's 16 varsity sports compete at the NCAA Division I level as members of the Atlantic-10 Conference. 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.

#### **V. 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 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 Attachment 1 Appendix 1- 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: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@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 on a specific project will result in invoices being returned without payment.

## **VI. CONFERENCE:**

An optional pre-proposal conference will be held at **1:00PM on Monday, December 19, 2016** at the:

**Grace Street Center Building  
Procurement Services Conference Room  
912 West Grace Street, Fifth Floor  
Richmond, VA 23284**

**For directions and paid parking information visit:**

**<http://business.vcu.edu/about-the-school/our-location/directions--parking/>**

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 this 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.

After the Conference questions must be submitted in writing (via email) to the Senior Buyer no later than January 4, 2016 at 12:00PM EST. All questions asked and responses will be sent to all firms represented at the conference on January 4, 2016 by 4:30PM EST. For any question(s) asked that may change the scope of the requirements a written addendum will be sent to all firms represented at the conference. Addenda will also be posted on the eVA Website.

## **VII. STATEMENT OF NEEDS:**

### **A. Background:**

1. VCU has 150 buildings from both the Monroe Park and MCV campuses and a remote building in Charles City County that will require regular pest and vector control services (see Attachment-A, "Pricing Schedule" for a full listing);
2. The Contractor should perform preventative maintenance, on-demand, and emergency services for all 150 buildings;
3. VCU currently has 33 metal bait stations located within steam tunnels that connect several buildings on the MCV Campus (See Attachment E-Steam Tunnels Map);
4. Pest and vectors, as listed in this RFP, are defined as all life forms (excluding termites) that may cause destruction to a building or may be a nuisance or health risk to the occupants therein such as: insects, the common housefly, fleas, gnats, fruit flies, book lice, worms, lice, spiders, roaches, water bugs, silverfish, ants, arachnids, crustaceans, reptiles, rodents, squirrels, pigeons, bats, and other such animals or insects;
5. VCU is constructing new buildings and may designate these and current buildings to be compliant with the U.S. Green Building Council LEED (Leadership in Energy and Environmental Design) guidelines. These buildings will require treatment under the VCU Integrated Pest Management Plan (IPM) guidelines (See Attachment B- VCU Interior Integrated Pest Management Plan); and
6. The Inger and Walter Rice Center for Environmental Life Sciences (hereafter referred to as the "Rice Center") is a 5,000 GSF building, LEED Platinum building with the highest sustainability rating possible; it has many special requirements as listed below in Section "F".

### **B. Service Requirements:**

The Contractor should furnish all labor, tools, equipment, and materials necessary to provide preventative maintenance, on-demand, emergency, and clean-out services as part of pest control measures, with the following specifications:

Note: preventative maintenance and on-demand services should not interfere with the normal operations of the buildings' occupants.

1. Preventative Maintenance Services:
  - a) Regularly scheduled, quarterly exterior perimeter treatments of all buildings with Niban granular or a product of equal or better value (see Section VIII, the "Pricing Schedule" for a complete listing of all buildings to be included);
  - b) Monthly monitoring, inspection, and corrective treatment as needed of specific rooms as identified below;
    - (1) Lobbies;
    - (2) Restrooms;
    - (3) Janitor closets;
    - (4) Locker rooms;
    - (5) Mechanical rooms;



- (6) Kitchens and kitchenettes;
  - (7) Trash rooms; and
  - (8) Basements.
- c) Twice monthly monitoring, inspection, and re-baiting of bait stations placed in tunnels, courtyards, and grounds adjacent to buildings on the MCV Campus (See Attachment F-Bait Stations Map);
  - d) Identify sanitation issues, harborage areas, and possible entry points for insects and rodents to be communicated to the VCU Contract Administrator in a monthly report;
  - e) Maintain a log of the buildings serviced to be submitted to the VCU Contract Administrator on a monthly basis (See Attachment D-Sample Maintenance Log);
  - f) Successful eradication of all pests and vectors both inside and outside of all buildings to be included in this contract; and
  - g) Weekly maintenance and re-baiting of two metal bait stations located at the rear of the Kontos Medical Science Building.

## 2. On-Demand Service Requirements:

These are also known as "Trouble Calls", and are generated by building occupants through the VCU Work Order System. VCU has had in excess of 500 on-demand service calls in the past 12 months. These calls should take place during VCU regular work hours defined as 7:30 am – 5:00 pm. The Contractor should be able to respond within the same day as the trouble call is made.

The Contractor should provide the following services, at minimum, to be considered trouble call services:

- a) Removal of live pests and vectors (as defined in Section III. "Background", item 5.
- b) Locate and remove all trapped and/or dead rodents (mice, rats, and squirrels) within two hours of notification by the VCU Contract Administrator or designee;
- c) Removal of unneeded bait in bait stations;
- d) Strategically place and anchor bait stations to correct rat/mice infestations outside the buildings, in the outer grounds, and in the tunnels; and
- e) Remove unneeded bait traps at the request of the VCU Contract Administrator or designee.

## 3. Emergency Service Requirements:

These are trouble calls that occur outside of the regular work hours as defined above. These services should include all of those listed above in item 2 for "On Demand Service Requirements".

## 4. Clean-out Services:

The Contractor should provide clean-out services when a building is added to the contract to insure that all pests are eradicated prior to scheduling preventative maintenance services. The common areas to be treated as part of a building's clean-out should include:

- a) Kitchens;

- b) Bathrooms;
- c) Hallways;
- d) Foyers;
- e) Closets;
- f) Trash rooms;
- g) Recycling bin areas;
- h) Community rooms;
- i) Computer labs;
- j) Lounges;
- k) Elevator pits;
- l) Elevator machine rooms;
- m) Mechanical rooms;
- n) Basements;
- o) Storage rooms
- p) Loading dock areas, inside and outside; and
- q) Any areas identified by the VCU Contract Administrator.

**C. Material Requirements:**

The Contractor should use the following (unless offering an alternative that is equivalent and provides a better value to VCU):

- 1. Eaton all-weather bait blocks with Diphacinon;
- 2. Covered glue boards and traps;
- 3. Covered bait stations that are plainly marked as required by Federal and Virginia state regulations and composed of:
  - a) Cardboard; and
  - b) Metal.
- 4. Light traps, lures and other devices to control insects;
- 5. Poison bait to be used only as required and where other methods have been proven ineffective; and
- 6. Anti-coagulating baits specifically formulated for rodent control.

**D. Contractor Requirements:**

The Contractor **shall**:

- 1. Be certified by the Virginia Dept. of Agriculture and Consumer Services;
- 2. Provide pest control technicians who are properly trained and certified to handle all materials needed for the pest control services as described in this RFP;
- 3. Perform all pest control services that conform to all Richmond area, Virginia, and Federal government regulations as relate to the chemical composition, performance, and application appropriate to the specific area where the work is being performed; and
- 4. Label all containers to be used in the pest control services.

**E. Personnel Requirements:**

- 1. VCU Personnel:

VCU will provide:

- a) Contract Administrator or designee from the Contract Administration Dept. who will coordinate on-demand services and make emergency service requests; and

- b) Building customer who is designated by the VCU Contract Administrator to sign work orders.

2. Contractor Personnel:

The Contractor should:

- a) Provide a pest control technician who:
- b) Can respond daily to on-demand service requests by the Contract Administrator or designee;
- c) Will pick-up work tickets from the VCU Contract Administrator or designee; and
- d) Return the work tickets the following day signed by the appropriate building customers.

**F. Rice Center Requirements, or other buildings requiring LEED guidelines, in accordance with VCU's Integrated Pest Management policy:**

The Contractor should:

1. Use San Francisco Tier 3 chemicals;
2. Put in place the following preventative maintenance service measures:
  - a) Mechanical bait stations;
  - b) Non-bait rodent traps;
  - c) Granular bait for insects to be placed around the perimeter of the building;
  - d) Treat common areas e.g. kitchens, bathrooms, etc., each month via a crack-and-crevice broad spectrum control dust;
  - e) Remove the overhangs monthly to inspect for nests, hives, and spider webs to inspect for nest, hives, and spider webs; and
  - f) Control monthly common pests such as ants, cockroaches, crickets, silverfish, mice, and rats. Flying and stinging insects only need to be treated during on-demand services.

**VIII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

**A. GENERAL REQUIREMENTS:**

1. RFP Response: In order to be considered for selection, the Offeror shall submit a complete response to this RFP. One (1) original and seven (7) copies of the proposal must be submitted to the issuing Purchasing Agency. **In addition, the Offeror shall submit with the ORIGINAL hard copy of the proposal, an unsecured electronic copy of the proposal on a disc (i.e. CD or DVD) EXCLUDING ANY PROPRIETARY INFORMATION: proposals submitted by the Offeror(s) awarded a contract through this solicitation will be posted on the VCU Department of Procurement and Payment website. VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic**

**format.** No other distribution of the proposal shall be made by the Offeror.

2. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

3. Proposal Presentation:

- a) Proposals shall be signed by an authorized representative of the Offeror. *The original proposal must be clearly marked on the outside of the proposal.* All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

All information requested by this Request for Proposals on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an Offeror fails to submit all information requested, the Purchasing Agency may require prompt submission of missing information after the receipt of Contractors proposals.

- b) Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c) Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. 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 the RFP requirements are specifically addressed.

- d) Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- e) Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2- 4342 F. of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. **The outside of the proposal must be marked to denote proprietary information is contained in the documents. The written notice must: 1) be submitted as an attachment to the Offeror's proposal; 2) specifically identify the applicable portions of the Offeror's proposal that contains data or materials to be protected (e.g. Tab 4, pages 1 through 3); and 3) 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 on the applicable page(s) within the Offeror's proposal, by some distinct method, such as highlighting, underlining, etc. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.**

**B. SPECIFIC PROPOSAL REQUIREMENTS:**

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

1. The return of the entire RFP cover sheet and all addenda acknowledgments, if any, and both Appendix I and Appendix II (See Section XV) signed and filled out as required.
2. Proposed Price. Indicate in the pricing schedule, Section XII of the RFP, your standard costs for preventative maintenance, on-demand, emergency, and clean-out services.
3. Compliance:
  - a) Utilization of the words "shall" or "must" in Section VII, the "STATEMENT OF NEEDS," items "A." through "F." indicates a mandatory requirement: Does / will your company comply with mandatory requirements?:  
 Yes \_\_\_\_ No \_\_\_\_  
 If "NO," identify the specific requirement and the reason for non-compliance.
  - b) Utilization of the word "should" in Section VII, the "STATEMENT OF NEEDS," items "A." through "F." indicates a non-mandatory requirement. Does / will your company comply with the non-mandatory requirements as presented in Section VII, the "STATEMENT OF NEEDS," items "A." through "E." (i.e. "should" becomes "shall")?  
 Yes \_\_\_\_ No \_\_\_\_

If "NO," identify the specific requirement and the reason for non-compliance.

- c) Does your company accept the terms and conditions as presented in **Section X**, the "**GENERAL TERMS AND CONDITIONS**"; in **Section XI**, the "**SPECIAL TERMS AND CONDITIONS**"; and **Section XIII**, the "**PRICING SCHEDULE**"?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "NO," identify the specific requirement and the reason for non-compliance.

4. References: Complete **Section XII**, the "**Special Terms and Conditions**:" Paragraph "**R**" to include similar size contracts utilizing the key personnel which would be assigned to this contract;
5. Provide a list of institutions of higher education with which the firm has a signed term contract;
6. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: <http://www.vcu.edu/procurement/coopcon.htm>.
7. Sustainability: Provide information to demonstrate the overall environmental impact of your proposed approach. Include information on your recommendations to reduce the environmental impact and create efficiencies. Include specifics on the pesticides you propose to use and details for providing pest control services to a LEED designated buildings such as the Rice Center.
8. Describe other related goods and/or services provided by your firm. Provide information to demonstrate how these goods and/or services could benefit the institution and include the associated pricing for the term of the contract. Provide information to address how newly introduced products and services would be offered and included in the contract. Include information on your ability to provide most favored nations pricing.
9. Discuss your company's capabilities to provide the pest control services as described in this RFP to include;
  - a) Usual methods to provide preventative maintenance services;
  - b) Response times to on-demand requests;
  - c) Ability to respond to emergency service requests; and
  - d) Usual methods to provide clean-out services.
10. Describe the materials and equipment that your company plans to use in providing the pest control services as described in this RFP.
11. Provide the names and qualifications for all personnel to be assigned to this contract. Include all contact information and identify the main point of contact with VCU.
12. Discuss your company's personnel screening program and your ability to obtain criminal background checks and comply with our identification card requirement listed in Section X, the "Special Terms and Conditions", items "GG." and "HH."
13. VCU is interested in reducing paperwork and increasing payment efficiency. Discuss your company's capability to transmit invoices electronically and your willingness to work with VCU on that efficiency.

14. Provide a sample copy of the monthly report of the buildings serviced for preventative maintenance that your company would submit. Discuss alternate methods of transmittal that your company can recommend;
15. Small, Women-Owned and Minority-Owned Business commitment for utilization. (See Appendix I.)
  - a) The Offeror must submit complete information unless the Offeror is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

**IX. ORAL PRESENTATION:**

Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. 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.

Offerors 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 Offerors presentation team. VCU reserves the right to re-score proposals following oral presentations.

**X. EVALUATION AND AWARD CRITERIA:**

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. 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 Offeror has made the best proposal, 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 RFP, and the Offeror's response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

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

**EVALUATION CRITERIA**

Qualifications and Experience	25%
Methodology/Approach	30%
Pricing Schedule	30%
SWaM Status/Utilization*	15%

\*Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror's performance of the contract.

**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).

2. Subcontractors to VCU's prime:
  - a. Contractor awarded a contract under this solicitation is hereby obligated:
    - (1) 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
  1. To notify the agency and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
    - ii. 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. Employers Liability - \$1,000,000.
  2. 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.
  3. 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. As applicable, federal law requires compliance with the following for all federal government contracts:
3. 41 CFR § 60-1.4 Equal Opportunity Clause prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
  4. 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulation prohibit discrimination against qualified individuals on the basis of disability (60-741.5(a)) and protected veteran status (41 CFR 60-300.5(a)), and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

- Y. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in multiple purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://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. The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://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](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

- Z. The following provision applies only if Selected Firm/Vendor will have access to the University's education records as defined under the 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 the RFP governs the contract and not any Contractor terms and conditions or services agreement.
- B. 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.
- C. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.

- 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. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) maybe asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be 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.
- G. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- H. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by 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.
- I. CONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: \_\_\_\_\_  
 Subcontractor Name: \_\_\_\_\_  
 License# \_\_\_\_\_ Type: \_\_\_\_\_

- J. 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:
  - i. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
  - ii. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - iii. 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.
- K. FINAL INSPECTION: At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's 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.
- L. 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.

- M. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
- N. PREVENTIVE MAINTENANCE: The Contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain all equipment in complete operational condition.
- O. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- P. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- Q. REFERENCES: Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- S. 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-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- T. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- U. USE OF RECYCLED MATERIALS: Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein.
- V. 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.

- W. 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. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- X. 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, Offerors should submit along with their proposals, their policy of equal employment.
- Y. ADDITIONAL USERS OF CONTRACT: It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm's willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- Y. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

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 Offeror's proposal being rejected.

- Z. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://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 e-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 the current fees are as follows:

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

(i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.

(ii) 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, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

AA. 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.

BB. 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. Note criminal background checks are only required for employees of the Contractor, not for volunteer groups or students who are not employed by the Contractor.

CC. 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

DD. PROTEST PROCEDURES:

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; PO Box 980327  
Richmond, VA 23298-0327

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.

**XIV. METHOD OF PAYMENT:**

The Contractor shall submit a fully itemized invoice that references the Virginia Commonwealth University purchase order number, material descriptions, quantities and unit prices. Payment will be made thirty days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Legislation. Mail invoices to: Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327.

**XV. PRICING SCHEDULE:**

Offerors shall submit pricing in accordance with “**ATTACHMENT A -“PRICING SCHEDULE.”**”

**XVI. APPENDICES:**

**Appendix I: SWaM Form**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_1.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf)

**Appendix II: Invoicing and Payment Form**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)

**XVII. ATTACHMENTS:**

- ATTACHMENT A - PRICING SCHEDULE
- ATTACHMENT B - VCU INTERIOR INTEGRATED PEST MANAGEMENT PLAN
- ATTACHMENT C - 2016 SAN FRANCISCO REDUCED-RISK PESTICIDE LIST
- ATTACHMENT D - SAMPLE MAINTENANCE LOG
- ATTACHMENT E - STEAM TUNNELS MAP
- ATTACHMENT F - BAIT STATIONS MAP

## ATTACHMENT A-PRICING SCHEDULE

**RFP# 7258396CP-Pest Control Services**

Contractor: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
A					
1	14 Laurel Street (Cathedral I)	12	Month		\$0.00
2	1512 West Main Street	12	Month		\$0.00
3	16 Laurel Street (Cathedral II)	12	Month		\$0.00
4	500 Academic Center, 1020 W. Grace Street	12	Month		\$0.00
5	612 N. Lombardy Street	12	Month		\$0.00
6	809 South Cathedral Place	12	Month		\$0.00
7	811-813 South Cathedral Place (Cathedral III)	12	Month		\$0.00
8	815 South Cathedral Place	12	Month		\$0.00
9	817 South Cathedral Place (Cathedral IV)	12	Month		\$0.00
10	906 W Broad Street (Center for Cultrual Prevention)	12	Month		\$0.00
11	Academic Parking Deck, 801 West Main Street	12	Month		\$0.00
12	Alumni Affair, 924 W. Franklin Street	12	Month		\$0.00
13	Anderson Gallery, 907 1/2 West Franklin Street	12	Month		\$0.00
14	Anderson House, 913 West Franklin Street	12	Month		\$0.00
15	BioTech One, 800 East Leigh Street	12	Month		\$0.00
16	Bird House, 820 W Franklin Street	12	Month		\$0.00
17	Blanton House, 826-828 W. Franklin Street	12	Month		\$0.00
18	Bowe House, 917 W. Franklin Street	12	Month		\$0.00
19	Bowe Street School of the Arts, 609 Bowe Street (5th floor)	12	Month		\$0.00
20	Brand Center, 103 South Jefferson Street	12	Month		\$0.00
21	Buford House, 922 W Franklin Street	12	Month		\$0.00
22	Business Services, 1111 W. Broad Street	12	Month		\$0.00
23	Community Program Center (Back of Building - corner of Hancock & Marshall Streets)	12	Month		\$0.00
24	Crenshaw House, 919 W Franklin Street	12	Month		\$0.00
25	Egyptian Building, 1223 E. Marshall Street	12	Month		\$0.00

