



STANDARD CONTRACT

Contract Number: RU24009

This contract entered into this 17th day of June, 2024, by **Spotless Cleaning Enterprises, LLC. dba Spotless Window Cleaning Company and Spotless Window Cleaning and Softwash Company**, located at 122 Agency Avenue, Richmond, Virginia, 23225, hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency or Radford University", located at 801 East Main Street, Radford, VA. 24142.

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide Pressure Washing Services to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From June 15, 2024 through June 14, 2025 with four (4) one-year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
 - A. This signed Radford University Standard Contract Document.
 - B. Radford University's Request for Proposal (RFP) R24-013 dated February 8, 2024, Addendum 01 dated March 4, 2024, and Addendum 02 dated March 18, 2024.
 - C. Contractor's Proposal signed and dated March 28, 2024.
 - D. Negotiation Summation: Negotiation Points dated May 20, 2024.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.

- A. **FINANCIAL CONSIDERATIONS:** Financial considerations for this contract are as follows:

One-Time Pressure Washing Price: The price per cleaning for each location shall include all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment.

Line Item Number	Location	Price per One-Time Cleaning
1	Allen Building	\$ 920.00
2	Armstrong Complex	\$1,710.00
3	Baseball and Softball Complex (Includes Bleachers)	\$2,365.00
4	Bolling Hall	\$2,860.00
5	Center for the Sciences (CFTS)	\$9,130.00
6	Hemphill Hall	\$6,800.00
7	Cook Hall	\$2,420.00
8	Covington Center	\$5,890.00
9	Cupp Stadium (Includes Bleachers)	\$4,465.00
10	Curie/Reed Hall	\$5,120.00
11	Dalton Hall	\$6,195.00
12	Davis/Young Hall	\$4,690.00
13	Dedmon Center	\$3,110.00
14	Draper Hall	\$2,860.00
15	Floyd Hall	\$3,240.00

RU24009 Pressure Washing Services
Spotless Cleaning Enterprises, LLC

Page 1 of 3

Line Item Number	Location	Price per One-Time Cleaning
16	Heth Hall	\$4,730.00
17	Hurlburt Student Center	\$4,565.00
18	Ingles Hall	\$2,860.00
19	Intramural Complex (Brick Walls and Sidewalks)	\$2730.00
20	Jefferson Hall	3,430.00
21	Kyle Hall	\$9,395.00
22	Madison Hall	\$3,430.00
23	Martin/Preston Hall	\$3,460.00
24	McConnell Hall	\$5,975.00
25	Moffett Hall	\$7,020.00
26	Muse Hall	\$16,825.00
27	Norwood Hall	\$2,960.00
28	Peery Hall	\$3,240.00
29	Peters Hall	\$3,620.00
30	Pocahontas Hall	\$2,860.00
31	Russell Hall	\$5,125.00
32	Sioros Center (Indoor Hitting Facility)	\$1,290.00
33	Stuart Hall	\$3,240.00
34	Student Rec. and Wellness	\$5,390.00
35	Trinkle Hall	\$3,240.00
36	Tyler Hall	\$5,260.00
37	Waldron Hall	\$4,730.00
38	Walker Hall	\$3,660.00
39	Washington Hall	\$4,020.00
40	Whitt Hall	\$3,175.00
	Total One-Time Cleanings	\$178,005.00

Annual Price for Trash Chute/Trash Room, Dumpster and Dumpster Pad Cleaning

1. Trash Chute: Muse Hall
2. Dumpster & Dumpster Pad Cleaning for compacting dumpsters on campus located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall.

\$ 30,000.00/year

- a. Price shall be for five cleanings per year of the trash chute/trash room, dumpsters, and dumpster pads.
- b. Cleanings shall occur: January (during Winter Break), March (during Spring Break), May (after Graduation), August (two weeks before the beginning of Fall Semester) and November (during Thanksgiving Break).
 - i. The Contractor shall be solely responsible for identifying suitable dates within the specified University breaks mentioned above and organizing the cleaning services accordingly.
- c. To be pressure washed using hot water with a dumpster wash and degreaser cleaning solution.
- d. Chutes shall be cleaned with a Mosmatic duct cleaner.
- e. Any runoff from cleaning operations shall be captured and disposed of before reaching the stormwater system.

Additional Service Requests:

RU24009 Pressure Washing Services
Spotless Cleaning Enterprises, LLC

Page 2 of 3

Price for **Hot** Water Pressure Washing Cleaning per Hour \$ 155.00/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

Price for **Cold** Water Pressure Washing Cleaning per Hour \$ 150.00/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

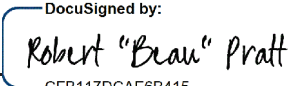
- B. Spotless Cleaning Enterprises, LLC. dba Spotless Window Cleaning Company and Spotless Window Cleaning and Softwash Company has agreed to hold pricing listed herein for the initial contract period of June 15, 2024, through June 14, 2025.
- C. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 days) prior to the expiration date of each Contract period.
1. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or four percent (4%), whichever is less, for all renewal periods under the contract.
6. **ORDER OF PRECEDENCE:** This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the 1) Standard Contract, 2) General Terms and Conditions, 3) Special Terms and Conditions, 4) Request for Proposal #R24-013, 5) Contractor's Proposal or 6) Negotiation/Clarification points, the Standard Contract shall prevail.

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

CONTRACTOR:

Print Name: Robert "Beau" Pratt

Title: Owner

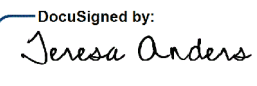
Signature: 

Date: 6/18/2024 | 1:14 PM EDT

RADFORD UNIVERSITY

Print Name: Teresa Anders

Title: Associate Director

Signature: 

Date: 6/18/2024 | 1:50 PM EDT



REQUEST FOR SEALED PROPOSAL # R24-013

PRESSURE WASHING SERVICES

FEBRUARY 8, 2024

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

REQUEST FOR PROPOSAL (RFP)
RFP # R24-013

GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl Sullivan
Phone: (540) 831-6106
Email: ssullivan@radford.edu

Written questions to be submitted via email no later than: **March 4, 2024 by 3:00 PM Eastern Standard Time (EST)**

SEALED PROPOSAL DUE DATE AND TIME: Proposals will be received until **March 28, 2024 up to and including 3:00 PM EST**. Email and fax responses will not be accepted.

LATE PROPOSALS: To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.

BUSINESS HOURS: Radford University's Procurement and Contracts Department is open for business Monday through Friday from 8:00 AM to 4:30 PM (EST).

ADDRESS: Proposals should be mailed or hand delivered to:

Radford University, Procurement and Contracts Department
P. O. Box 6885 (if via mail)
David E. Armstrong Complex, 501 Stockton St. (if via courier)
Radford, VA 24142-6885.

Identify the envelope package as instructed in **Attachment A – Terms and Conditions**.

OPTIONAL PRE-PROPOSAL CONFERENCE and SITE VISIT: An optional site visit will be held on **February 27, 2024 from 1:30 PM (EST) to 3:00 PM (EST)**. ****PRE-REGISTRATION IS REQUIRED**** Following the site visit, an optional pre-proposal conference will be held on **February 27, 2024 at 3:15 PM**. See Section (13) for additional information.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSD certification number. For assistance with SWaM certification, visit the SBSD website at <https://www.sbsd.virginia.gov/>

_____ **Large**

_____ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

_____ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

_____ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		EMAIL ADDRESS	
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER	EVA VENDOR ID NUMBER
			VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER

I acknowledge that I have received the following addenda posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply.)

SIGNATURE: _____ **DATE:** _____

1. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to establish an additional contract through competitive negotiations for Pressure Washing Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.
2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:** The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:** The initial term of this contract is for one (1) year, or as negotiated. There will be an option of four (4) additional one-year (1-year) renewals, or as mutually negotiated.
4. **BACKGROUND:** Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment, and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development, and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon, and flexible online offerings through its virtual campus.

Specific Background: The Department of Facilities Management is dedicated to supporting the physical development and growth of Radford University. They are committed to serving students, faculty, staff, alumni, and visitors by providing clean, safe, functional, cost-effective, and well-maintained buildings and grounds, achieved by well-trained and motivated personnel with effective tools and equipment to assist Radford University in meeting its short-term and long-term goals. With an average annual spend of \$120,000 (±), **Pressure Washing Services** plays a vital role in keeping the University clean, functional, and well-maintained. Please note that not all buildings will be pressure washed on an annual basis. The prior pressure washing history for each building has been included for reference (See Attachment E).