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
26	Facilities & Financial Services Building, 700 W Grace Street	12	Month		\$0.00
27	Founders Hall, 827 W. Franklin Street	12	Month		\$0.00
28	Franklin Street Gym, 817 W. Franklin Street	12	Month		\$0.00
29	Franklin Terrace, 812-814 W. Franklin Street	12	Month		\$0.00
30	Ginter House, 901 W. Franklin Street	12	Month		\$0.00
31	Goodwin Research Laboratory, 401 College Street	12	Month		\$0.00
32	Grace E. Harris Hall, 1015 Floyd Avenue	12	Month		\$0.00
33	Grace Street Theater, 934 W. Grace Street	12	Month		\$0.00
34	Grant House, 1008 E. Clay Street	12	Month		\$0.00
35	Harrison House, 816 W. Franklin Street	12	Month		\$0.00
36	Health & Life Science Engineering Building, 620 W. Cary Street	12	Month		\$0.00
37	Hibbs Hall, 900 Park Avenue	12	Month		\$0.00
38	Human Resources Training Center, 922 W. Grace Street	12	Month		\$0.00
39	Human Resources Building, 104 N. Belvidere Street	12	Month		\$0.00
40	Hunton House, 810 W. Franklin Street	12	Month		\$0.00
41	James Branch Cabell Library, 901 Park Avenue	12	Month		\$0.00
42	James W. Black Music Center, 1015 Grove Avenue	12	Month		\$0.00
43	Kearney House, 921 W. Franklin Street	12	Month		\$0.00
44	Kontos Medical Sciences Building, 1225 E. Marshall Street	12	Month		\$0.00
45	Lafayette Hall, 312 N. Shafer Street	12	Month		\$0.00
46	Leigh House, 1000 E. Clay Street	12	Month		\$0.00
47	Lindsey House, 600 W. Franklin Street	12	Month		\$0.00
48	Lyons Dental Building, 520 N. 12th Street	12	Month		\$0.00
49	Mary & Frances Youth Center, 120 S. Linden Street	12	Month		\$0.00
50	Massey Cancer Center, 401 College Street	12	Month		\$0.00
51	McAdams House, 914 W. Franklin Street	12	Month		\$0.00
52	McGuire Annex, 1112 E. Clay Street	12	Month		\$0.00
53	McGuire Hall, 1112 E. Clay Street	12	Month		\$0.00
54	MCV Alumni House, 1016 E. Clay Street	12	Month		\$0.00
55	MCV Gymnasium, 10th & Turpin Street	12	Month		\$0.00
56	Meredith House, 1014 W. Franklin Street	12	Month		\$0.00
57	Millhiser House, 916 W. Franklin Street	12	Month		\$0.00

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
58	Millhiser House - Rear, 916 1/2 W. Franklin Street	12	Month		\$0.00
59	Molecular Medicine Research Building, 1220 E. Marshall Street	12	Month		\$0.00
60	Moseley House, 1001 Grove Avenue	12	Month		\$0.00
61	N Parking Deck (Includes Bookstore, Print Shop, & Deck) 615 N 10th Street	12	Month		\$0.00
62	Oliver Hall Education Wing, 1001 W. Main Street	12	Month		\$0.00
63	Oliver Hall Physical Science Wing, 1015 W. Main Street	12	Month		\$0.00
64	Parking & Transportation Office, 1108 W. Broad Street	12	Month		\$0.00
65	Performing Arts Center, 922 Park Avenue	12	Month		\$0.00
66	Physical Plant Support Building, 909 Oliver Hill Way	12	Month		\$0.00
67	Police Annex, 920 W. Grace Street	12	Month		\$0.00
68	Pollak Building, 325 N. Harrison Street	12	Month		\$0.00
69	Power Plant - Monroe Park Campus, 821 W. Franklin Street	12	Month		\$0.00
70	PPD Shops Building, 1060 Oliver Hill Way	12	Month		\$0.00
71	PPD Shops Warehouse, 1700 N. 17th Street	12	Month		\$0.00
72	President's House, 910 W. Franklin Street	12	Month		\$0.00
73	R. Blackwell Smith Building 410 N. 12th Street	12	Month		\$0.00
74	Randolph Minor Hall, 301 College Street	12	Month		\$0.00
75	Recreation & Aquatic Center, 10th and Turpin Streets	12	Month		\$0.00
76	Rice Center, 3701 J.T. Memorial Highway, Charles City	12	Month		\$0.00
77	Richmond Academy of Medicine, 1200 E. Clay Street	12	Month		\$0.00
78	Ritter-Hickok House, 821 W. Franklin Street	12	Month		\$0.00
79	Samuel Putney House, 1010 E. Marshall Street	12	Month		\$0.00
80	Sanger Hall, 1101 E. Marshall Street	12	Month		\$0.00
81	Scherer Hall, 923 W. Franklin Street	12	Month		\$0.00
82	School of Nursing, 1100 E. Leigh Street	12	Month		\$0.00
83	School of Engineering-East, 401 W. Main Street	12	Month		\$0.00
84	School of Engineering-West, 601 W. Main Street	12	Month		\$0.00
85	School of the Arts Building, 1000 W. Broad Street	12	Month		\$0.00
86	Scott House, 809 W. Franklin Street	12	Month		\$0.00
87	Shafer Street Playhouse, 221 N. Shafter Street	12	Month		\$0.00
88	Sitterding House, 910 Floyd Avenue	12	Month		\$0.00
89	Snead Hall, 301 W. Main Street	12	Month		\$0.00

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
90	Sports Medicine Center, 1300 W. Broad Street	12	Month		\$0.00
91	Stagg House, 912 W. Franklin Street	12	Month		\$0.00
92	Starke House, 915 W. Franklin Street	12	Month		\$0.00
93	Stephen Putney House, 1012 E. Marshall Street	12	Month		\$0.00
94	Stokes House, 918 W. Franklin Street	12	Month		\$0.00
95	Strauss Research Lab, 527 N. 12th Street	12	Month		\$0.00
96	Student Media Building 817 W. Broad Street	12	Month		\$0.00
97	T. Edward Temple Building, 910 W. Main Street	12	Month		\$0.00
98	Technology Administration Building, 701 W. Broad Street	12	Month		\$0.00
99	Thalhimer Tennis Support Building, 5 S. Linden Street	12	Month		\$0.00
100	Thurston House, 808 W. Franklin Street	12	Month		\$0.00
101	Tompkins-McCaw Library, 509 N. 12th Street	12	Month		\$0.00
102	Trani Life Sciences Building, 1000 W. Cary Street	12	Month		\$0.00
103	Valentine House, 920 W. Franklin Street	12	Month		\$0.00
104	VCU Dance Center, 10 N. Bruswick Street	12	Month		\$0.00
105	VCU Dance Dept. Office, 1315 Floyd Avenue	12	Month		\$0.00
106	VCU Day Care Center, 1128 Floyd Avenue	12	Month		\$0.00
107	VCU Meeting Center, 101 N. Harrison Street	12	Month		\$0.00
108	VCU Welcome Center, 1111 W. Broad Street	12	Month		\$0.00
109	VMI Building, 1000 E. Marshall Street	12	Month		\$0.00
110	W. Baxter Perkinson, Jr. Building, 1101 E. Leigh Street	12	Month		\$0.00
111	West Hospital, 1200 E. Broad Street	12	Month		\$0.00
112	White House, 806 W. Franklin Street	12	Month		\$0.00
113	Williams House, 800 W. Franklin Street	12	Month		\$0.00
114	Wood Memorial Building, 521 N. 11th Street	12	Month		\$0.00
115	Advancement Center, 807-809 W. Braod Street	12	Month		\$0.00
116	Qatar Office, 1326 W. Broad Street	12	Month		\$0.00
117	McGlothlin Medical Education Center, 1201 E. Marshall Street	12	Month		\$0.00
118	Rhoads Hall, 710 W. Franklin Street	12	Month		\$0.00
119	Cabaniss Hall, 615 N. 8th Street	12	Month		\$0.00
120	Johnson Hall, 801 W. Franklin Street	12	Month		\$0.00
121	Brandt Hall, 720 W. Franklin Street	12	Month		\$0.00

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
122	Honors College, 701 W. Grace Street	12	Month		\$0.00
123	GRC III, 711 W. Main Street	12	Month		\$0.00
124	Ackell Residence, 1100 W. Broad Street	12	Month		\$0.00
125	Broad & Belvidere Student Apartments, 700 W. Broad Street	12	Month		\$0.00
126	Cary & Belvidere Residential College, 301 W. Cary Street	12	Month		\$0.00
127	W. Grace St. Housing North Student Housing, 830 W. Grace Street	12	Month		\$0.00
128	W. Grace St. Housing South Student Housing, 835 W. Grace Street	12	Month		\$0.00
129	Blair House, 408 W. Franklin Street	12	Month		\$0.00
130	Larrick Student Center, 900 Turpin Street	12	Month		\$0.00
131	Cary St. Gym, 101 S. Linden Street	12	Month		\$0.00
132	Outing Rental Center, 130 S. Linden Street	12	Month		\$0.00
133	Field Support;Check-In Bldg., 1005 W. Cary Street	12	Month		\$0.00
134	Concession Bldg./Field Bathrooms, 1011 W. Cary Street	12	Month		\$0.00
135	Hunton Student Center, 1110 E. Broad Street	12	Month		\$0.00
136	Student Commons, 907 Floyd Avenue	12	Month		\$0.00
137	University Learning Center, 1000 Floyd Avenue	12	Month		\$0.00
138	203 E. Cary Street	12	Month		\$0.00
139	6-8 Harrison St.	12	Month		\$0.00
140	The Depot, 816/818 W. Broad St.	12	Month		\$0.00
141	1310 W. Main St.	12	Month		\$0.00
142	Scott House Carrige House, 909 W. Franklin Street (rear)	12	Month		\$0.00
143	Graphic Design Center, 419-423 W. Broad Street	12	Month		\$0.00
144	Grace Street Center, 912 W. Grace Street	12	Month		\$0.00
145	201 N. Belvidere Street	12	Month		\$0.00
146	Depot Annex, 801 W. Marshall Street	12	Month		\$0.00
147	Grace & Broad Residence Center 1 & 2, 1000 & 1010 W. Grace Street	12	Month		\$0.00
148	9 W. Cary Street	12	Month		\$0.00
149	Media General Building, 111 N. 4th St.	12	Month		\$0.00
150	VCU Police Headquarters, 224 E. Broad Street	12	Month		\$0.00
<b>A</b>	Total Fixed Cost for Pest Control Services:			\$0.00	\$0.00

	<b>Additional Services</b>	Estimated Quantity	Unit	Cost per Hour	Extended Cost
<b>B</b>	Total Estimated Cost for On-Demand Services:	305	Jobs		\$0.00
<b>C</b>	Total Estimated Cost for Emergency Services:	100	Jobs		\$0.00
	<b>Non- Residence Hall On-Call Clean-out Pricing</b>	Estimated Quantity	Unit	Cost per Building	Extended Cost
<b>D</b>	Total Estimated Cost for Clean-out Services (excluding residence halls):	5	Jobs		\$0.00
<b>E</b>	<b>Residence Hall On-Call Clean-out Pricing</b>	Estimated Quantity	Unit	Cost per Building	Extended Cost
1	Brandt Hall:	2	Jobs		\$0.00
2	Rhoads Hall :	2	Jobs		\$0.00
3	Johnson Hall:	2	Jobs		\$0.00
4	West Grace Housing, Honors College:	2	Jobs		\$0.00
5	Gladding Residence Center III :	2	Jobs		\$0.00
6	Cabaniss Hall:	2	Jobs		\$0.00
7	West Grace-North:	2	Jobs		\$0.00
8	West Grace-South:	2	Jobs		\$0.00
9	Ackell Residence Center:	2	Jobs		\$0.00
10	Broad & Belvidere Student Apartments:	2	Jobs		\$0.00
11	Cary & Belvidere Student Apartments:	2	Jobs		\$0.00
12	Grace & Broad Residence Center 1:	2	Jobs		\$0.00
13	Grace & Broad Residence Center 2 :	2	Jobs		\$0.00
<b>E</b>	Total Estimated Cost of Clean-out Services (including residence halls):				\$0.00
<b>Total Pest Control Services Costs (Sum of A + B + C + D+ E):</b>					<b>\$0.00</b>

Note: The quantities listed for Items "B", "C", "D" and "E" are hypothetical and are used as part of the evaluation process. They may not be indicative of the actual quantities required by VCU.



ATTACHMENT "B"



Sustainable Design

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**Virginia Commonwealth University  
Interior Integrated Pest Management Plan**

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**A. Intent**

This Interior Integrated Pest Management Plan has been written with the intent of reducing the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems, and the environment.

**B. Statement of Commitment**

Virginia Commonwealth University (VCU) defines sustainability as the goal of maintaining a good quality of life for those who presently experience it, while expanding that quality of life to those who lack it; understanding and respecting the needs of future generations and the limits of natural systems within which quality human lives are necessarily embedded and dependent. VCU is committed to promoting sustainability through its integrated pest management practices in order to maintain a safe and healthy environment for all building users.

- Any pesticide product that meets San Francisco's Tier 3 hazard criteria (least hazardous) is considered a least toxic pesticide. Nonrodent pesticides are also considered least toxic if they exceed the Tier 3 criteria but are used in self-contained baits and placed in inaccessible locations; rodent baits are not considered least toxic under any circumstances. (See Attachment C)
- Rodent baits should only be used if they are solid blocks placed in locked outdoor dispensers.
- No second generation (single-feed) rodent baits should be used in buildings adjacent to parkland, wild areas, or other spaces where wildlife may be unintentionally affected.
- If pesticide other than a least toxic pesticide or self-contained nonrodent bait is used, provide universal notification to all facility occupants at least 72 hours before application under normal conditions, and within 24 hours after application in emergency conditions.
- Track all applications with a log or similar means, noting targeted pests, dates, locations of applications, responsible individuals, and specific pesticides applied. (See sample pesticide application log.)

## 2. General Cleaning Procedures

- In the event that cleaning products are used as a component of the Integrated Pest Management Plan, they shall meet the requirements of the Green Cleaning Policy.
- Food service areas and break rooms should be thoroughly cleaned; food and waste should be kept in airtight containers.
- Fix dripping faucets or leaking pipes.
- Rinse or isolate empty beverage containers to deter sugar-loving pests.
- Clean all spills promptly, and eliminate clutter to simplify cleaning and minimize hiding places for pests.

## 3. Best Practices

### a. Chemical Products

- No chemical products stored on site.
- Vendors must provide material safety data sheets (MSDS) for all products used on campus to VCU.
- Effective first-aid provisions must be available together with data sheets on all the products and the chemical safety precautions.
- Emergency telephone numbers must be listed in a key location. These numbers and other emergency facilities must be checked and updated as necessary.

### b. Requirements for On Site Chemical Preparation & Handling

- Identify which pesticides and herbicides are being used and the exact problems they are intended to resolve. The more that is known about the problem, the less chance there is of making a mistake. The words organic, natural and biodegradable in this context do not guarantee that they are safe.
- Accurate measurements must be made during both mixing and application phases. Use the most suitable chemical, in the minimum necessary amount, to achieve the desired results.
- A safe area must be available for mixing pesticides. This must be done on a concrete pad, with a separate sump or tank to contain any leakage.
- Operators must be provided with and adequately trained in the use of the necessary equipment and protective clothing.
- Proper health surveillance must be available to all those working with pesticides and herbicides.
- Neighbors and others in the area must be warned of the spraying program in advance of and during applications.
- Only the appropriate quantity of pesticide and herbicide must be removed from the pesticide store for immediate use.

- Vendors must supply all material safety data sheets for products used on campus to VCU Contract Administration.

c. Requirements for Chemical Application

- In many instances it will be necessary to call on outside expertise to give advice on pest-management problems, particularly in the creation of customized integrated pest management problems, which may require detailed knowledge of the biology and ecology of a particular species.
- If pesticides are required, the vendor shall communicate with VCU to determine the best product and application in accordance with approval requirements.
- A specialist must supervise and control the preparation and use of chemical applications.
- Time the treatment to coincide with the presence of the pest.
- Use a selective chemical that has the least effect on non-target species and treat only the area affected.
- Users must wear protective clothing and headgear, and change clothing and wash thoroughly with soap and water after applying pest control chemicals.
- Ensure that anyone handling toxic chemicals never works alone and that the work area is well-ventilated.
- Wear a respirator for outdoor spraying or dusting of organic phosphorous compounds.
- Eating, drinking and smoking must be prohibited when using or handling chemicals.
- Users must be familiar with the effects on the body of the chemicals they are likely to be using, and how the chemicals may enter the body.
- Users must be aware of the signs and symptoms of acute poisoning related to chemicals they are using. They must stop work if they are feeling ill and seek medical advice.
- The area of application must be clearly marked, and unnecessary access prevented while spraying is in progress.
- Building occupants must be informed of any post-control management systems. When application or spraying is in progress, they must be warned of this activity and kept away from the area in which it is taking place.
- Control the reentry of people into the treated area.
- Equipment must be frequently checked and properly maintained, both for health and safety reasons and to minimize spray drift.
- Spraying must not be carried out in unsuitable weather. Anyone operating sprayers must have access to a wind-speed meter and only spray when the wind speed is negligible.
- Hours of work must be controlled so that building occupants are not exposed.
- Vendors must confirm with VCU prior to spraying after hours.

d. Requirements for Chemical Disposal

- As most pesticides and herbicides are extremely toxic, proper disposal of unused chemicals is paramount to maintaining the health of building occupants and the safety of the environment. Disposal methods will depend on:
  1. Quantity of waste for disposal
  2. Chemical and biological degradability of the active ingredients
  3. Toxic properties
  4. Concentration
  5. Physical form of the waste
  6. Disposal options available
- Always follow the manufacturer's and/or supplier's instructions even when disposing of empty containers.
- Landfilling or incinerating pesticides and herbicides is not an environmentally sound option.
- Segregate pesticide/herbicide wastes from general building wastes.
- Never transfer pesticides to unlabeled or mislabeled containers. Keep the chemicals in clearly labeled containers even when disposing of them.
- Do not reuse pesticide/herbicide containers.