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a **self-registered** vendor in the eVA system.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES:** Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private

health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C**, Zone Map, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Landscape Superintendent.
8. **DEFINITIONS. INTENTIONALLY LEFT BLANK.**
9. **STATEMENT OF NEEDS:** The Contractor should plan to furnish all labor, tools, materials, equipment, staff, and supervision to provide **Pressure Washing Services** to Radford University as stated in this Statement of Needs.
 - A. **COMPLIANCE:** The Contractor should plan to present a plan for pressure washing services that will adhere to the Radford Green Cleaning Program (See Attachment D). Section 7.0 of the Green Cleaning Program guides allowable cleaning products on campus. While there is not a specific list of exterior cleaning products, this section will provide some guidance regarding restrictions. The use of any product must be approved through Facilities before use. Provide SDS sheets and chemical information for approval.
 - B. **REQUIREMENTS:**
 - 1) The contractor should use biodegradable and non-toxic products. Products must be non-harmful to plants and grass. Cleaning products must be approved by Radford University in advance.
 - 2) **CHLORINE BLEACH (SODIUM HYPOCHLORITE) USAGE:** In accordance with Radford's Green Cleaning Program, the contractor should make efforts to utilize a green cleaning product initially. If the green product is not effective, the Contractor should notify the Contract Administrator and request advanced authorization to use chlorine bleach (sodium hypochlorite). While the University is aware that chlorine bleach often helps with the cleaning process, chlorine bleach is harmful to the plants, foliage, and landscaping of the University. As such, wide use of chlorine bleach is not acceptable. In the event there is a need for the use of chlorine bleach in limited spaces or under special circumstances, the Contractor should contact the Contract Administrator in advance via email and explain the circumstances regarding the use of chlorine bleach. Approval will be granted on a case-by-case basis.
 - 3) The contractor should provide pricing for both the use of hot-water pressure washers capable of up to 4,000 psi with a hot-water output of 200°F and cold-water pressure washers capable of up to 4,000 psi. The pressure washers should be part of a unit that consists of a water tank as some areas to be washed will not have an accessible water source.

- 4) The contractor should use the appropriate spray fan angle to thoroughly clean areas but not corrode or harm surfaces.
- 5) The contractor should remove dirt, mildew, mold, gum, and other foreign debris with a cleaning solution and a high-pressure rinse.
- 6) All locations listed in (Attachment G), Section A of the Pricing Schedule shall be for a full exterior cleaning in accordance with the Statement of Needs listed herein. Areas to be cleaned include all brick, casework, concrete, and painted surfaces of said location. This includes all exterior walls, capstone, exterior trim, and attached stairs and ramps.
 - a) The contractor is not responsible for cleaning roofs or windows; however, the contractor should rinse debris off windows and roof that was deposited as a result of cleaning other exterior areas.
 - b) The price per cleaning for each location should be a **fully burdened** cost to include: all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment. Travel, fuel, soft costs, and other expenses not included in this fixed rate will not be paid separately by the University.
 - c) All cleanings will be at the request of Radford University.
- 7) SIDEWALKS: The sidewalks located around a building perimeter are included in the pressure washing services. Sidewalks should be cleaned from the point of exit from the building entranceway until the sidewalk meets the common intersection sidewalk.
- 8) All debris that is produced as a product of cleaning should be removed/cleaned by the contractor. For instance, windows and window sills should not be pressure washed but debris that gets on windows as a by-product of cleaning must be rinsed or removed by the contractor.
- 9) The contractor should plan to provide the first 200 gallons of water per day per washer. Radford University will provide the remaining water per day. Locations and procedures for filling up must be coordinated with Radford University.
- 10) AERIAL LIFTS: When using aerial lifts the contractor must coordinate with Radford University to locate appropriate locations to operate the lift. The contractor must use sidewalks or plywood to prevent lifts from damaging the grounds. Locations must be coordinated with the Contract Administrator to avoid driving on steam tunnels, duct banks, etc. The contractor shall observe established guidelines on aerial lift operation and fall protection.
 - a) Contractor must abide by the latest OSHA and ANSI regulations and safety standards while operating aerial lifts on campus, including but not limited to:
 1. Use of properly trained and authorized operators;
 2. Inspections of lifts;
 3. Use of fall protection and OSHA approved equipment;
 4. Load capacities;
 5. Operating conditions and overhead hazards; and
 6. Emergency procedures.
 - b) If use of an aerial lift is not feasible, the University does not prohibit the option of climbing/repelling to accomplish the task. However, it is important to note that not all buildings have the appropriate tie off points. Any decision to climb or repel would need to be discussed with the Contract Administrator in advance to ensure that all safety measures are met.
- 11) WATER RUN-OFF CAPTURE: Radford University's storm inlets are not connected to the sanitary sewer system. Be mindful of the following:
 - a) When pressure washing a building and/or parking lot, and using plain water, the following methods can be used:
 - i. Drain all wastewater from the pressure washing activities into grass or gravel areas so it can slowly infiltrate the ground.
 - ii. The wastewater can be directed through adequate filtration (filter fabric with a filter sock) before it enters the storm drain if the wastewater will only contain sediment and other solids.
 - b) When pressure washing a building and/or parking lot, using water with chemicals, the following methods can be used:
 - i. The wastewater containing chemicals can be diverted to the sanitary sewer system so long as the wastewater pH is between 6 and 9.
 - ii. The wastewater can be collected and disposed of at an approved location.
 - iii. The wastewater can be collected and left out to evaporate. Then the sediment left after the liquid is evaporated is collected and disposed of at an approved location.