- Puncture containers after they have been used to prevent reuse.
- Use an authorized waste-disposal contractor.
- Use an authorized disposal site.

e. Basic Animal Pest Control

- Keep the garbage containers clean, free of odors and covered at all times. Sanitation measures reduce habitat and food sources for pests.
- Keep areas around garbage containers free of spillage or garbage to prevent the collection of trash or debris on the ground around or underneath the containers.
- Keep grounds free of high weeds, trash, old equipment and debris, as these conditions create ideal harborage for rodents.
- Maintain the building exterior in good repair with no holes or openings larger than ¼ inch including, but not limited to, windows, doors, fans, vents, etc. Structural repairs prevent pests from entering the building.
- Address any deficiencies in the building exterior with corrective measures, i.e., cementing, screening, caulking, installing stripping on door bases, etc.
- Maintain door sweeps on all applicable doors to produce a good seal to the ground.
- Visual inspections shall be performed at least 2 times per month with treatment if necessary. After each visit, the pest contractor shall provide a printed service report that includes written observations, recommendations, and details of IPM activities.
- Vendors must report holes in buildings, debris, and pest harborage sites to VCU Contract Administrator with service logs.

4. *Species-Specific Animal Control Strategies (alphabetically)*

a. Ants

- In areas where ants are present, wipe the areas down with soapy water in order to prevent the formation of major scent trails. If there already is an established trail, wipe backwards from the food source to the entrance of the trail.
- Block all entry points to the building – ants will give up trying to find a way through after 1-2 days. Temporary blockades can be made using sticky substances such as petroleum jelly or chili powder, cinnamon, and boric acid (if used inside, must be inaccessible to humans).
- Always keep opened foodstuffs in sealed containers or store them in the refrigerator or freezer. Clean out kitchen cabinets, drawers and shelves to remove crumbs and stains. Keep sinks and worktops clean and dry.
- Baits are best put in the path of an ant trail and then removed after the ant activity stops, before they lure ants from another colony to the area.
- Prune branches close to the building and remove fences or anything that might create a bridge for the ants to cross.
- Low toxicity compounds to control ants include boric acid and diatomaceous earth (DE), a chalk-like powder consisting of the fossilized remains of diatoms, a type of hard-shelled algae.

b. Aphids

- Manage sap-sucking pest mites and whiteflies by releasing predatory mites, ladybugs and lacewings onto the grounds several times over a period of weeks.
- Consider using parasitic wasps to control scales on trees, shrubs and flowers.
- If it is difficult to obtain supplies of beneficial insects for release into the garden, then it is possible to purchase a branded lure that simulates the scent of aphids and attracts ladybugs and lacewings to the area.

c. Bed Bugs

- The first step before treating for bed bugs is to investigate the problem area to determine if there is actually evidence of bed bugs present. If there is a presence, an experienced

professional will proceed with bed bug treatment consistent with the newest industry standards, procedures and chemicals used for the eradication of bed bugs.

- In preparation for the treatment, the residents of the area being treated will be asked to a) move all furniture approximately 6" away from the walls; and b) straighten up their rooms by removing all clutter from the floor, putting away all personal belongings in closets or dressers and removing all bedding and pillows, and washing them in the hottest water the materials will tolerate, followed with drying in a clothes dryer. The residents will be asked to hot wash and machine-dry their clothes as well. (The residents may be asked to vacate their rooms for up to 2-3 hours depending on the type of treatment used.)
  - After treatment, mattresses in the affected areas will be replaced by the Residential Life and Housing Housekeeping Staff.
  - If a bed bug infestation is found, the contractor may be asked to treat not only the affected room but the surrounding rooms as well in order to prevent the spread of the pests to other rooms. This would mean the rooms to the right, left, above, and below the affected room.
  - The treatment will consist of three (3) treatments of the infested areas, with two (2) weeks in between each treatment, in order to break the lifecycles of the pests.
  - It is the expectation of VCU Contract Administrator, and Residential Life and Housing, that after the treatment is completed, the treated area should be free of bed bugs.
- d. Caterpillars
- Bacterial insecticides derived from natural ingredients are available to control caterpillars.
- e. Cockroaches
- Cockroaches contaminate food with their excrement and secrete an unpleasant odor that can permeate the indoor environment.
  - There are five main species of cockroaches and effective control depends on identifying them correctly.
  - Integrated pest management measures for controlling cockroaches include effective hygiene and exclusion practices, sticky traps lined with pheromones, boric acid, and insect growth regulators.
  - All food handling areas should be cleaned frequently.
  - Cockroach control is best done by a professional on a contract basis, through the application of least-toxic pesticides.
  - Control is necessary on a regular basis because of the mobility, reproduction, longevity, and behavior of cockroaches.
  - Ensure that you know what pesticides are being used by the professional contractor and do not assume they are using an environmentally appropriate chemical.
- f. Dust Mites
- Fabrics, bedding and carpets attract and generate dust and dust mites. To keep dust mites at bay, keep building well-ventilated and dry.
- g. Flies
- Flies reproduce more readily in waste and manure, which is where control should begin. In warm weather conditions, the reproduction cycle – from egg, to larva, to pupa, to adult winged fly – requires approximately one week.
  - Collection of waste and residues should be carried out at least twice a week.
  - Keep refuse areas clean to avoid providing flies with breeding grounds.
  - Ensure dustbin lids fit tightly and the interiors of bins are cleaned regularly to keep surfaces free of food material.
  - Use fine mesh window and door screens as a barrier against entry by any flying insect.
  - Ultra-violet (UV) fly killing equipment is very effective so long as it is situated correctly.
  - UV equipment disguised as uplighters in dining and lobby areas are discreet and highly effective because they attract and eliminate flies quickly and silently.

- In food preparation areas, UV equipment should only be used once all possible precautions have been taken to keep flying insects out.
- Position the UV equipment close to an entry point, at right angles to the nearest competing light source such as a window. In many catering establishments, poorly-situated UV equipment poses a greater food hygiene hazard than lacking pest repellants altogether. This is because when placed next to the food preparation area, they draw flies to the food which they are likely to contaminate before being killed.
- Natural chemical treatments include pyrethrum extracted from the *Chrysanthemum cinerariaefolium* plant that can be used in kitchens and restaurants.

#### h. Mosquitoes

- The best control method for mosquitoes is to eradicate their habitat.
- Because they like moisture and lay their eggs in standing water, it is important not to leave flower pots, buckets, plastic sheeting or other open containers outside collecting water. Ensure that any rainwater collectors are fitted with lids.
- Clear debris from gutters and drains to ensure there is no standing water after rain and drain unused pools or fountains so that the water cannot become stagnant.
- Drain or fill depressions, mud flats, and other areas that might hold water.
- Repair leaking taps and air-conditioning units so that puddles cannot form and ensure that septic tanks and sewage systems are properly maintained and in good working order.
- Avoid over-irrigating lawns and gardens, and keep weeds and grass (where the insects rest) well-clipped.
- If you have a pond or lake on the building grounds, fill it with mosquito-eating fish such as top-feeding minnows or goldfish – they will eat the mosquito larvae before they mature into adults.
- Some buildings have successfully reduced the number of mosquitoes and other insects by attracting bats to their property. A simply-built bat house will usually accommodate up to 100 bats.
- To prevent mosquitoes from coming indoors, fit fine-mesh screens to porches, doors and windows.
- If these measures are insufficient, area repellents such as citronella candles, coils or sprays will repel mosquitoes from porches, patios and other unscreened outdoor areas, although they only work well when the air is still.

#### i. Fabric/Clothing Moths

- Moth larvae feed on a wide variety of natural and synthetic materials. They can be found in kitchens, food storage areas, clothing, carpets, blankets and upholstery.
- Fabrics should be washed and then put in bags and placed in freezer. When taken out to thaw, shake the fabrics vigorously to remove dead larvae.
- Clean the areas where fabrics have been stored with vinegar and water.
- Store fabrics in cedar chests or closets. Place cedar chips or blocks or lavender sachets in drawers.
- For acute moth problems, reusable traps can be baited with a controlled-release pheromone system to lure moths into the trap and disrupt their mating cycle.
- Mothballs not only have an unpleasant odor, but they are also poisonous; avoid them if possible. Insect foggers are not recommended as they can pose a health threat and are not always effective.

#### j. Pantry Moths

- Clean affected areas by vacuuming all surfaces, walls, shelves, cabinets and floors. Scrub hard surfaces rigorously with hot water and detergent, especially in corners and around the edges of removable shelves. Clean all surfaces that come into contact with food.
- Rinse the affected areas with white vinegar, either in a spray or by wiping with a cloth.

- Throw away all grain-based food items as well as nuts, raisins, flour and tea, even if in sealed containers.
- Remaining food items and containers should be thoroughly cleaned with a detergent and water solution and wiped down with a vinegar rinse before being put back. Use air-tight containers made of hard plastic, glass, or metal, and not plastic bags.
- Kill any moths with a fly swatter or moth traps.
- After a severe infestation, freezing any new grain products and storing grain products in refrigerators or freezers can prevent re-infestation.
- Peppermint gum, bay leaves, peppercorns and cloves may also help deter pantry moths.

#### k. Rodents

- Rodent control should start with a survey to determine the source of the problem and the conditions that encourage the infestation. Following the survey, implement a program to kill the rodents, removing their sources of food and water, eliminating their place of refuge and making it rodent-proof, and educating and obtaining the cooperation of employees. If the food supply is removed before you eradicate them, the rodents will migrate to other areas, making elimination more difficult.
- Openings in building foundations and walls should be closed or screened with wire mesh that has holes not more than 1.25 cm (0.5 in) wide. Where pipes enter masonry, force heavy hardware cloth or steel wool into the opening, and then fill it with concrete.
- Continuous surveillance is necessary, and places where rodents have been gnawing to gain entry to a building should be sealed with metal flashing.
- Doors are particularly vulnerable to rodent entry so ensure that external doors and windows close tightly with no gaps at the bottom.
- Materials stored in the open, in sheds or in buildings should be stacked at least 30 cm (1 ft) above the ground.
- Stringent waste disposal practices should be observed – secure all waste in closed containers and not just plastic bags.
- Wash dustbin areas regularly. Make sure composting bins are designed to prevent rodents from entering.
- Rodent baits should only be used if they are solid blocks placed in locked outdoor dispensers. No second-generation (single-feed) rodent baits should be used if the building is adjacent to parkland, wild areas, or other spaces where wildlife may be unintentionally affected.
- Traditional mouse and rat traps, or snap traps, kill instantly. If trapping efforts fail, it is usually due to too few traps being used.
- Bait should be sticky to ensure that the mouse triggers the trap mechanism even if it only lightly touches the bait. Mice prefer peanut butter or chocolate to cheese. Bacon, oatmeal or apples can also be used as bait.
- An alternative to snap traps is a battery-operated trap that generates a high-voltage once the rat or mouse is inside. The design is relatively safe, and can be used in areas where children, pets or wildlife may be present.
- All bait stations must be locked and plainly marked as required by Federal and State regulations. Bait station location logs must be maintained by the contractor and a copy provided to VCU Contract Administrator within 24 hours of bait station being placed. Contractor will maintain records of the location and dates poison bait is used. These reports will be submitted to VCU Contract Administrator on a monthly basis with original invoice. Contractor will be responsible for removing bait that is no longer required.
- Dead rodents creating obnoxious odors must be removed promptly, including rodents trapped behind wall partitions or other inaccessible areas.
- Poison bait must only be used as required and where other methods have been proven ineffective. When bait must be used, choose options from the 2007 San Francisco Reduced-Risk Pesticide List. (See Attachment C)

- i. Slugs and Snails
  - There are various non-chemical solutions to eliminating slugs and snails, including putting salt or sharp shingle around vulnerable plants, drowning them in beer or simply throwing them over a fence. Elemental copper bands also repel slugs and snails.
- m. Wasps and Hornets
  - A simple trap can be made by putting beer or a solution of jam or honey and water in an open jar around the grounds. If this does not work, there are branded traps available containing specially formulated attractant baits.

## 5. Feedback

VCU is committed to implementing a successful and effective Integrated Pest Management Plan and will take the following actions to collect occupant feedback and provide continuous improvement and evaluate new technologies, procedures, and processes:

- a. Contract Administration Manager will implement an occupant survey and complaint response system.
- b. Contract Administration Manager will document all feedback received and the remedial actions taken in response.

## G. Performance Criteria

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### 1. Standard Operating Procedures (SOPs) Documentation Requirements

- a. A detailed maintenance plan shall be developed to include the following information for each maintenance activity:
  - Schedule of inspections, preventative measures, and pest removal
  - Purpose
  - Pesticides to be used
  - Other supplies or equipment to be used
  - Key Actions
- b. A maintenance log shall be developed and updated to include the following information (See Attachment D for sample)
  - Dates of pest maintenance activity
  - Person performing maintenance activity
  - Details of maintenance, such as pesticides used, locations, pests or rodents found and removed
  - Date time and method of treatment notification to occupants

### 2. Product & Equipment Documentation Requirements

- a. All products must be pre-approved prior to use at VCU.
- b. The IPM Contractor must demonstrate that sustainability criteria set forth in *Section E1* are being met
- c. The IMP Contractor must record details of treatments in provided maintenance log. (Log provided by VCU Facility Manager)

## H. Responsible Parties

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### 1. Property Owner (VCU to Designate Person Responsible)

- a. Adopt Integrated Pest Management Plan

### 2. Facility Manager (VCU to Designate Person Responsible)

- a. Enforce SOPs and provide ongoing documentation and enforcement.
- b. Provide notification to occupants according to IPM plan guidelines.
- c. Manage the collection of occupant feedback.

### 3. Pest Management Company (VCU to Hire Vendor)

- a. Sign contract with VCU based upon VCU's Integrated Pest Management Plan



- b. Follow general IPM guidelines:
  - a. Conduct routine inspections.
  - b. Submit inspection and action logs to Facility Manager after each visit.
    - i. Track all application with log, noting targeted pests, dates, locations of applications, responsible individuals, and specific pesticides applied (see sample log).
  - c. Use bait, traps, and other control strategies before considering the use of pesticides.
  - d. When necessary, use only species-specific and least hazardous pesticides from the 2010 San Francisco Reduced-Risk Pesticide List (See Attachment C)
    - i. Any pesticide that meets San Francisco's Tier 3 hazard criteria (least hazardous) is considered least toxic if they exceed the Tier 3 criteria but are used in self-contained baits and placed in inaccessible locations. **Rodent baits are not considered least toxic under any circumstances.**
  - e. Report preventative measure problems to Facility Manager, e.g. holes where pests can enter buildings, debris where pests can hide/live.
  - f. Supply MSDS of any products used for pest prevention or elimination.
  - g. Request approval from VCU when spraying must occur, and then report spraying in log afterwards.
    - i. If pesticide other than a least toxic pesticide or self-contained non-rodent bait is used, provide universal notification to all facility occupants at least 72 hours before application.
  - h. Use only GreenSeal-certified cleaning products, per VCU guidelines.
  - i. Do not mix chemicals on-site.
  - j. Do not dispose of chemicals on-site.
  - k. Wear protective clothing and follow standard safety procedures at all times.
- c. Species-specific guidelines:
  - a. Ants
    - i. In areas where ants are present, wipe down with soapy water in order to prevent the formation of major scent trails. If there is already an established trail, wipe backwards from the food source to the entrance of the trail.
    - ii. Baits are best put in the path of an ant trail and then removed after the ant activity stops, before they lure ants from other colonies.
    - iii. Low toxicity compounds to control ants include boric acid and diatomaceous earth, a chalk-like powder consisting of fossilized remains of diatoms.
  - b. Bed Bugs
    - i. If bed bug infestation is found, pest management contractor may be asked to treat not only the affected room but the surrounding rooms as well in order to prevent the spread of the pests to other rooms.
    - ii. Treatment will consist of three treatments of infested areas, with two weeks in between each treatment, in order to break the life cycle of the pests.
  - c. Cockroaches
    - i. There are five main species of cockroaches and effective control depends on identifying them correctly.
    - ii. Integrated pest management measures for controlling cockroaches include effective hygiene and exclusion practices, sticky traps lined with pheromones, boric acid, and insect growth regulators.
  - d. Flies
    - i. Natural chemical treatments include pyrethrum extracted from the *Chrysanthemum cinerariaefolium* plant that can be used in kitchens and restaurants.
  - e. Fabric/Clothing Moths
    - i. For acute moth problems, reusable traps can be baited with a controlled-release pheromone system to lure moths in the trap and disrupt their mating cycle.
    - ii. Mothballs not only have an unpleasant odor, but they are also poisonous; avoid them if possible. Insect foggers are not recommended as they can pose a health threat and are not always effective.
  - f. Pantry Moths

- i. Kill any moths with fly swatters or moth traps.
  - ii. Peppermint gum, bay leaves, peppercorns and cloves may also help deter pantry moths.
- g. Rodents
- i. No second generation (single-feed) rodent baits should be used in buildings adjacent to parkland, wild areas, or other spaces where wildlife may be unintentionally affected.
  - ii. Rodent baits should only be used if they are solid blocks placed within locked, outdoor dispensers.
  - iii. Traditional mouse and rat traps, or snap traps, kill instantly. If trapping efforts fail, it is usually due to too few traps being used.
  - iv. Bait should be sticky to ensure that the mouse triggers the trap mechanism even if it only lightly touches the bait. Mice prefer peanut butter or chocolate to cheese. Bacon, oatmeal, or apples can also be used as bait.
  - v. An alternative to snap traps is a battery-operated trap that generates a high-voltage once the rat or mouse is inside. The design is relatively safe and can be used in areas where children, pets, or wildlife may be present.
  - vi. All bait stations must be locked and plainly marked as required by Federal and State regulations. Bait station location logs must be maintained by the contractor and a copy provided to the VCU Contract Administrator within 24 hours of bait station being placed. Contractor will maintain records of the location and dates poison bait is used. These reports will be submitted to VCU Contract Administrator on a monthly basis with original invoice. Contractor will be responsible for removing bait that is no longer required.
  - vii. Poison bait must only be used as required and where other methods have been proven ineffective. When bait must be used, choose options from the San Francisco Reduced-Risk Pesticide List.

## I. Time Period

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This policy will remain in effect going forward from its inception date, (TBD).

## J. Resources

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- o SF Environment, [www.sfenvironment.org](http://www.sfenvironment.org)
- o Environmental Protection Agency (EPA), [www.epa.gov](http://www.epa.gov)
- o U.S. EPA Environmentally Preferable Purchasing (EPP), [www.epa.gov/pesticides/](http://www.epa.gov/pesticides/)
- o Bio-Integral Resource Center, [www.birc.org](http://www.birc.org)
- o US Green Building Council, [www.usgbc.org](http://www.usgbc.org)
- o US Green Building Council LEED Registered Project Tools, [www.usgbc.org/projecttools](http://www.usgbc.org/projecttools)
- o Beyond Pesticides, [www.beyondpesticides.org](http://www.beyondpesticides.org)
- o Green Shield Certified, [www.greenshieldcertified.org](http://www.greenshieldcertified.org)
- o Integrated Pest Management Institute of North America, Inc., [www.ipminstitute.org](http://www.ipminstitute.org)
- o <http://www.greenlodgingnews.com/misunderstandings-about-green-pest-management-clarified>

ATTACHMENT C  
**2016 San Francisco Reduced-Risk Pesticide List**  
for City-owned properties

Red cells = removed from list  
Yellow cells = changed wording  
Green cells = added to list

Product Name	Type	EPA #/ SF code*	Ingredients	Pesticide Hazard Tier	Use Limitation Type	Use Limitations Other uses require an exemption (click here)	Changes	Usage 2014 (lbs a.i)
<b>GENERAL USE PESTICIDES</b>								
<b>Actinovate</b>	Fungicide	73314-1	<i>Streptomyces lydicus</i> WYEC 108	Least hazardous (Tier III)	<b>Least Limited</b>			0.0069
<b>Advion Ant Bait Arena (Dupont)</b>	Insecticide	352-664	Indoxacarb 0.1%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0002
<b>Advion Ant Gel (Dupont)</b>	Insecticide	352-746	Indoxacarb 0.05%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0001
<b>Advion Cockroach Bait Arena (Dupont)</b>	Insecticide	352-668	Indoxacarb 0.5%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0073
<b>Advion Cockroach Gel Bait (Dupont)</b>	Insecticide	352-652	Indoxacarb 0.6%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0016
<b>Agri-Fos Systemic Fungicide</b>	Fungicide	71962-1	Potassium phosphite 45.8%	Least hazardous (Tier III)	<b>Least Limited</b>	For use on high-value oaks ( <i>Quercus</i> spp.) susceptible to Sudden Oak Death, or in experiments with Sudden Oak Death control. When labelling permits, use on an experimental basis for Anthracnose control on sycamores.		9.4692
<b>Alligare Rotary 2 SL</b>	Herbicide	81927-6	Imazapyr, isopropylamine salt 28%	More hazardous (Tier II)	<b>More Limited</b>	For weeds in rights of way, or invasive species in natural areas where other alternatives are ineffective, especially for invasive legumes and composites such as yellow star thistle and purple star thistle.	Removed "USE UP EXISTING STOCKS," added rights of way.	0.0000
<b>Aquamaster (Roundup Custom) Herbicide</b>	Herbicide	524-343	Glyphosate, isopropylamine salt 53.8%	Most hazardous (Tier I)	<b>Most Limited</b>	<b>Subject to "Limitations on most restricted herbicides"</b> Other limitations: For aquatic uses, use for emergent plants in ponds, lakes, drainage canals, and areas around water or within watershed areas.	Added limitations on most restricted herbicides. Removed terrestrial language and red-legged frog language (redundant).	59.6281
<b>Avenger</b>	Herbicide	82052-1	d-Limonene 60%	More hazardous (Tier II)	<b>More Limited</b>	Burndown herbicide. Not for use near water.	Removed "to replace Greenmatch" and "USE UP EXISTING STOCKS."	2.0625
<b>Azatin XL</b>	Insecticide	70051-27	Azadirachtin 3%	Most hazardous (Tier I)	<b>More Limited</b>	For greenhouses and established plants for interiorscapes. Do not apply on flowering plants when bees are active. USE UP EXISTING STOCKS - Azatrol is safer alternative.		0.0094
<b>Azatrol EC Insecticide</b>	Insecticide	2217-836	Azadirachtin (2328) 1.2%	More hazardous (Tier II)	<b>More Limited</b>	For greenhouses and established plants for interiorscapes. Do not apply on flowering plants when bees are active.	Changed from Tier I to Tier II	0.0000
<b>Bacillus thuringiensis insecticides (excluding mosquito control)</b>	Insecticide	Various	<i>Bacillus thuringiensis</i> (various subsp.)	Least hazardous (Tier III)	<b>Least Limited</b>			0.0000
<b>BestYet Cedarcide</b>	Insecticide	exemptprod-009	Cedarwood oil, amorphous silica	Least hazardous (Tier III)	<b>Least Limited</b>			0.0000
<b>Bond Spreader-Sticker</b>	Adjuvant	34704-50033	Synthetic carboxylated latex 50%, primary aliphatic oxyalkylated alcohol 10%	Least hazardous (Tier III)	<b>Least Limited</b>			
<b>CMR Silicone Surfactant</b>	Adjuvant	1050775-50025 [INACTIVE]	Polymethylsiloxane, nonionic	Least hazardous (Tier III)	<b>More Limited</b>			
<b>Competitor</b>	Adjuvant	2935-50173	Ethyl oleate	Least hazardous (Tier III)	<b>Least Limited</b>			
<b>Conserve SC Turf and Ornamental</b>	Insecticide	62719-291	Spinosad 11.6%	More hazardous (Tier II)	<b>Least Limited</b>	For use as a last resort in greenhouses. If feasible, alternate with other products to avoid the development of resistance. Use on high value ornamentals only.		0.0000
<b>Critter Ridder</b>	Mammal repellent	50932-10	Oil of black pepper 0.48%	Least hazardous (Tier III)	<b>Least Limited</b>			0.7353
<b>Debug Turbo</b>	Nematicide	70310-5	Fats & glyceridic oils margosa 65.8%, azadirachtin 0.7%	More hazardous (Tier II)	<b>Least Limited</b>			0.0000

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Product Name	Type	EPA #/ SF code*	Ingredients	Pesticide Hazard Tier	Use Limitation Type	Use Limitations Other uses require an exemption (click here)	Changes	Usage 2014 (lbs a.i)
Detour	Mammal repellent	exemptprod-015	White pepper 3%, white mineral oil 87%, silica 10%	Least hazardous (Tier III)	Least Limited			0.0000
Eco Exempt/Essentria Jet Wasp and Hornet Killer	Insecticide	exemptprod-007	2-phenethyl propionate 2%, rosemary oil 3%	Least hazardous (Tier III)	Least Limited	Preferred alternative to Wasp Freeze but may not act quickly enough during late summer, when yellowjackets are most aggressive. Consider digging up nest and baiting with honey in evening to attract raccoons.		0.0000
Fiesta	Herbicide	67702-26	Iron HEDTA 26.52%	Most hazardous (Tier I)	More Limited			2.5857
Cimexa Insecticide Dust	Insecticide	73079-12	Amorphous silica gel 100%	Least hazardous (Tier III)	Least Limited	Only for use on rat mites, bedbugs, lice, and yellowjackets in walls when nonchemical techniques prove ineffective.		0.0770
Enstar II Insect Growth Regulator (Enstar 5E)	Insecticide	2724-476	Skinoprene 64.1%	More hazardous (Tier II)	More Limited	USE UP EXISTING STOCKS. For use only in nurseries and on roses.		0.0000
Essentria IC3	Insecticide	exemptprod-013	Rosemary oil 10%, geraniol 5%, peppermint oil 2%, wintergreen oil, white mineral oil, vanillin, polyglyceryl oleate	Least hazardous (Tier III)	Least Limited			0.0000
Garlon 4 Ultra	Herbicide	62719-527	Triclopyr, butoxyethyl ester 60.45%	Most hazardous (Tier I)	Most Limited: Most justify use	Subject to "Limitations on most restricted herbicides" Use only for targeted treatments of high profile or highly invasive exotics via dabbing or injection. May use for targeted spraying only when dabbing or injection are not feasible. HIGH PRIORITY TO FIND ALTERNATIVE	Added: Subject to "Limitations on most restricted herbicides" Removed: Follow label requirements regarding exposure to mist. HIGH PRIORITY TO FIND ALTERNATIVE	12.8564
Genrol Point Source Roach Control Device	Insecticide	2724-469	Hydroprene 96%	Least hazardous (Tier III)	Least Limited			0.0227
Habitat	Herbicide	241-426	Imazapyr, isopropylamine salt, 28%	More hazardous (Tier II)	More Limited	Preferred alternative to triclopyr for use on invasive weeds in natural areas, such as broom, Coloneaster, or Arundograss. USE UP EXISTING STOCK - REPLACE WITH POLARIS		0.3129
Intice Thiquid Ant Bait	Insecticide	73079-7	Borax, 5%	Most hazardous (Tier I)	Least Limited		Changed to Tier I - EU	1.8625
Maxforce FC Magnum Roach Killer Bait Gel	Insecticide	432-1460	Fipronil 0.05%	More hazardous (Tier II)	More Limited	Not for use in outdoor areas with potential rain exposure		0.0000
Maxforce FC Professional Insect Control Ant Bait Stations	Insecticide	432-1256	Fipronil 0.01%	More hazardous (Tier II)	More Limited	Not for use in outdoor areas with potential rain exposure		0.0000
Maxforce FC Professional Insect Control Roach Bait Stations	Insecticide	432-1257	Fipronil 0.05%	More hazardous (Tier II)	More Limited	Not for use in outdoor areas with potential rain exposure		0.0000
Maxforce FC Professional Insect Control Roach Killer Bait Gel	Insecticide	432-1259	Fipronil 0.01%	More hazardous (Tier II)	More Limited	Not for use in outdoor areas with potential rain exposure		0.0001
Milestone	Herbicide	62719-519	Aminopyralid, triisopropylamine salt [5928] 40.6%	More hazardous (Tier II)	More Limited	For invasive species in natural areas or parklands where other alternatives are ineffective, especially for invasive legumes and composites such as yellow star thistle and purple star thistle.	Added "or parklands". Changed from "Most Limited" to "More Limited."	0.0381
M-pede Insecticide/Fungicide	Insecticide	62719-515	Potash soap 49%	Least hazardous (Tier III)	More Limited	Nursery, specialty gardens, and Africanized Honey Bees.		0.0000
Nufarm Polaris Herbicide	Herbicide	228-534	Imazapyr, isopropylamine salt, 28%	More hazardous (Tier II)	More Limited	Preferred alternative to triclopyr for use on invasive weeds in natural areas, such as broom, Coloneaster, or Arundograss.		2.4241
OhYeah!	Insecticide	exemptprod-002	Sodium lauryl sulfate	Least hazardous (Tier III)	Least Limited			
Orange Guard	Insecticide	61887-1	D-limonene 5.8%	More hazardous (Tier II)	More Limited	Soap spray is preferred for removing ant trails. Minimize use in enclosed areas due to scent. Wear protective equipment. Potential aquatic hazard - do not apply directly to water.		0.0000
Organocide	Insecticide	exemptprod-010	Sesame oil 5%	Least hazardous (Tier III)	Least Limited			0.0000

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<b>Oust XP Herbicide (DuPont)</b>	Herbicide	352-601	Sulfometuron-methyl 75%	More hazardous (Tier II)	<b>Most Limited: Must justify use</b>	For use only on airport operational areas subject to FAA requirements.	Removed: HIGH PRIORITY TO FIND ALTERNATIVE	3.4151
<b>Pentrabark</b>	Adjuvant	83416-50001	Polyalkyleneoxide modified heptamethyltrisiloxane	Least hazardous (Tier III)	<b>More Limited</b>			
<b>Prescription Treatment Brand Perma-Dust</b>	Insecticide	499-384	Boric acid 35%, petroleum distillates hydrotreated light 10%, HFC-134A, 1,1 difluoroethane	More hazardous (Tier II)	<b>More Limited</b>	Use in situations where adhesion of dust is important and non-aerosol boric acid products are ineffective.		0.0000
<b>Prescription Treatment Brand Wasp-Freeze Wasp and Hornet Killer Formula 1</b>	Insecticide	499-362	Phenothrin 12%, d-trans allethrin .129%, CO2	Most hazardous (Tier I)	<b>More Limited</b>	Use only when a concern for public safety, and in situations where use of EcoExempt product is inadequate or unsafe.		0.0420
<b>Roundup Promax Herbicide</b>	Herbicide	524-579	Glyphosate, isopropylamine salt 48.7%	Most hazardous (Tier I)	<b>More Limited</b>	<b>Subject to "Limitations on most hazardous herbicides"</b> Use of Aquamaster + Competitor is preferred except in situations where rainfastness is needed.	Added Subject to "Limitations on most hazardous herbicides" Removed: Use 2% dilution for cracks in hardscape, decomposed granite and edging only as last resort. OK for renovations but must put in place weed prevention measures. Note prohibition on use within buffer zone (generally 60 feet) around water bodies in red-leaved tree habitat	572.8034
<b>Shake-Away Coyote Urine Repellent Granules</b>	Mammal repellent	exemptprod-014	Coyote urine 5%, limestone 95%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0500
<b>Sluggo Slug and Snail Bait</b>	Molluscicide	67702-3	Phosphoric acid, iron(3+) salt (1:1) 1%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0025
<b>Spraytech Oil</b>	Insecticide	65328-50001	Soybean oil	More hazardous (Tier II)	<b>Least Limited</b>			0.0000
<b>Stalker herbicide</b>	Herbicide	241-398	Imazapyr, isopropylamine salt 28%	More hazardous (Tier II)	<b>More Limited</b>	For invasive species in natural areas where other alternatives are ineffective, especially for invasive legumes and composites such as yellow star thistle and purple star thistle. USE UP EXISTING STOCKS		0.4477
<b>Terro Ant Killer II, Terro Ant Killer II Liquid Ant Baits, Terro-PCO Liquid Ant Bait</b>	Insecticide	149-8	Sodium tetraborate decahydrate 5.4%	Least hazardous (Tier III)	<b>Least Limited</b>			0.0735
<b>GOLF PRODUCTS</b>								
<b>Nufarm Quinclorac SPC 75 DF Herbicide</b>	Herbicide	228-592	Quinclorac, 75%	More hazardous (Tier II)	<b>More Limited</b>	For use on Harding Park/Fleming golf courses only in preparation for tournament play. USE UP EXISTING STOCKS.	Added USE UP EXISTING STOCKS	0.0000
<b>Fosphite Fungicide</b>	Fungicide	68573-2	Potassium phosphite	Least hazardous (Tier III)	<b>More Limited</b>	Only for use on golf courses.		25.4314
<b>Heritage Fungicide</b>	Fungicide	100-1093	Azoxystrobin 50%	Most hazardous (Tier I)	<b>Most Limited: Must justify use</b>	For use on Harding Park/Fleming golf courses only in preparation for tournament play		3.9500
<b>Lontrel Turf and Ornamental Herbicide</b>	Herbicide	62719-305	Clopyralid, 40.9%	More hazardous (Tier II)	<b>More Limited</b>	For use on Harding Park/Fleming golf courses only in preparation for tournament play. May be used 1x/year in other golf courses on greens only.	May be used 1x/year in other golf courses on greens only.	6.7231
<b>Primo Maxx</b>	Growth regulator	100-937	Trinexapac-ethyl 11.3%, tetrahydrofurfuryl alcohol (THFA)	Most hazardous (Tier I)	<b>More Limited</b>	Only use on Harding/Fleming golf courses in preparation for major golf tournaments.	Changed "city-owned" to Harding/Fleming	3.7719
<b>Quinclorac 1.5L</b>	Herbicide	53883-336	Quinclorac, dimethylamine salt, 18.92%	More hazardous (Tier II)	<b>More Limited</b>	For use on Harding Park/Fleming golf courses only in preparation for tournament play.		0.0000
<b>Sapphire</b>	Herbicide	62719-547	Penoxsulam	More hazardous (Tier II)	<b>More Limited</b>	Only use on City-owned golf courses in preparation for major golf tournaments.		0.6337
<b>Tourney</b>	Fungicide	59639-144	Metconazole, 50%; Silica-crystalline quartz	Most hazardous (Tier I)	<b>More Limited</b>	For management of pink snow mold (Microdochium nivale) on Harding Park/Fleming golf courses only in preparation for tournament play.		0.0000

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<b>Trimmit 2SC Plant Growth Regulator for Turfgrass</b>	Growth regulator	100-1014	Pacllobutrazol 22.3%	More hazardous (Tier II)	<b>More Limited</b>	For use only on golf courses in preparation for tournament play.		1.7701
<b>Trinity TM</b>	Fungicide	7969-257	Triticonazole, 19.2%	More hazardous (Tier II)	<b>More Limited</b>	For use on Harding Park/Fleming golf courses only in preparation for tournament play. May be used 1x/year in other golf courses on greens only.	May be used 1x/year in other golf courses on greens only.	0.0000
<b>Turfion Ester</b>	Herbicide	<b>62719-258</b>	<b>Triclopyr, butoxyethyl ester 61.6%</b>	<b>Most hazardous (Tier I)</b>	<b>Most Limited: Must justify use</b>	<b>Subject to "Limitations on most restricted herbicides"</b> Targeted treatment of golf course turf. HIGH PRIORITY TO FIND ALTERNATIVE.	Moved to "Golf products" section. Added: Subject to "Limitations on most restricted herbicides". Removed: Red-legged frog language. Changed to "targeted treatment of golf course turf."	22.8895
<b>VECTOR CONTROL PRODUCTS</b>								
<b>Agnique MMF-G</b>	Mosquito control - other	53263-30	Poly[oxy-1,2-ethanediy], alpha-isodecyl-omega-hydroxy-phosphate 32%	More hazardous (Tier II)	<b>Most Limited: Must justify use</b>	Use for late instar mosquito larvae and pupae, in combination with microbial products. DISCONTINUING - USE UP REMAINING STOCK		13.5800
<b>BVA2 Mosquito Larvicide</b>	Mosquito control - other	70589-1	Highly refined petroleum distillate (mineral oil)	More hazardous (Tier II)	<b>More Limited</b>	Use as a pupacide for public health mosquito treatments.	Tier changed from I to II. Removed: "For use only at San Francisco International Airport properties (within San Mateo Mosquito Abatement District)". Added: Use as a pupacide for public health mosquito treatments.	1628.4791
<b>Conrac All-Weather Blox</b>	Rodenticide	12455-79	Bromadiolone 0.005%	Most hazardous (Tier I)	<b>Most Limited: Must justify use</b>	HIGH PRIORITY FOR REMOVAL. USE UP EXISTING STOCKS. For use only in San Francisco International Airport Terminal Areas, or for commercial lessees on city properties that are not adjacent to natural areas. In commercial establishments, use of product shall be a last resort after other, less-toxic measures have been implemented, including sanitation and trapping, and only where a significant public health hazard is recognized. In all cases, monitoring shall be used whenever feasible to minimize rodenticide use.		0.0012
<b>JT Eaton Bait Block Rodenticide with Peanut Butter Flavorizer</b>	Rodenticide	56-42	Diphacinone 0.005%	More hazardous (Tier II)	<b>More Limited</b>	See Site-Specific Limitations. For rat control only in situations with high public health concerns, where trapping is infeasible. In all cases, monitoring shall be used whenever feasible to minimize rodenticide use. HIGH PRIORITY TO FIND ALTERNATIVE.		0.0380
<b>Mosquito control - microbial</b>	Mosquito control - microbial	Various	<i>Bacillus thuringiensis</i> (Berliner or Israelensis) or <i>Bacillus sphaericus</i>	Least hazardous (Tier III)	<b>Least Limited</b>	Any microbial mosquito larvicide with active ingredients <i>Bacillus thuringiensis</i> (Berliner or Israelensis) or <i>Bacillus sphaericus</i> is categorized as Least limited.		96.3120
<b>Mosquito control products - IGRs</b>	Mosquito control - IGRs	Various	S-Methoprene (5026)	Least hazardous (Tier III)	<b>More Limited</b>	Use for tanks with limited access, or other areas where frequent treatments are infeasible. For City catchment basins, microbial products are preferred. Not for use in estuarine environments except under control of San Mateo Mosquito Abatement District.		0.0000
<b>Rodent control - diphacinone block baits</b>	Rodenticide	Various	Diphacinone	More hazardous (Tier II)	<b>More Limited</b>	<b>See Site-Specific Limitations.</b> For rat control only in situations with high public health concerns, where trapping is infeasible. In all cases, monitoring shall be used whenever feasible to minimize rodenticide use. HIGH PRIORITY TO FIND ALTERNATIVE.		
<b>Top Gun All Weather Bait Block Rodenticide</b>	Rodenticide	67517-66	Bromethalin 0.01%	Most hazardous (Tier I)	<b>Most Limited: Must justify use</b>	For use only in City-owned sewer lines, San Francisco International Airport Terminal Areas, or for commercial lessees on city properties that are not adjacent to natural areas. In commercial establishments, use of product shall be a last resort after other, less-toxic measures have been implemented, including sanitation and trapping, and only where a significant public health hazard is recognized by the San Francisco Dept. of Public Health. In all cases, monitoring shall be used whenever feasible to minimize rodenticide use.	Added: "by the San Francisco Dept. of Public Health."	0.0658