- 12) EFFLORESCENCE, CALCITE, RUST OR STAIN REMOVAL: These services would not be considered part of the standard pressure washing services provided through this contract. Should the University wish to pursue the removal of any of these substances, the University will contact the Contractor for a detailed quote and plan for removal. The University would request that the services be provided on an hourly basis (hourly rates are provided in the Pricing Schedule).
- 13) TRASH CHUTE/TRASH ROOM, DUMPSTERS, AND DUMPSTER PADS shall be pressure washed five times per year:
- a) January (during Winter Break)
 - b) March (during Spring Break)
 - c) May (after Graduation)
 - d) August (two weeks prior to the beginning of Fall Semester)
 - e) November (during Thanksgiving Break)

Contractor shall propose *all five (5) cleanings in a lump sum for the year.*

Trash Chute/Trash Room:

There is one trash chute/trash room located in Muse Hall. The trash chute and trash room shall be pressure washed using hot water mixed with a dumpster wash and a degreaser cleaning solution. A Mosmatic duct cleaner shall be used when cleaning the trash chute starting with the top floor and finishing on the bottom floor. The trash room shall be pressure washed with hot water mixed with a dumpster wash and a degreaser after the chute has been cleaned. The trash room shall be pressure washed with hot water mixed with a dumpster wash and a degreaser after the chute has been cleaned.

Dumpster and Dumpster Pads:

There are five compacting dumpsters on campus; located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall. Cleaning of compacting dumpsters will involve pressure washing the inside hull and the outside with hot water mixed with dumpster wash and a degreaser cleaning solution. Surrounding docks, lifts, and pads shall be washed concurrently. All storm drain inlets shall be protected with filter socks or fabric drain inserts to capture all runoff from cleaning dumpsters and surrounding areas. All sediment captured must be disposed of in a proper receptacle.

Contractor Responsibility for Scheduling: It is the responsibility of the Contractor to set up these dates in advance with the Contract Administrator. The trash chute, trash room, dumpsters, and dumpster pads must be cleaned when the students are off campus. The dates the University is closed for these breaks and holidays change annually. The contractor must ensure these services are provided during the breaks indicated above.