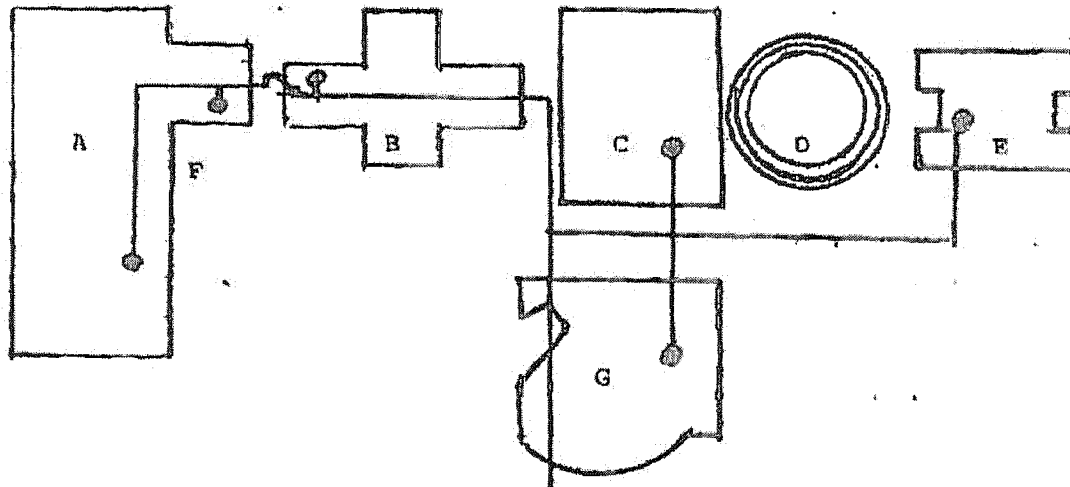
\*Some products, such as most rodenticides, have very small percentages of active ingredients and thus appear as "0"



ATTACHMENT E

APRIL 16, 2010

RODENT CONTROL PROGRAM  
TUNNELS

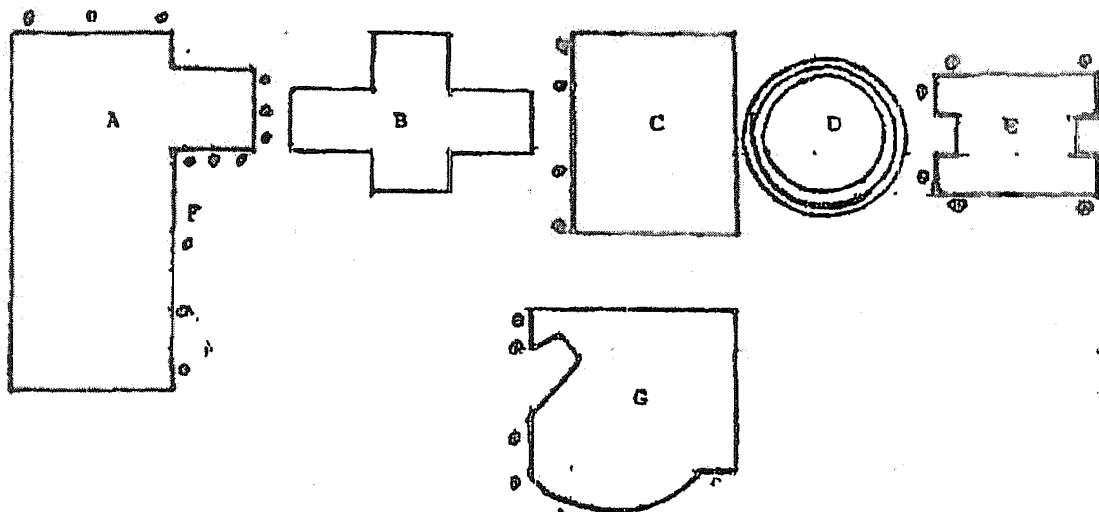


• = bait station

- A. Sanger Hall
- B. A.D. Williams Building
- C. Kontos Medical Science Building
- D. Courtyard
- E. Egyptian Building
- F. Courtyard
- G. Molecular Science Building



ATTACHMENT F



APRIL 16, 2010  
RODENTCONTROL PROGRAM

⊙ BAIT STATION

- A. Sanger Hall
- B. A.D. Williams
- C. Kentos Medical Science Building
- D. Courtyard
- E. Egyptian Building
- F. Courtyard



## RFP 7258392CP- Addendum #1

ADDENDUM NO.1 TO ALL OFFERORS:

Date: December 19, 2016  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 10, 2017 at 2:00 PM, EST**

The Addenda includes the following information:

Notes from optional Pre-proposal dated December 19, 2016 @ 1:00 PM:

Question #1 - Please provide the name of your current pest control service provider.

Answer #1 - D.O.A. Pest Control

Question #2 - What is the total budget expense for the upcoming contract year?

Answer #2 - Will be determined based upon proposals/pricing received. Ultimately, the desire is to not exceed by more than 5% the cost of the current year's services (see next question).

Question #3 - What was your total annual pest control costs for last year?

Answer #3 - \$212,738.64

Question #4 - What services are included in the pest control costs for last year?

Answer #4 - General Pests, Stinging Insects, Exterior Rodent Control, Fly Control, Mosquito Control, Bird Control (Inside buildings)

Question #5 - Is the service frequency, # of service locations and/or service types changing for the new contract?

Answer #5 - No.

Question #6 - Who owns the pest control equipment currently installed at the service location(s)?

Answer #6 - Service Provider

Question #7 - Are you currently experiencing any specific pest issues?

Answer #7 - No.

Question #8 - Are you subject to third party audits and inspections i.e.: AIB, SQF, LEED, etc.)?

Answer #8 - Yes. (Potentially LEED, for our LEED-certified buildings)

Question #9 - Are certain products or pesticides required and/or prohibited?

Answer #9 - Yes. (See RFP documentation)

Question #10 - Is special vendor licensing and/or certifications required for access?

Answer #10 - Yes. (See RFP documentation - Pest Control license through DPOR)

Question #11 - Should the bait station be removed?

Answer #11 - Yes.

Question #12 - How is activity monitored?

Answer #12 - Internal maintenance system

Question #13 - 33 metal steam tunnels - can we get a count and do VCU own them?

Answer #13 - VCU will provide number under another addendum. No VCU does not own any bait stations. They are provided by the contractor.

Question #14 - Is an escort needed for the 150 buildings?

Answer #14 - Yes.

Question #15 - Who is the POC for escorts?

Answer #15 - Sylvia Britt (Contract Administrator or her designee)

Question #16 - What's the availability for a walk-through/inspection prior to the holiday?

Answer #17 - You may inspect the buildings at any time between the hours of 8:00 am - 5:00 p.m. with the exception of the Residence Hall. You must be in your company uniform/clothing showing company logo.

Question #17 - Is Clean Out done off season?

Answer #17 - It's done in January and July

Question #18 - How much sq. ft. has been added since 2011?

Answer #18 - Answer will be provided under another addendum

Question #19 - What is VCU doing with bed bugs?

Answer #19 - These are handled under a separate contract. Current contracts have not expired. If any bed bugs are detected, advise Sylvia Britt/her team member.

Question #20 - Emergency Service, Item 3 page 8 of RFP. Do we have to respond in the 4 hour window if the call puts that window at, i.e., 12 midnight>

Answer #20 - Yes. No exceptions.

Question #21 - Page 10, Item 2, C and D - Is there a person to call in on demand orders.

Answer #21 - Yes multiple and you are to return to the same place as the call. You must have a work order/ticket to perform services. The operations center will give you the work order/ticket. You must have this if you intend to get paid for services rendered.

**Question #22 – Will Bee’s be in the calculation?**

**Answer #22 – Yes.**

**Question #23 – Can we get a copy of the existing contract?**

**Answer #23 – Yes. Email request to the RFP Senior Buyer (C. Price).**

**Question #24 – Item E – Can we get the number of rooms by building?**

**Question #24 – Yes. See attached Excel spreadsheet**

After the Conference questions must be submitted in writing (via email) to the Senior Buyer no later than **January 4, 2017 at 12:00PM EST**. All questions asked and responses will be sent to all firms represented at the conference on **January 4, 2016 by 4:30PM EST**. For any question(s) asked that may change the scope of the requirements a written addendum will be sent to all firms represented at the conference. Addenda will also be posted on the eVA Website.

The Conference Register is attached to this Addendum.

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,

**Cheryl Price**

Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #1 for RFP# 7258392CP – Pest Control Services**

---

Name of Firm

---

Signature/Title

---

Date



**RFP 7258392CP- Addendum #2**

ADDENDUM NO.2 TO ALL OFFERORS:

Date: January 4, 2017  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 10, 2017 at 2:00 PM, EST**

The Addenda includes the following information:

- 1) Revised Attachment A – Pricing Schedule
  - Removal of properties no longer included
  - Inclusion of Gross Square Footage (GSF) for each property
- 2) Current Pest Control Contract (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,

*Cheryl Price*  
Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #2 for RFP# 7258392CP – Pest Control Services**

---

Name of Firm

---

Signature/Title

---

Date



**RFP 7258392CP- Addendum #3**

ADDENDUM NO.1 TO ALL OFFERORS:

Date: January 10, 2017  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 13, 2017 at 2:00 PM EST\*\* Revised Due Date**

The Addenda includes the following information:

Due to inclement weather the Proposal due date has been extended until **Friday, January 13, 2017 at 2:00 PM EST**

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,

***Cheryl Price***

Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #3 for RFP# 7258392CP – Pest Control Services**

---

Name of Firm

---

Signature/Title

---

Date



**VCU**

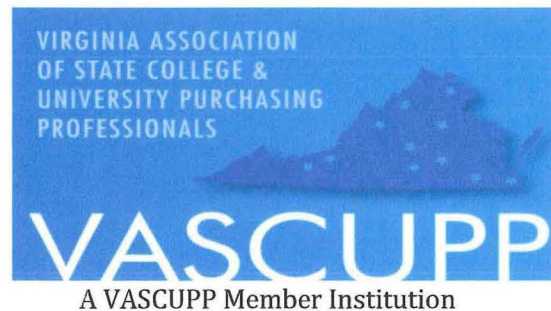
# Request for Proposals

RFP #: 7258392CP

RFP Title: Pest Control Services

Date: December 9, 2016

Due Date: January 10, 2017 at 2:00PM EST



**REQUEST FOR PROPOSALS RFP# 7258392CP**

Issue Date: December 9, 2016  
Title: Pest Control Services  
Issuing and Using Agency: Virginia Commonwealth University  
Attention: Cheryl Price  
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 renewal options.

Proposals for furnishing the services described herein will be received until **2:00 p.m. EST on January 10, 2017.**

All inquiries for information should be sent via email to Cheryl Price, Senior Buyer for Construction, A/E and Facilities, at [caprice@vcu.edu](mailto:caprice@vcu.edu).

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 DEPARTMENT 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 DEPARTMENT OF PROCUREMENT SERVICES.

**IF PROPOSALS ARE HAND-DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER SERVICE, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT SERVICES, 912 W GRACE ST., 5th FLOOR, RICHMOND, VA 23284.** IF PROPOSALS ARE SENT VIA US MAIL (NOT RECOMMENDED), SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980327, RICHMOND, VA 23298-0327. 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 Goods/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:**

D.O.A. Pest Control, Inc Date: 1/9/2017  
9817 Castleburg Drive By (Signature in Ink): [Signature]  
Richmond, VA Zip Code 23236 Name Typed: Al Jimenez  
E-Mail Address: doapst@hotmail.com Title: OWNER  
Telephone: (804) 323-6462 Fax Number: ( )  
Toll free, if available Toll free, if available  
DUNS NO.: 829 632 046 FEI/FIN NO.: 463817096

REGISTERED WITH eVA:  YES ( ) NO SMALL BUSINESS:  YES ( ) NO  
VIRGINIA DSBSD CERTIFIED: ( ) YES  NO MINORITY-OWNED: ( ) YES ( ) NO  
DSBSD CERTIFICATION #: \_\_\_\_\_ WOMEN-OWNED: ( ) YES ( ) NO

**A Pre-Proposal Conference will be held. See Section IV herein.**  
**THIS SOLICITATION CONTAINS 25 PAGES.**



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## **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) is to seek proposals for Pest Control Services.

The initial contract term shall be one (1) year, with the option of up to four (4) one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor's discretion. 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.

Additional information on cooperative procurement is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Cooperative\\_Procurement.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf)

## **II. GOVERNING RULES:**

This solicitation is issued in accordance with the provisions of:

Purchasing Manual for Institution of Higher Education and their Vendors (<https://vascupp.org>)

Governing Rules (<https://vascupp.org>)

## **III. OPTIONAL USE CONTRACT:**

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor(s) and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **IV. THE UNIVERSITY:**

Located on two downtown campuses in Richmond, VCU enrolls more than 32,000 students in 211 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 14 degree-granting schools and one college. As one of the nation's top research universities, VCU attracts more than \$225 million a year in sponsored research funding.

Twenty-seven VCU graduate and professional programs are ranked among the best in the nation in U.S. News & World Report's "America's Best Graduate Schools." These include the No. 1 ranked sculpture and nurse anesthesia programs.

VCU Life Sciences has developed into a university-wide discipline that builds upon the university's traditional scientific strengths in the biological sciences, basic biomedical sciences, patient care, biomedical engineering and biotechnology. VCU Life Sciences is comprehensive in its involvement of all levels of students in the study of life sciences, from freshmen to students in the professional programs to Ph.D. candidates, and integrates diverse disciplines from all over the university, including the academic medical center as well as arts and humanities.

VCU Medical Center is one of the nation's leading academic medical centers and stands alone as the only academic medical center in Central Virginia. The medical center includes the 780-bed MCV Hospitals and outpatient clinics, MCV Physicians — a 600-physician-faculty group practice, and the health sciences schools of VCU. The VCU Medical Center offers state-of-the-art care in more than 200 specialty areas,

many of national and international note, including organ transplantation, head and spinal cord trauma, burn healing and cancer treatment. The VCU Medical Center is the site for the region's only Level 1 Trauma Center. As a leader in health care research, the VCU Medical Center offers patients the opportunity to choose to participate in programs that advance evolving treatment, such as those sponsored by the National Cancer Institute through VCU's Massey Cancer Center, Virginia's first NCI-designated cancer center.

VCU's nationally recognized theatre, music and dance programs offer more than 365 concerts, performances and recitals a year.

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 12,000 full-time and 6,000 part-time employees, including 1,900 full-time instructional faculty — many of them nationally and internationally recognized in their fields. John B. Fenn, Ph.D., research professor in the Department of Chemistry and affiliate professor of chemical engineering, was one of three international scientists to be awarded the 2002 Nobel Prize in chemistry.

VCU's 16 varsity sports compete at the NCAA Division I level as members of the Atlantic-10 Conference. 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.

#### **V. 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 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 Attachment 1 Appendix 1- 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: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@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 on a specific project will result in invoices being returned without payment.

#### **VI. CONFERENCE:**

An optional pre-proposal conference will be held at **1:00PM on Monday, December 19, 2016** at the:

**Grace Street Center Building  
Procurement Services Conference Room  
912 West Grace Street, Fifth Floor  
Richmond, VA 23284**

**For directions and paid parking information visit:**

**<http://business.vcu.edu/about-the-school/our-location/directions--parking/>**

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

After the Conference questions must be submitted in writing (via email) to the Senior Buyer no later than January 4, 2016 at 12:00PM EST. All questions asked and responses will be sent to all firms represented at the conference on January 4, 2016 by 4:30PM EST. For any question(s) asked that may change the scope of the requirements a written addendum will be sent to all firms represented at the conference. Addenda will also be posted on the eVA Website.

## **VII. STATEMENT OF NEEDS:**

### **A. Background:**

1. VCU has 150 buildings from both the Monroe Park and MCV campuses and a remote building in Charles City County that will require regular pest and vector control services (see Attachment-A, "Pricing Schedule" for a full listing);
2. The Contractor should perform preventative maintenance, on-demand, and emergency services for all 150 buildings;
3. VCU currently has 33 metal bait stations located within steam tunnels that connect several buildings on the MCV Campus (See Attachment E-Steam Tunnels Map);
4. Pest and vectors, as listed in this RFP, are defined as all life forms (excluding termites) that may cause destruction to a building or may be a nuisance or health risk to the occupants therein such as: insects, the common housefly, fleas, gnats, fruit flies, book lice, worms, lice, spiders, roaches, water bugs, silverfish, ants, arachnids, crustaceans, reptiles, rodents, squirrels, pigeons, bats, and other such animals or insects;
5. VCU is constructing new buildings and may designate these and current buildings to be compliant with the U.S. Green Building Council LEED (Leadership in Energy and Environmental Design) guidelines. These buildings will require treatment under the VCU Integrated Pest Management Plan (IPM) guidelines (See Attachment B- VCU Interior Integrated Pest Management Plan); and
6. The Inger and Walter Rice Center for Environmental Life Sciences (hereafter referred to as the "Rice Center") is a 5,000 GSF building, LEED Platinum building with the highest sustainability rating possible; it has many special requirements as listed below in Section "F".

### **B. Service Requirements:**

The Contractor should furnish all labor, tools, equipment, and materials necessary to provide preventative maintenance, on-demand, emergency, and clean-out services as part of pest control measures, with the following specifications:

Note: preventative maintenance and on-demand services should not interfere with the normal operations of the buildings' occupants.

1. Preventative Maintenance Services:
  - a) Regularly scheduled, quarterly exterior perimeter treatments of all buildings with Niban granular or a product of equal or better value (see Section VIII, the "Pricing Schedule" for a complete listing of all buildings to be included);
  - b) Monthly monitoring, inspection, and corrective treatment as needed of specific rooms as identified below;
    - (1) Lobbies;
    - (2) Restrooms;
    - (3) Janitor closets;
    - (4) Locker rooms;
    - (5) Mechanical rooms;

- (6) Kitchens and kitchenettes;
  - (7) Trash rooms; and
  - (8) Basements.
- c) Twice monthly monitoring, inspection, and re-baiting of bait stations placed in tunnels, courtyards, and grounds adjacent to buildings on the MCV Campus (See Attachment F-Bait Stations Map);
  - d) Identify sanitation issues, harborage areas, and possible entry points for insects and rodents to be communicated to the VCU Contract Administrator in a monthly report;
  - e) Maintain a log of the buildings serviced to be submitted to the VCU Contract Administrator on a monthly basis (See Attachment D-Sample Maintenance Log);
  - f) Successful eradication of all pests and vectors both inside and outside of all buildings to be included in this contract; and
  - g) Weekly maintenance and re-baiting of two metal bait stations located at the rear of the Kontos Medical Science Building.

## 2. On-Demand Service Requirements:

These are also known as “Trouble Calls”, and are generated by building occupants through the VCU Work Order System. VCU has had in excess of 500 on-demand service calls in the past 12 months. These calls should take place during VCU regular work hours defined as 7:30 am – 5:00 pm. The Contractor should be able to respond within the same day as the trouble call is made.

The Contractor should provide the following services, at minimum, to be considered trouble call services:

- a) Removal of live pests and vectors (as defined in Section III. “Background”, item 5.
- b) Locate and remove all trapped and/or dead rodents (mice, rats, and squirrels) within two hours of notification by the VCU Contract Administrator or designee;
- c) Removal of unneeded bait in bait stations;
- d) Strategically place and anchor bait stations to correct rat/mice infestations outside the buildings, in the outer grounds, and in the tunnels; and
- e) Remove unneeded bait traps at the request of the VCU Contract Administrator or designee.

## 3. Emergency Service Requirements:

These are trouble calls that occur outside of the regular work hours as defined above. These services should include all of those listed above in item 2 for “On Demand Service Requirements”.

## 4. Clean-out Services:

The Contractor should provide clean-out services when a building is added to the contract to insure that all pests are eradicated prior to scheduling preventative maintenance services. The common areas to be treated as part of a building’s clean-out should include:

- a) Kitchens;

- b) Bathrooms;
- c) Hallways;
- d) Foyers;
- e) Closets;
- f) Trash rooms;
- g) Recycling bin areas;
- h) Community rooms;
- i) Computer labs;
- j) Lounges;
- k) Elevator pits;
- l) Elevator machine rooms;
- m) Mechanical rooms;
- n) Basements;
- o) Storage rooms
- p) Loading dock areas, inside and outside; and
- q) Any areas identified by the VCU Contract Administrator.

**C. Material Requirements:**

The Contractor should use the following (unless offering an alternative that is equivalent and provides a better value to VCU):

- 1. Eaton all-weather bait blocks with Diphacinon;
- 2. Covered glue boards and traps;
- 3. Covered bait stations that are plainly marked as required by Federal and Virginia state regulations and composed of:
  - a) Cardboard; and
  - b) Metal.
- 4. Light traps, lures and other devices to control insects;
- 5. Poison bait to be used only as required and where other methods have been proven ineffective; and
- 6. Anti-coagulating baits specifically formulated for rodent control.

**D. Contractor Requirements:**

The Contractor **shall**:

- 1. Be certified by the Virginia Dept. of Agriculture and Consumer Services;
- 2. Provide pest control technicians who are properly trained and certified to handle all materials needed for the pest control services as described in this RFP;
- 3. Perform all pest control services that conform to all Richmond area, Virginia, and Federal government regulations as relate to the chemical composition, performance, and application appropriate to the specific area where the work is being performed; and
- 4. Label all containers to be used in the pest control services.

**E. Personnel Requirements:**

- 1. VCU Personnel:

VCU will provide:

- a) Contract Administrator or designee from the Contract Administration Dept. who will coordinate on-demand services and make emergency service requests; and

- b) Building customer who is designated by the VCU Contract Administrator to sign work orders.

2. Contractor Personnel:

The Contractor should:

- a) Provide a pest control technician who:
- b) Can respond daily to on-demand service requests by the Contract Administrator or designee;
- c) Will pick-up work tickets from the VCU Contract Administrator or designee; and
- d) Return the work tickets the following day signed by the appropriate building customers.

F. **Rice Center Requirements, or other buildings requiring LEED guidelines, in accordance with VCU's Integrated Pest Management policy:**

The Contractor should:

- 1. Use San Francisco Tier 3 chemicals;
- 2. Put in place the following preventative maintenance service measures:
  - a) Mechanical bait stations;
  - b) Non-bait rodent traps;
  - c) Granular bait for insects to be placed around the perimeter of the building;
  - d) Treat common areas e.g. kitchens, bathrooms, etc., each month via a crack-and-crevice broad spectrum control dust;
  - e) Remove the overhangs monthly to inspect for nests, hives, and spider webs to inspect for nest, hives, and spider webs; and
  - f) Control monthly common pests such as ants, cockroaches, crickets, silverfish, mice, and rats. Flying and stinging insects only need to be treated during on-demand services.

**VIII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

**A. GENERAL REQUIREMENTS:**

- 1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP. One (1) original and seven (7) copies** of the proposal must be submitted to the issuing Purchasing Agency. **In addition, the Offeror shall submit with the ORIGINAL hard copy of the proposal, an unsecured electronic copy of the proposal on a disc (i.e. CD or DVD) EXCLUDING ANY PROPRIETARY INFORMATION: proposals submitted by the Offeror(s) awarded a contract through this solicitation will be posted on the VCU Department of Procurement and Payment website. VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic**



**format.** No other distribution of the proposal shall be made by the Offeror.

2. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.
3. **Proposal Presentation:**
  - a) Proposals shall be signed by an authorized representative of the Offeror. *The original proposal must be clearly marked on the outside of the proposal.* All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

All information requested by this Request for Proposals on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an Offeror fails to submit all information requested, the Purchasing Agency may require prompt submission of missing information after the receipt of Contractors proposals.

- b) Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c) Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. 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 the RFP requirements are specifically addressed.

- d) Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- e) Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2- 4342 F. of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. **The outside of the proposal must be marked to denote proprietary information is contained in the documents. The written notice must: 1) be submitted as an attachment to the Offeror's proposal; 2) specifically identify the applicable portions of the Offeror's proposal that contains data or materials to be protected (e.g. Tab 4, pages 1 through 3); and 3) 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 on the applicable page(s) within the Offeror's proposal, by some distinct method, such as highlighting, underlining, etc. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.**

**B. SPECIFIC PROPOSAL REQUIREMENTS:**

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

- 1. The return of the entire RFP cover sheet and all addenda acknowledgments, if any, and both Appendix I and Appendix II (See Section XV) signed and filled out as required.
- 2. Proposed Price. Indicate in the pricing schedule, Section XII of the RFP, your standard costs for preventative maintenance, on-demand, emergency, and clean-out services.
- 3. Compliance:
  - a) Utilization of the words "shall" or "must" in **Section VII**, the "STATEMENT OF NEEDS," items "A." through "F." indicates a mandatory requirement: Does / will your company comply with mandatory requirements?:  
 Yes  No   
 If "NO," identify the specific requirement and the reason for non-compliance.
  - b) Utilization of the word "should" in **Section VII**, the "STATEMENT OF NEEDS," items "A." through "F." indicates a non-mandatory requirement. Does / will your company comply with the non-mandatory requirements as presented in **Section VII**, the "STATEMENT OF NEEDS," items "A." through "E." (i.e. "should" becomes "shall")?  
 Yes  No

If "NO," identify the specific requirement and the reason for non-compliance.

- c) Does your company accept the terms and conditions as presented in **Section X**, the "**GENERAL TERMS AND CONDITIONS**"; in **Section XI**, the "**SPECIAL TERMS AND CONDITIONS**"; and **Section XIII**, the "**PRICING SCHEDULE**"?

Yes  No

If "NO," identify the specific requirement and the reason for non-compliance.

4. References: Complete **Section XII**, the "**Special Terms and Conditions**: Paragraph "**R**" to include similar size contracts utilizing the key personnel which would be assigned to this contract;
5. Provide a list of institutions of higher education with which the firm has a signed term contract;
6. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: <http://www.vcu.edu/procurement/coopcon.htm>.
7. Sustainability: Provide information to demonstrate the overall environmental impact of your proposed approach. Include information on your recommendations to reduce the environmental impact and create efficiencies. Include specifics on the pesticides you propose to use and details for providing pest control services to a LEED designated buildings such as the Rice Center.
8. Describe other related goods and/or services provided by your firm. Provide information to demonstrate how these goods and/or services could benefit the institution and include the associated pricing for the term of the contract. Provide information to address how newly introduced products and services would be offered and included in the contract. Include information on your ability to provide most favored nations pricing.
9. Discuss your company's capabilities to provide the pest control services as described in this RFP to include;
  - a) Usual methods to provide preventative maintenance services;
  - b) Response times to on-demand requests;
  - c) Ability to respond to emergency service requests; and
  - d) Usual methods to provide clean-out services.
10. Describe the materials and equipment that your company plans to use in providing the pest control services as described in this RFP.
11. Provide the names and qualifications for all personnel to be assigned to this contract. Include all contact information and identify the main point of contact with VCU.
12. Discuss your company's personnel screening program and your ability to obtain criminal background checks and comply with our identification card requirement listed in Section X, the "Special Terms and Conditions", items "GG." and "HH."
13. VCU is interested in reducing paperwork and increasing payment efficiency. Discuss your company's capability to transmit invoices electronically and your willingness to work with VCU on that efficiency.

14. Provide a sample copy of the monthly report of the buildings serviced for preventative maintenance that your company would submit. Discuss alternate methods of transmittal that your company can recommend;
15. Small, Women-Owned and Minority-Owned Business commitment for utilization. (See Appendix I.)
  - a) The Offeror must submit complete information unless the Offeror is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

**IX. ORAL PRESENTATION:**

Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. 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.

Offerors 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 Offerors presentation team. VCU reserves the right to re-score proposals following oral presentations.

**X. EVALUATION AND AWARD CRITERIA:**

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. 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 Offeror has made the best proposal, 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 RFP, and the Offeror's response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

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

EVALUATION CRITERIA	
Qualifications and Experience	25%
Methodology/Approach	30%
Pricing Schedule	30%
SWaM Status/Utilization*	15%

\*Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror's performance of the contract.

**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).

2. Subcontractors to VCU's prime:

a. Contractor awarded a contract under this solicitation is hereby obligated:

(1) 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

1. To notify the agency and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

ii. 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. Employers Liability - \$1,000,000.
  2. 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.
  3. 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. As applicable, federal law requires compliance with the following for all federal government contracts:
3. 41 CFR § 60-1.4 Equal Opportunity Clause prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
  4. 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulation prohibit discrimination against qualified individuals on the basis of disability (60-741.5(a)) and protected veteran status (41 CFR 60-300.5(a)), and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

- Y. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in multiple purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://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. The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://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](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

- Z. The following provision applies only if Selected Firm/Vendor will have access to the University's education records as defined under the 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 the RFP governs the contract and not any Contractor terms and conditions or services agreement.
- B. 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.
- C. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.

- 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. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) maybe asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be 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.
- G. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- H. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by 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.
- I. CONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: Al Jimenez  
 Subcontractor Name: \_\_\_\_\_  
 License# 50717-C Type: Pest Control operator

- J. 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:
- i. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
  - ii. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - iii. 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.
- K. FINAL INSPECTION: At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's 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.
- L. 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.

- M. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
- N. PREVENTIVE MAINTENANCE: The Contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain all equipment in complete operational condition.
- O. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- P. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- Q. REFERENCES: Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

- S. 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-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- T. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- U. USE OF RECYCLED MATERIALS: Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein.
- V. 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.

- W. 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. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- X. 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, Offerors should submit along with their proposals, their policy of equal employment.
- Y. ADDITIONAL USERS OF CONTRACT: It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm's willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- Y. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

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 Offeror's proposal being rejected.

- Z. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://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 e-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 the current fees are as follows:

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

- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
- (ii) 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, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

AA. 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.

BB. 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. Note criminal background checks are only required for employees of the Contractor, not for volunteer groups or students who are not employed by the Contractor.

CC. 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

DD. PROTEST PROCEDURES:

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; PO Box 980327  
Richmond, VA 23298-0327

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.

**XIV. METHOD OF PAYMENT:**

The Contractor shall submit a fully itemized invoice that references the Virginia Commonwealth University purchase order number, material descriptions, quantities and unit prices. Payment will be made thirty days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Legislation. Mail invoices to: Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327.

**XV. PRICING SCHEDULE:**

Offerors shall submit pricing in accordance with “**ATTACHMENT A -“PRICING SCHEDULE.”**”

**XVI. APPENDICES:**

**Appendix I: SWaM Form**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_1.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf)

**Appendix II: Invoicing and Payment Form**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)

**XVII. ATTACHMENTS:**

- |              |   |  |
|--------------|---|--|
| ATTACHMENT A | - | PRICING SCHEDULE                               |
| ATTACHMENT B | - | VCU INTERIOR INTEGRATED PEST MANAGEMENT PLAN   |
| ATTACHMENT C | - | 2016 SAN FRANCISCO REDUCED-RISK PESTICIDE LIST |
| ATTACHMENT D | - | SAMPLE MAINTENANCE LOG                         |
| ATTACHMENT E | - | STEAM TUNNELS MAP                              |
| ATTACHMENT F | - | BAIT STATIONS MAP                              |

D.O.A. PEST CONTROL  
9817 Castleburg Drive  
Richmond, VA 23236

Request for Proposals – RFP 7258392CP – Pest Control Services

In response to Virginia Commonwealth University's Request for Proposals, RFP 7258392CP, D.O.A. Pest Control submits the following proposal for consideration:

D.O.A. Pest Control, being the current service provider, has a deep understanding of the needs of the University (Section VII.) and has proven its ability to deliver the caliber of service the University both requires and expects. As a result of the ongoing preventative maintenance services (VII. B.1b) to the 147 buildings under contract (as per the revised pricing schedule) there are no specific pest issues being reported (VII. B.1f).

Preventative Maintenance (VII. B.1b-g) continues to be the main component in the implementation of a successful Integrated Pest Management (IPM) program. Monthly monitoring consists of a visit to each building during which all common areas are inspected and treated as needed. The service technician also checks with the building manager or their designated representative (VII. E.1b) to determine if any additional areas of the building require attention. Discovery of sanitation issues, harborage areas and possible entry points for insects and rodents are immediately reported to the VCU Contract Administrator, usually via e-mail.

The monthly Preventative Maintenance visit is scheduled during regular business hours, as defined in VII. B2, with an emphasis on not



disrupting the daily operations of the University. D.O.A. uses a weekly schedule approach so that most buildings are serviced at approximately the same time each month. This allows for the appropriate time to elapse (21-30 days) between treatments and satisfies the EPA compliance guidelines for chemical use (VII. D3). A Service Ticket, provided by D.O.A., is presented to the customer for signature and submitted to VCU Contract Administration along with the monthly invoice.

As part of the Preventative Maintenance Services D.O.A. will provide an exterior perimeter treatment to all buildings listed on the pricing schedule (VII. B1a), excluding the Rice Center. A granular product such as Advion, a Tier III Pesticide, or Niban will be applied concentrating on entry points (doors, windows, etc.). Quarterly treatments will be scheduled to coincide with cycles of increased insect activity and the appearance of occasional invaders; historically Spring, Summer and Fall.

Bait Stations have been placed at various locations outside buildings in response to reports of rodent (rat) sightings/activity (VII. B.2d). The bait stations are monitored and re-baited as needed or twice monthly at a minimum (VII.B.1c). Schematics for each location are on file with VCU Contract Administration. The level of activity is monitored and reported to VCU Contract Administration. Once rodent activity levels decrease (no bait being taken) the bait stations are removed (VII. B2c).

On-Demand services (VII. B2) or "Trouble Calls" are retrieved and responded to daily during the University's business hours (VII. B2) unless the customer has a special request regarding a time or a specific day. D.O.A. Pest Control will make every effort to respond to On-Demand calls during normal business hours. Calls related to live pests and vectors and the removal of dead rodents (VII. B2a,b) are prioritized and responded to immediately. Calls for General Pests as outlined in

VII.A4 are responded to on the day received. The first part of the response is an inspection of the area to determine if a pest problem exists. If the findings are negative, monitoring devices are placed in an effort to identify a target pest. Monitoring devices (glue traps) are an integral part of D.O.A.'s IPM program. They aid in keeping pesticide exposure to a minimum for the occupants of the University's buildings and Residence Halls. In addition, gel baits, such as Advion Cockroach Bait or Maxforce Ant and Cockroach Bait are used where and when applicable in lieu of chemical treatment (VIII. B7).

All findings and treatment methods are reported to Contract Administration for each On-Demand service call, including sanitation issues, harborage and point of entry concerns (VII. B. 1d). The information provided is then entered into the AiM system so that there is a record of services rendered and information can be forwarded to other departments that may need to become involved.

Clean-out Services (VII. B4 a-q) are provided, at an additional cost, to any building added to the contract. This insures that any existing pest problems (excluding termites) are identified prior to occupancy in most cases. Issues with rodents are also identified and bait stations can be placed during the clean-out service. D.O.A. coordinates the clean-out service with Contract Administration.

Clean-out Services are scheduled twice per year, Summer and Winter, for the twelve Residence Halls currently on contract. The entire building is treated (VII. B4 a-q) as applicable. In addition all student rooms/apartments are treated. The most recent Clean-out service to nine of the Residence Halls occurred in December, 2016 and January, 2017. There were no live insects nor rodents found in the Residence Halls during the course of the Winter Clean-outs (VII. B1f) with the exception of fruit flies in a few apartments where food trash had been

left behind. D.O.A. has attached additional material regarding the Residence Halls (VIII. A3c).

Trouble Calls that occur outside of regular work hours (VII. B3) will be treated as an Emergency On-Demand service. As per the requirements of the existing contract, response will be within four hours. D.O.A. Pest Control has a licensed technician on-call twenty-four hours a day who can be on site within thirty minutes and is familiar with the procedure of responding to Emergency/After Hours requests.

As previously discussed in the RFP, inspection and pest identification are the base of D.O.A. Pest Control's approach. Monitoring devices are the first step of our Integrated Pest Management Program . Once a specific pest or vector is identified a treatment plan is implemented. A combination of pesticide, bait, mechanical and organic products may be used. Exclusion is also a viable option. Presently the chemicals of choice for General Pest Control are Demand CS, Gentrol IGR and CB80 (VII. C 1-6). Light traps and lures are an option but Sanitation measures are preferred. D.O.A. prefers Contrac All Weather Bait Blox as its bait of choice where other methods are ineffective.

VII. D. – The Owner/Operator of D.O.A. Pest Control is licensed and certified by the Virginia Department of Agriculture and Consumer Services to apply all chemicals as per Federal, State and EPA regulations. The Owner/Operator has been issued a VCU Contractor identification card as has any and all employees of the company, past and present. Criminal background checks can and have been obtained as needed/required (X. GG, HH).

VII. E2. – A technician is on site Monday through Friday during regular business hours in order to provide Preventative Maintenance services, pick-up work order tickets and respond to any on-demand service requests by the Contract Administrator. All requests are handled in a

timely fashion and signed work tickets are returned the next day, as required.

D.O.A. Pest Control understands the University's interest and participation in a Sustainable Integrated Pest Management Plan (VIII. B7) and has worked with the University to implement and successfully carry out such a plan at the Rice Center since the property was acquired by Virginia Commonwealth University in 2008. The pest and rodent control program at the Rice Center follows all guidelines stated in the RFP (VII. F1, 2a-f) for the control of General Pests. All products used at the Rice Center are labeled "green", such as Nature's Element "Web Out" and Mother Nature's dust products for crack and crevice treatments. Mechanical rodent traps or "Catch-Alls" have been placed at the facility. Spider webs, insect nests and hives are removed regularly. D.O.A. Pest Control is willing and able to offer such program implementation at the request of the University as LEED sustainable buildings are designated.

D.O.A. Pest Control has proven its ability to provide various levels of service and products to meet the needs of the University (VIII. B9) as outlined in the Service Requirements of this RFP response. In addition to its use of the standard B&G sprayer to apply chemical, the company has the ability and equipment to provide thermal fogging, stinging insect eradication and nuisance pest eradication (VIII. B10). D.O.A. Pest Control is licensed in Category 7B and has the experience and equipment to provide Subterranean Termite Treatment via a soil injection system. Pricing for termite treatment is generally per square or linear foot (VIII. B8) and is one of the services offered where most favored nations pricing would be applicable.

VIII. B11 – The company's owner, Al Jimenez, has been licensed in the State of Virginia for more than twenty-five years and is the Owner/Operator. The company has extensive experience with State and Federal contracts, including several universities in Virginia. We are the current supplier of Pest Control services to Virginia Commonwealth University, this being the third consecutive five year contract with the University. During these years the company has gained extensive knowledge of the day to day operations of the Academic, Administrative, Research and other buildings throughout the campus. The company has developed a positive relationship with the University through open communication with Contract Administration and Facilities Management and being responsive to the needs of the University. The owner, Al Jimenez, is the main contact for this contract. E-mail communication is handled by Cathy Jimenez, Office Manager.

VIII. B5,6 – As stated in the previous paragraph, D.O.A. Pest Control currently has a signed term contract with Virginia Commonwealth University, a VASCUPP member. Over the last ten to fifteen years D.O.A. Pest Control has entered into a contract with Radford University, another VASCUPP member; annual sales from this contract averaged between fifteen and twenty thousand dollars per year during the course of the five year contract. The company has participated in the bid process for other VASCUPP Universities, though not awarded a contract. The company has also entered into contracts with non-VASCUPP Universities including Virginia State University, University of Richmond and J. Sargeant Reynolds.

## XII. Paragraph R – References

Virginia Commonwealth University, Richmond, Virginia

Sylvia Britt (804) 827-1482

Virginia Commonwealth University, Richmond, Virginia

Wayne Johnson (804) 283-5731

Federal Reserve Bank of Richmond 701 E. Byrd Street, Richmond, VA

Henry Stevens (804) 697-8968 or Frank Knoller (804) 697-8163

Federal Reserve Bank of Richmond 12560 West Creek Parkway,  
Richmond, VA

Herb Rose (804) 640-2573

VCU Athletics 1200 W. Broad Street Richmond, VA 23284

Tim Lampke (804) 827-1002

D.O.A. Pest Control is currently submitting the invoice for monthly Pest Control Service electronically to VCU Contract Administration. We have also submitted with this Proposal Appendix 2 for participation in receiving electronic ACH payments at the discretion of the University (VIII. B13).

Attached is a sample page of the monthly report of the buildings serviced for preventative maintenance that can be submitted in lieu of Attachment D of the RFP (VIII. B14). This log can be submitted electronically on a monthly basis.

Respectfully submitted,



Al Jimenez

D.O.A. Pest Control

Attachments

## Request for Proposals – RFP 7258392CP – Pest Control Services

### VIII. A3c – Additional Material

In July, 2013 D.O.A. Pest Control was asked to resume Pest Control services for the Residential Life and Housing properties under the optional use contract provision. Several years prior RLH had removed the housing properties from the contract and entered into a separate contract with another provider, designating a new Contract Administrator for the Residential Life and Housing contract for Pest Control Services.

D.O.A. began responding to On-Demand service requests immediately and found many of the requests were for mice and roaches in several of the Residence Halls.

Throughout the months of July, 2013 through September, 2013 D.O.A. had responded to more than 75 calls for the Residence Halls.

A mouse infestation was found in GRC Phase I and II that had been ongoing for years according to the building manager. There were also German Cockroach infestations found in several apartments.

Cary & Belvidere had a severe German Cockroach infestation, especially on the third floor.

Rhoads Hall was experiencing an American Cockroach and mouse infestations.

D.O.A. diligently proceeded to rid the buildings of these pests and vectors by performing extensive cleanouts of each building. Indoor mouse bait stations were placed in each apartment of Gladdings Residence Center I and II and in each room at Rhoads Hall and in the dropped ceilings in the hallways.



The rooms with severe German Cockroach infestations were identified and a clean-out service was performed in the apartments with infestations as well as the apartments adjacent to the infested apartments. Treatment included chemical application, use of gel bait and light fogging. Infested appliances were discarded and replaced.

The American Cockroach infestation at Rhoads Hall was addressed by first deep cleaning the restrooms/showers on each floor. The roaches had infested the basement and were entering the floors through the drains. The laundry rooms, where trash and recycling is disposed of on each floor, and housekeeping rooms were also targeted as American Cockroaches thrive in wet, moist environments. Recommendations were made to keep clutter out of these areas as it provides harborage for roaches and other pests.

Johnson Hall was experiencing a mouse infestation. Bait stations were placed in all student rooms and common areas. There was also a German Cockroach problem in the building. This was addressed during the initial Summer Clean-out.

D.O.A. wants to emphasize what occurs when Preventative Maintenance Service is not routinely performed and On-Demand services go unresolved. D.O.A. Pest Control embraced this challenge and through use of professional Pest Control methods, top of the line products and knowledge gained over the years of working on an urban campus, eliminated the infestations in each building.

To date, none of the Residence Halls are experiencing any specific pest issues.

## Qualifications & Experience

Al Jimenez, D.O.A. Pest Control

- \*Began working in the Pest Control Industry in 1985; acquired Pest Control Operators License from the State of New York
- \*1987 – Established a licensed Pest Control Business as Owner/Operator in New York, servicing the Five Boroughs of NYC; provided service to restaurants, apartment buildings and office buildings
- \*Began working in the Pest Control Industry in 1990 in Virginia; acquired Pest Control Operators License from the State of Virginia
- \*1992 – Established a Licensed Pest Control Business as Owner/Operator in Virginia
- \*Multi-year contract with Boars Head Provisions, a USDA regulated meat packing industry, in Jarratt, VA; implemented and provided an extensive Rodent Control Program, Fly Control Program and Pest Control Program; responsible for keeping the entire operation free of pests and vectors as per USDA requirements
- \*Multi-year contract with Dominion Virginia Power, Downtown Richmond and Innsbrook locations
- \*Multi-year contract with Dominion Virginia Nuclear Power Station, Surry, VA
- \*Ongoing, long-term contract (recently renewed) with the Federal Reserve Bank of Richmond; at the on start of the initial contract period, a German Cockroach infestation was discovered in the large scale cafeterias. D.O.A. successfully eradicated the pests while implementing an IPM Program that involved the Food Service Provider. Recommendations were made, that are still being followed, regarding sanitation and storage.
- \*5 year contract – Radford University; responsible for Academic, Athletic and Residential buildings; eradicated German Cockroach infestations found in several Residence Halls and brought an American Cockroach problem in the Steam Tunnels under control. Aided Facilities Management in implementing Sanitation Programs such as cleaning and treating trash chutes, where German Cockroaches were nesting, on a monthly basis and eliminating storage of cardboard and other items that promote harborage.
- \*5+ years contract – Beaumont Juvenile Correctional Center; successfully addressed infestations of German Cockroaches, ants, flies, mice and ants. Provided Subterranean Termite treatment on an as needed basis.
- \*5 year contract – Virginia State University; successfully addressed infestations of German Cockroaches, mice and ants; provided treatment for termites and bedbugs on an as needed basis.
- \*5 year contract – Virginia Commonwealth University – treated 60+ buildings for subterranean termites, provided schematics of existing damage and monitored via annual inspections.

## Methodology & Approach

DOA utilizes a sustainable IPM approach to Pest Control with emphasis on Preventative Maintenance and Inspection as outlined in Page 1, paragraph 3 of the RFP response.

### 1. Preventative Maintenance

- 147 buildings are broken down into weekly schedules
- A Service Ticket is prepared for each building
- Each building is inspected, the common areas are treated and a service ticket is signed by the building manager/designated representative
- Sanitation/harborage concerns are reported to Facilities Management
- Original, signed service ticket is submitted with the monthly invoice to Facilities Management


### 2. Trouble Calls

- Work Requests, or trouble calls, are retrieved from a designated folder located in the Physical Plant Department office three times a day at 9am, 12pm and 4pm
- Every work request is reviewed by a supervisor prior to responding
- All work requests are responded to on the day received unless a special request is made
- A Work Order Document, provided by D.O.A., is completed by the technician and returned with the signed work request
- The information is transferred to the original work order and returned to the Physical Plant Department
- The information is then entered into the AIM System
- DOA retains a copy of the Work Order for reference
- All after-hours, weekend and emergency work requests are handled by the Owner/Operator
- If, in response to a work request (or during semi-annual cleanouts of the Residence Halls) an insect or rodent problem is discovered that requires additional treatment, then either a follow-up visit, an after-hours

treatment or a cleanout is scheduled. D.O.A coordinates the service with Facilities Management who in turn notifies the respective departments.


3. Verbal requests from Facilities Management/Contract Administrator are given priority and responded to immediately.

**ATTACHMENT A-(Rev 1) PRICING SCHEDULE**

*Revised 2/23/17* 

RFP# 7258396CP-Pest Control Services

Contractor: D.O.A. Pest Control, Inc.

Signature and Date:  1/9/2017

Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost
A					
1	14 Laurel Street (Cathedral I) (4,222 GSF)	12	Month	\$24.00	\$288.00 \$0.00
2	16 Laurel Street (Cathedral II) (3,868 GSF)	12	Month	\$24.00	\$288.00 \$0.00
3	500 Academic Center, 1020 W. Grace Street (7,686 GSF)	12	Month	\$24.00	\$288.00 \$0.00
4	612 N. Lombardy Street (11,798 GSF)	12	Month	\$24.00	\$288.00 \$0.00
5	809 South Cathedral Place (1,746 GSF)	12	Month	\$24.00	\$288.00 \$0.00
6	811-813 South Cathedral Place (Cathedral III) (11,131 GSF)	12	Month	\$24.00	\$288.00 \$0.00
7	815 South Cathedral Place (4,720 GSF)	12	Month	\$24.00	\$288.00 \$0.00
8	817 South Cathedral Place (Cathedral IV) (4,720 GSF)	12	Month	\$24.00	\$288.00 \$0.00
9	906 W Broad Street (Center for Cultrual Prevention) (1,609 GSF)	12	Month	\$24.00	\$288.00 \$0.00
10	Academic Parking Deck, 801 West Main Street (358,560 GSF)	12	Month	\$24.00	\$288.00 \$0.00
11	Alumni Affair, 924 W. Franklin Street (4,882 GSF)	12	Month	\$24.00	\$288.00 \$0.00
12	Anderson Gallery, 907 1/2 West Franklin Street (13,244 GSF)	12	Month	\$24.00	\$288.00 \$0.00
13	Anderson House, 913 West Franklin Street (6,411 GSF)	12	Month	\$24.00	\$288.00 \$0.00
14	BioTech One, 800 East Leigh Street (84,064 GSF)	12	Month	\$24.00	\$288.00 \$0.00
15	Bird House, 820 W Franklin Street (7,809 GSF)	12	Month	\$24.00	\$288.00 \$0.00
16	Blanton House, 826-828 W. Franklin Street (12,149 GSF)	12	Month	\$24.00	\$288.00 \$0.00
17	Bowe House, 917 W. Franklin Street (6,727 GSF)	12	Month	\$24.00	\$288.00 \$0.00
18	Bowe Street School of the Arts, 609 Bowe Street (5th floor) (27,610 GSF)	12	Month	\$24.00	\$288.00 \$0.00
19	Brand Center, 103 South Jefferson Street (29,551 GSF)	12	Month	\$24.00	\$288.00 \$0.00
20	Buford House, 922 W Franklin Street (6,933 GSF)	12	Month	\$24.00	\$288.00 \$0.00
21	Business Services, 1111 W. Broad Street (3,500 GSF)	12	Month	\$24.00	\$288.00 \$0.00
22	Community Program Center (Back of Building - corner of Hancock & Marshall Streets) (2,462 GSF)	12	Month	\$24.00	\$288.00 \$0.00
23	Crenshaw House, 919 W Franklin Street (6,221 GSF)	12	Month	\$24.00	\$288.00 \$0.00
24	Egyptian Building, 1223 E. Marshall Street (24,380 GSF)	12	Month	\$24.00	\$288.00 \$0.00
Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost

25	Facilities & Financial Services Building, 700 W Grace Street (30,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00
26	Founders Hall, 827 W. Franklin Street (24,933 GSF)	12	Month	\$24.00	\$288.00	\$0.00
27	Franklin Street Gym, 817 W. Franklin Street (102,547 GSF)	12	Month	\$24.00	\$288.00	\$0.00
28	Franklin Terrace, 812-814 W. Franklin Street (30,708 GSF)	12	Month	\$24.00	\$288.00	\$0.00
29	Ginter House, 901 W. Franklin Street (31,024 GSF)	12	Month	\$24.00	\$288.00	\$0.00
30	Goodwin Research Laboratory, 401 College Street (76,026 GSF)	12	Month	\$24.00	\$288.00	\$0.00
31	Grace E. Harris Hall, 1015 Floyd Avenue (153,127 GSF)	12	Month	\$24.00	\$288.00	\$0.00
32	Grace Street Theater, 934 W. Grace Street (7,869 GSF)	12	Month	\$24.00	\$288.00	\$0.00
33	Grant House, 1008 E. Clay Street (25,224 GSF)	12	Month	\$24.00	\$288.00	\$0.00
34	Harrison House, 816 W. Franklin Street (7,087 GSF)	12	Month	\$24.00	\$288.00	\$0.00
35	Health & Life Science Engineering Building, 620 W. Cary Street (23,392 GSF)	12	Month	\$24.00	\$288.00	\$0.00
36	Hibbs Hall, 900 Park Avenue (98,855 GSF)	12	Month	\$24.00	\$288.00	\$0.00
37	Human Resources Training Center, 922 W. Grace Street (2,998 GSF)	12	Month	\$24.00	\$288.00	\$0.00
38	Human Resources Building, 104 N. Belvidere Street (9,374 GSF)	12	Month	\$24.00	\$288.00	\$0.00
39	Hunton House, 810 W. Franklin Street (13,844 GSF)	12	Month	\$24.00	\$288.00	\$0.00
40	James Branch Cabell Library, 901 Park Avenue (297,996 GSF)	12	Month	\$24.00	\$288.00	\$0.00
41	James W. Black Music Center, 1015 Grove Avenue (21,500 GSF)	12	Month	\$24.00	\$288.00	\$0.00
42	Kearney House, 921 W. Franklin Street (8,427 GSF)	12	Month	\$24.00	\$288.00	\$0.00
43	Kontos Medical Sciences Building, 1225 E. Marshall Street (124,825 GSF)	12	Month	\$24.00	\$288.00	\$0.00
44	Lafayette Hall, 312 N. Shafer Street (10,079 GSF)	12	Month	\$24.00	\$288.00	\$0.00
45	Leigh House, 1000 E. Clay Street (6,035 GSF)	12	Month	\$24.00	\$288.00	\$0.00
46	Lindsey House, 600 W. Franklin Street (6,913 GSF)	12	Month	\$24.00	\$288.00	\$0.00
47	Lyons Dental Building, 520 N. 12th Street (116,510 GSF)	12	Month	\$24.00	\$288.00	\$0.00
48	Mary & Frances Youth Center, 120 S. Linden Street (4,750 GSF)	12	Month	\$24.00	\$288.00	\$0.00
49	Massey Cancer Center, 401 College Street (42,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00
50	McAdams House, 914 W. Franklin Street (5,540 GSF)	12	Month	\$24.00	\$288.00	\$0.00
51	McGuire Annex, 1112 E. Clay Street (44,123 GSF)	12	Month	\$24.00	\$288.00	\$0.00
52	McGuire Hall, 1112 E. Clay Street (56,157 GSF)	12	Month	\$24.00	\$288.00	\$0.00
53	MCV Alumni House, 1016 E. Clay Street (17,685 GSF)	12	Month	\$24.00	\$288.00	\$0.00
54	Meredith House, 1014 W. Franklin Street (8,717 GSF)	12	Month	\$24.00	\$288.00	\$0.00
55	Millhiser House, 916 W. Franklin Street (8,914 GSF)	12	Month	\$24.00	\$288.00	\$0.00
<b>Item</b>	<b>Description</b>	<b>Fixed Quantity</b>	<b>Unit</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>	
56	Millhiser House - Rear, 916 1/2 W. Franklin Street (3,158 GSF)	12	Month	\$24.00	\$288.00	\$0.00
57	Molecular Medicine Research Building, 1220 E. Marshall Street (125,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00

58	Moseley House, 1001 Grove Avenue (4,936 GSF)	12	Month	\$24.00	\$288.00 \$0.00
59	N Parking Deck (Includes Bookstore, Print Shop, & Deck) 615 N 10th Street (267,216 GSF)	12	Month	\$24.00	\$288.00 \$0.00
60	Oliver Hall Education Wing, 1001 W. Main Street (71,165 GSF)	12	Month	\$24.00	\$288.00 \$0.00
61	Oliver Hall Physical Science Wing, 1015 W. Main Street (incl. Annex) (99,835 GSF)	12	Month	\$24.00	\$288.00 \$0.00
62	Parking & Transportation Office, 1108 W. Broad Street (4,559 GSF)	12	Month	\$24.00	\$288.00 \$0.00
63	Performing Arts Center, 922 Park Avenue (62,020 GSF)	12	Month	\$24.00	\$288.00 \$0.00
64	Physical Plant Support Building, 909 Oliver Hill Way (1,028 GSF)	12	Month	\$24.00	\$288.00 \$0.00
65	Pollak Building, 325 N. Harrison Street (81,628 GSF)	12	Month	\$24.00	\$288.00 \$0.00
66	Power Plant - Monroe Park Campus, 821 W. Franklin Street (1,334 GSF)	12	Month	\$24.00	\$288.00 \$0.00
67	PPD Shops Building, 1060 Oliver Hill Way (8,891 GSF)	12	Month	\$24.00	\$288.00 \$0.00
68	PPD Shops Warehouse, 1700 N. 17th Street (24,000 GSF)	12	Month	\$24.00	\$288.00 \$0.00
69	President's House, 910 W. Franklin Street (11,502 GSF)	12	Month	\$24.00	\$288.00 \$0.00
70	R. Blackwell Smith Building 410 N. 12th Street (123,440 GSF)	12	Month	\$24.00	\$288.00 \$0.00
71	Randolph Minor Hall, 301 College Street (9,634 GSF)	12	Month	\$24.00	\$288.00 \$0.00
72	Recreation & Aquatic Center, 10th and Turpin Street (74,723 GSF)	12	Month	\$24.00	\$288.00 \$0.00
73	Rice Center, 3701 J.T. Memorial Highway, Charles City (5,000 GSF)	12	Month	\$250.00	\$3000.00 \$0.00
74	Richmond Academy of Medicine, 1200 E. Clay Street (10,000 GSF)	12	Month	\$24.00	\$288.00 \$0.00
75	Ritter-Hickok House, 821 W. Franklin Street (14,898 GSF)	12	Month	\$24.00	\$288.00 \$0.00
76	Samuel Putney House, 1010 E. Marshall Street (7,762 GSF)	12	Month	\$24.00	\$288.00 \$0.00
77	Sanger Hall, 1101 E. Marshall Street (454,177 GSF)	12	Month	\$24.00	\$288.00 \$0.00
78	Scherer Hall, 923 W. Franklin Street (18,095 GSF)	12	Month	\$24.00	\$288.00 \$0.00
79	School of Nursing, 1100 E. Leigh Street (70,245 GSF)	12	Month	\$24.00	\$288.00 \$0.00
80	School of Engineering-East, 401 W. Main Street (115,399 GSF)	12	Month	\$24.00	\$288.00 \$0.00
81	School of Engineering-West, 601 W. Main Street (103,885 GSF)	12	Month	\$24.00	\$288.00 \$0.00
82	School of the Arts Building, 1000 W. Broad Street (114,075 GSF)	12	Month	\$24.00	\$288.00 \$0.00
83	Scott House, 809 W. Franklin Street (18,399 GSF)	12	Month	\$24.00	\$288.00 \$0.00
84	Shafer Street Playhouse, 221 N. Shafter Street (15,990 GSF)	12	Month	\$24.00	\$288.00 \$0.00
85	Sitterding House, 910 Floyd Avenue (9,364 GSF)	12	Month	\$24.00	\$288.00 \$0.00
86	Snead Hall, 301 W. Main Street (128,318 GSF)	12	Month	\$24.00	\$288.00 \$0.00
<b>Item</b>	<b>Description</b>	<b>Fixed Quantity</b>	<b>Unit</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>
87	Sports Medicine Center, 1300 W. Broad Street (25,269 GSF)	12	Month	\$24.00	\$288.00 \$0.00
88	Stagg House, 912 W. Franklin Street (6,011 GSF)	12	Month	\$24.00	\$288.00 \$0.00
89	Starke House, 915 W. Franklin Street (6,775 GSF)	12	Month	\$24.00	\$288.00 \$0.00
90	Stephen Putney House, 1012 E. Marshall Street (7,230 GSF)	12	Month	\$24.00	\$288.00 \$0.00

91	Stokes House, 918 W. Franklin Street (5,340 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
92	Strauss Research Lab, 527 N. 12th Street (14,900 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
93	Student Media Building 817 W. Broad Street (5,739 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
94	T. Edward Temple Building, 910 W. Main Street (99,782 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
95	Technology Administration Building, 701 W. Broad Street (28,400 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
96	Thalhimer Tennis Support Building, 5 S. Linden Street (2,440 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
97	Thurston House, 808 W. Franklin Street (7,413 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
98	Tompkins-McCaw Library, 509 N. 12th Street (84,547 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
99	Trani Life Sciences Building, 1000 W. Cary Street (132,775 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
100	Valentine House, 920 W. Franklin Street (5,414 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
101	VCU Dance Center, 10 N. Bruswick Street (23,090 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
102	VCU Dance Dept. Office, 1315 Floyd Avenue (6,135 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
103	VCU Day Care Center, 1128 Floyd Avenue (11,472 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
104	VCU Meeting Center, 101 N. Harrison Street (5,230 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
105	VCU Welcome Center, 1111 W. Broad Street (3,500 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
106	VMI Building, 1000 E. Marshall Street (43,621 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
107	W. Baxter Perkinson, Jr. Building, 1101 E. Leigh Street (43,700 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
108	West Hospital, 1200 E. Broad Street (314,286 GSF)	12	Month	<del>\$300.00</del> 200.00	<del>\$3600.00</del>	\$0.00	24.00.00
109	White House, 806 W. Franklin Street (17,018 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
110	Williams House, 800 W. Franklin Street (11,827 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
111	Wood Memorial Building, 521 N. 11th Street (74,690 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
112	Advancement Center, 807-809 W. Broad Street (8,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
113	Qatar Office, 1326 W. Broad Street (2,506 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
114	McGlothlin Medical Education Center, 1201 E. Marshall Street (203,402 GSF)	12	Month	<del>\$75.00</del> 24.00	<del>\$900.00</del>	\$0.00	288.00
115	Rhoads Hall, 710 W. Franklin Street (117,492 GSF)	12	Month	<del>\$600.00</del> 475.00	<del>\$7200.00</del>	\$0.00	5700.00
116	Cabaniss Hall, 615 N. 8th Street (75,541 GSF)	12	Month	<del>\$400.00</del> 275.00	<del>\$4800.00</del>	\$0.00	3300.00
117	Johnson Hall, 801 W. Franklin Street (85,227 GSF)	12	Month	<del>\$600.00</del> 475.00	<del>\$7200.00</del>	\$0.00	5700.00
118	Brandt Hall, 720 W. Franklin Street (140,236 GSF)	12	Month	<del>\$500.00</del> 375.00	<del>\$6000.00</del>	\$0.00	4500.00
Item	Description	Fixed Quantity	Unit	Monthly Cost	Annual Cost		
119	Honors College, 701 W. Grace Street (incl. Carriage House) (118,946 GSF)	12	Month	<del>\$500.00</del> 375.00	<del>\$6000.00</del>	\$0.00	4500.00
120	GRC III, 711 W. Main Street (46,279 GSF)	12	Month	<del>\$300.00</del> 175.00	<del>\$3600.00</del>	\$0.00	2100.00
121	Ackell Residence, 1100 W. Broad Street (143,078 GSF)	12	Month	<del>\$500.00</del> 375.00	<del>\$6000.00</del>	\$0.00	4500.00
122	Broad & Belvidere Student Apartments, 700 W. Broad Street (147,889 GSF)	12	Month	<del>\$500.00</del> 375.00	<del>\$6000.00</del>	\$0.00	4500.00
123	Cary & Belvidere Residential College, 301 W. Cary Street (170,836 GSF)	12	Month	<del>\$750.00</del> 625.00	<del>\$9000.00</del>	\$0.00	7500.00



124	W. Grace St. Housing North Student Housing, 830 W. Grace Street (147,997 GSF)	12	Month	\$500.00 <i>375.00</i>	\$6000.00	\$0.00	<i>4500.00</i>
125	W. Grace St. Housing South Student Housing, 835 W. Grace Street (163,657 GSF)	12	Month	\$500.00 <i>375.00</i>	\$6000.00	\$0.00	<i>4500.00</i>
126	Blair House, 408 W. Franklin Street (10,930 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
127	Larrick Student Center, 900 Turpin Street (73,857 GSF)	12	Month	\$75.00 <i>50.00</i>	\$900.00	\$0.00	<i>600.00</i>
128	Cary St. Gym, 101 S. Linden Street (116,606 GSF)	12	Month	\$75.00 <i>50.00</i>	\$900.00	\$0.00	<i>600.00</i>
129	Outing Rental Center, 130 S. Linden Street (3,788 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
130	Field Support; Check-In Bldg., 1005 W. Cary Street (310 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
131	Concession Bldg./Field Bathrooms, 1011 W. Cary Street 745 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
132	Hunton Student Center, 1110 E. Broad Street (26,858 GSF)	12	Month	\$50.00	\$600.00	\$0.00	
133	Student Commons, 907 Floyd Avenue (136,370 GSF)	12	Month	\$75.00 <i>50.00</i>	\$900.00	\$0.00	<i>600.00</i>
134	University Learning Center, 1000 Floyd Avenue (96,690 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
135	203 E. Cary Street (9,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
136	6-8 Harrison St. (2,812 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
137	The Depot, 816/818 W. Broad St. (19,000 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
138	1310 W. Main St. (2,289 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
139	Scott House Carriage House, 909 W. Franklin Street (rear) (3,023 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
140	Graphic Design Center, 419-423 W. Broad Street (4,851 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
141	Grace Street Center, 912 W. Grace Street (96,982 GSF)	12	Month	\$75.00 <i>50.00</i>	\$900.00	\$0.00	<i>600.00</i>
142	201 N. Belvidere Street (2,920 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
143	Depot Annex, 801 W. Marshall Street (7,072 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
144	Grace & Broad Residence Center 1 & 2, 1000 & 1010 W. Grace Street (173,146 GSF)	12	Month	\$500.00 <i>375.00</i>	\$6000.00	\$0.00	<i>4500.00</i>
145	9 W. Cary Street (6,704 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
146	Media General Building, 111 N. 4th St. (36,369 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
147	VCU Police Headquarters, 224 E. Broad Street (36,016 GSF)	12	Month	\$24.00	\$288.00	\$0.00	
A	Total Fixed Cost for Pest Control Services:			\$0.00	\$0.00	\$0.00	

*\$10,173.00* ~~*\$122,076.00*~~

*\$8,422.00* *\$101,064.00*

Additional Services		Estimated Quantity	Unit	Cost per Hour	Extended Cost
B	Total Estimated Cost for On-Demand Services:	305	Jobs	\$0.00	\$0.00
C	Total Estimated Cost for Emergency Services:	100	Jobs	\$75.00	\$7500.00 \$0.00
Non- Residence Hall On-Call Clean-out Pricing		Estimated Quantity	Unit	Cost per Building	Extended Cost
D	Total Estimated Cost for Clean-out Services (excluding residence halls):	5	Jobs	\$150.00	\$750.00 \$0.00
Residence Hall On-Call Clean-out Pricing		Estimated Quantity	Unit	Cost per Building	Extended Cost
1	Brandt Hall:	2	Jobs	\$1440.00	\$2880.00 \$0.00
2	Rhoads Hall :	2	Jobs	\$1020.00	\$2040.00 \$0.00
3	Johnson Hall:	2	Jobs	\$1305.00	\$2610.00 \$0.00
4	West Grace Housing, Honors College:	2	Jobs	\$1830.00	\$3660.00 \$0.00
5	Gladding Residence Center III :	2	Jobs	\$885.00	\$1770.00 \$0.00
6	Cabaniss Hall:	2	Jobs	\$648.00	\$1296.00 \$0.00
7	West Grace-North:	2	Jobs	\$1875.00	\$3750.00 \$0.00
8	West Grace-South:	2	Jobs	\$1680.00	\$3360.00 \$0.00
9	Ackell Residence Center:	2	Jobs	\$1815.00	\$3630.00 \$0.00
10	Broad & Belvidere Student Apartments:	2	Jobs	\$2235.00	\$4470.00 \$0.00
11	Cary & Belvidere Student Apartments:	2	Jobs	\$2400.00	\$4800.00 \$0.00
12	Grace & Broad Residence Center 1:	2	Jobs		\$0.00
13	Grace & Broad Residence Center 2 :	2	Jobs	\$1875.00	\$3750.00 \$0.00
E	Total Estimated Cost of Clean-out Services (including residence halls):				\$38,766.00 \$0.00
Total Pest Control Services Costs (Sum of A + B + C + D+ E):					\$0.00

Note: The quantities listed for Items "B", "C", "D" and "E" are hypothetical and are used as part of the evaluation process. They may not be indicative of the actual quantities required by VCU.

~~469,092.00~~  
~~814,870.00~~  
**\$147,330.00**  
*of*  
 3/8/2017



## RFP 7258392CP- Addendum #1

ADDENDUM NO.1 TO ALL OFFERORS:

Date: December 19, 2016  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 10, 2017 at 2:00 PM, EST**

The Addenda includes the following information:

Notes from optional Pre-proposal dated December 19, 2016 @ 1:00 PM:

Question #1 - Please provide the name of your current pest control service provider.

Answer #1 - **D.O.A. Pest Control**

Question #2 - What is the total budget expense for the upcoming contract year?

Answer #2 - **Will be determined based upon proposals/pricing received. Ultimately, the desire is to not exceed by more than 5% the cost of the current year's services (see next question).**

Question #3 - What was your total annual pest control costs for last year?

Answer #3 - **\$212,738.64**

Question #4 - What services are included in the pest control costs for last year?

Answer #4 - **General Pests, Stinging Insects, Exterior Rodent Control, Fly Control, Mosquito Control, Bird Control (Inside buildings)**

Question #5 - Is the service frequency, # of service locations and/or service types changing for the new contract?

Answer #5 - **No.**

Question #6 - Who owns the pest control equipment currently installed at the service location(s)?

Answer #6 - **Service Provider**

Question #7 - Are you currently experiencing any specific pest issues?

Answer #7 - **No.**

Question #8 - Are you subject to third party audits and inspections i.e.: AIB, SQF, LEED, etc.)?

**Question #22 – Will Bee’s be in the calculation?**

**Answer #22 – Yes.**

**Question #23 – Can we get a copy of the existing contract?**

**Answer #23 – Yes. Email request to the RFP Senior Buyer (C. Price).**

**Question #24 – Item E – Can we get the number of rooms by building?**

**Question #24 – Yes. See attached Excel spreadsheet**

After the Conference questions must be submitted in writing (via email) to the Senior Buyer no later than **January 4, 2017 at 12:00PM EST**. All questions asked and responses will be sent to all firms represented at the conference on **January 4, 2016 by 4:30PM EST**. For any question(s) asked that may change the scope of the requirements a written addendum will be sent to all firms represented at the conference. Addenda will also be posted on the eVA Website.

The Conference Register is attached to this Addendum.

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,

**Cheryl Price**

Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #1 for RFP# 7258392CP – Pest Control Services**

D.P.A. Pest Control, Inc.  
Name of Firm

[Signature] Owner  
Signature/Title

1/9/2017  
Date



**RFP 7258392CP- Addendum #2**

ADDENDUM NO.2 TO ALL OFFERORS:

Date: January 4, 2017  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 10, 2017 at 2:00 PM, EST**

The Addenda includes the following information:

- 1) Revised Attachment A – Pricing Schedule
  - Removal of properties no longer included
  - Inclusion of Gross Square Footage (GSF) for each property
- 2) Current Pest Control Contract (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,

*Cheryl Price*

Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #2 for RFP# 7258392CP – Pest Control Services**

D.O.A. Pest Control, Inc.

Name of Firm

*[Signature]*  
Signature/Title

Owner

*1/9/2017*  
Date



**RFP 7258392CP- Addendum #3**

ADDENDUM NO.1 TO ALL OFFERORS:

Date: January 10, 2017  
Reference - Request for Proposals: RFP# 7258392CP  
Title: Pest Control Services  
Issue Date: December 9, 2016  
**Proposal Due: January 13, 2017 at 2:00 PM EST\*\* Revised Due Date**

The Addenda includes the following information:

Due to inclement weather the Proposal due date has been extended until **Friday, January 13, 2017 at 2:00 PM EST**

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,

**Cheryl Price**

Cheryl Price, Senior Buyer  
Procurement Services

**I hereby acknowledge receipt of Addendum #3 for RFP# 7258392CP - Pest Control Services**

D. O. A. Pest Control, Inc.  
Name of Firm  
[Signature] owner  
Signature/Title  
1/10/2017  
Date

## 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 Minority Business Enterprise (DMBE) 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.

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).

Name of Businesses:                      SB, WO, MO:                      Role in contract:

*The Offeror, D.O.M. Pest Control, does not intend to sub-contract any work under this contract, if awarded, at this time.*

*The company would be willing to utilize a SWAM supplier if one can be identified that is comparable to the supplier it uses now.*


**Commitment for utilization of DMBE SWAM Businesses:**

\_\_\_\_\_ % of total contract amount that will be performed by DMBE certified SWAM businesses.

**Identify the individual responsible for submitting SWAM reporting information to VCU:**

Name Printed: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

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: Al Jimenez  
Title: Owner  
Email: donpst@hotmail.com

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Minority Business Enterprise (DMBE; <http://www.dmbv.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](mailto: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.

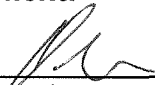
Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).

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: Al Jimenez  
Title: Owner  
Name of Firm: D.O.M. Pest Control, Inc.  
Date: 1/9/2017

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: Cathy Jimenez  
Title: Office Manager  
Mailing address: 9817 Castlebrook Drive  
Richmond, VA 23236  
Email address: doapst@hotmail.com  
Phone number: (804) 323-6462  
Fax number: (C) 804-304-6579