C. WORK SCHEDULE AND PROCEDURES:

- 1) Pressure washing services for buildings would typically be scheduled for May and August of each year but may be subject to change depending on the needs of the University.
- 2) Upon notification of pressure washing services request from the Contract Administrator, the Contractor should respond and/or conduct a site visit within seven (7) days to inspect the areas requested. A quote should be provided to the Contract Administrator within seven (7) days of the request for pressure washing, or site visit, whichever occurs later. All work should be scheduled within thirty (30) days of the original request unless otherwise agreed upon by the Contract Administrator.
- 3) Once cleaning has begun on a designated area, cleaning of that site shall be complete before moving to another job, unless approved in advance by the Contract Administrator or designee.
- 4) Details regarding specific schedules for each building/area along with coordination of access to the areas will be arranged upon award of the contract. Work will be scheduled with Radford University's designated contact for this contract. Work hours will be in accordance with Radford University's work schedule, which is typically 7:30 a.m. to 5:00 p.m. The work schedule may be adjusted as agreed upon by Radford University and the Contractor.
- 5) Contact the University's Facilities Management Department at the David E. Armstrong Complex, 501 Stockton Street, by telephone **(540)-831-7800** before initiating work, or in person, to inform the Contract Administrator, of the work schedule. The contractor must check-in and check-out daily with the designated Contract Administrator or

designee located in the Armstrong Complex. Check-out will consist of a verification of work completed that day. When jobs are completed, the Contract Administrator or designee must be contacted.

- D. **UTILITIES:** Radford University will provide electricity as necessary for the performance of this work. The Contractor shall supply the first 200 gallons of water per day per washer. Radford University will supply the remaining water per day. The Contractor shall supply all connections to utilities, such as hoses, cords, etc.
- E. **UNIFORMS:** All employees of the Contractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All contractor vehicles used on campus to service this contract shall include contractor's company signage.
- F. **DUTY TO PROTECT PROPERTY:** The Contractor shall continuously maintain adequate protection of his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work. The Contractor shall make good any such damage (paint, stickers, concrete or brick errantly removed), injury, or loss except such as may be directly the result of errors in the Contract Documents or such as shall be caused directly by the Owner.
- G. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- H. **TURF PASS:** Turf passes will be provided to the Contractor by Facilities when they are required. The Contractor will work with the Contract Administrator to obtain a turf pass when appropriate.
- I. **DOCUMENTATION REQUIREMENTS:**
 - 1) Listing of personnel that will service the contract.
 - 2) Complete listing of chemicals to be used and SDS for each.

10. **SPECIFIC REQUIREMENTS:**

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

- A. **Plan for Providing Services:** Please provide your plan for providing pressure washing services. Include the following:
 - 1) A description of what specific services the Offeror proposes to provide, including but not limited to, proposed manpower to be used, when the services shall be performed, by whom, and the anticipated time durations for typical services.
 - 2) A description of all certifications and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Please include copies of all standard certifications and reports.
 - 3) Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 - 4) List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
 - 5) Details of how you or your employees intend to communicate with Radford University.
 - 6) Plan for increasing manpower if the need arises.
- B. **Pricing:** Please fully complete Attachment G with the pricing as indicated in Section 9. above. The rates provided must be "fully burdened" to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid for separately. These must be inclusive rates.
 - 1) Any pricing for hourly rates as listed on Attachment G shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment per an hourly rate will be made for travel, lunch breaks, or other extended breaks.

- C. **References:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact. (See Attachment Fa)
- D. ***Participation of Small, Women-owned and Minority-owned business (SWaM) Business:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov>.

11. SELECTION CRITERIA AND AWARD

A. Selection Criteria:

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	30%
2	Quality of products/services offered and suitability for the intended purposes.	30%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

- B. **Award to Multiple Offerors:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated. See **Attachment B** for sample contract form.

12. PROPOSAL PREPARATION AND SUBMISSION:

A. GENERAL INSTRUCTIONS:

- 1) **RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
 - a) **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.
 - b) **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
 - c) Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS**.

All identified proprietary information should be blacked out. This USB/Flash Drive should be marked “Redacted Copy”

d) Response shall be submitted to:

Radford University
Procurement and Contracts Department
Attn: SHERYL SULLIVAN
P.O. Box 6885
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142-6885

Identify the envelope/package as instructed in Attachment A – Terms and Conditions

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

B. PROPOSAL PREPARATION:

- 1) **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University 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 Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 2) **Concise & Clear:** 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.
- 3) **Organization:** 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 attachment, 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.
- 4) **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
- 5) **Binding:** The original 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.
- 6) **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University 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 of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.

- 7) **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.

- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL CONFERENCE and SITE VISIT:**

- A. An optional site visit shall take place on **February 27, 2024 at 1:30 PM (EST)**. *Offerors must register for the site visit with the Procurement Officer (Sheryl Sullivan: ssullivan@radford.edu and indicate the number of attendees by no later than February 20, 2024.* Once notification is received of attendance, further instructions will be provided by the Procurement Officer regarding attendance, meeting location, and parking arrangements. Transportation will be provided by the University for the site visit. As such, the University is requesting that no more than two employees per company attend the site visit.
- B. Following the site visit, an options pre-proposal conference will be held **February 27, 2024 at 3:15 PM (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. It is recommended you have a copy of the solicitation readily available to review during the conference.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: February 27, 2024 at 3:15 (EST)

Register in advance for this meeting:

<https://radford.zoom.us/joining/register/tJwqcOypqD0pGteSTtno4mvFOoDWYF6bWawI>

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the Pre-Proposal Conference to complete registration and to obtain the link to the meeting via email.

- C. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference. Contact the Contract Officer identified in General Information, subsection Questions, of this document if you wish to attend the conference via teleconference.

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#) .

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov . Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Contract Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions

Attachment B – Sample of Standard Contract Form

Attachment C – Zone Map for Cooperative Contracts

Attachment D – Radford Green Cleaning Program

Attachment E – Building Pressure Washing Services History (1998 to present)

Return with Proposals:

Attachment F – Vendor Data Sheet

Attachment G – Pricing Schedule

Attachment A

TERMS AND CONDITIONS

I. GENERAL TERMS AND CONDITIONS: See: [GENERAL TERMS AND CONDITIONS](#)

II. ADDITIONAL TERMS AND CONDITIONS:

- A. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
- B. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
- C. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
- D. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

From

Name of Offeror	Due Date	Time Due
Street or Box Number		Solicitation Number
City, State, Zip Code		Solicitation Title
Name of Procurement Officer:		

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

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

- G. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the RFP Cover Page
Attention: Name of Person Signing RFP

If to Radford University:

RADFORD UNIVERSITY
 Procurement and Contracts Department
 Attn: Contract Officers Name
 P.O. Box 6885
 501 Stockton Street
 Radford, Virginia 24142

- H. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
- I. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

III. SPECIAL TERMS AND CONDITIONS

- A. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the Proposal/Bid 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.
- B. **AWARD:** The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of Radford University. The award or awards will be made to the lowest responsible Bidder as applicable. Radford University reserves the right to determine reasonable administrative costs in making an award to one, two, or multiple vendors for a particular item, or group of items, on which that vendor is the low Bidder.
- C. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
- D. **EXTRA CHARGES NOT ALLOWED:** The Proposal prices provided shall be “fully burdened” to include all costs associated with a quoted project. Travel, trip charges, fuel, soft costs or other expenses are not allowed and will not be paid separately by the University.
- E. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner’s representatives 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.
- F. **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 Radford University.
- G. **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 during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- ☒ Worker's Compensation - Statutory requirements and benefits.
- ☒ Employers Liability - \$100,000.00
- ☒ Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- ☒ Automobile Liability - \$1,000,000 combined single limit.
- ☐ Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

- H. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
- I. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
- J. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
- K. **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.
- L. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
1. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or four percent (4%), whichever is less, for all renewal periods under the contract.
- M. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing

work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.

- N. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
- O. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University 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 his subcontractor(s) and shall assure compliance with all requirements of the Contract.
- P. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
- Q. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Attachment B

SAMPLE CONTRACT FORM
Standard Contract form for reference only
Offerors do not need to fill in this form.



STANDARD CONTRACT
Contract Number: **RUxxxxx**

This contract entered into this ___ day of _____, 20___, by _____, located at (**insert complete physical address**), hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency or Radford University", located at 801 East Main Street, Radford, VA. 24142."

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ (**number of years**) year **renewal options or as negotiated, to include all contractual provisions contained herein.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University's Request for Proposal (RFP) **Rxx-xxx** dated _____, Addendum **xxx** dated _____
(**list all addendums in this format**).

Contractor's Proposal signed and dated _____

Negotiation Summation: (**List each document by title and execution date**)

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. (***Note: If advantageous you can list compensation here.**)

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

CONTRACTOR:

Print Name: _____

Title: _____

Signature: _____

Date: _____

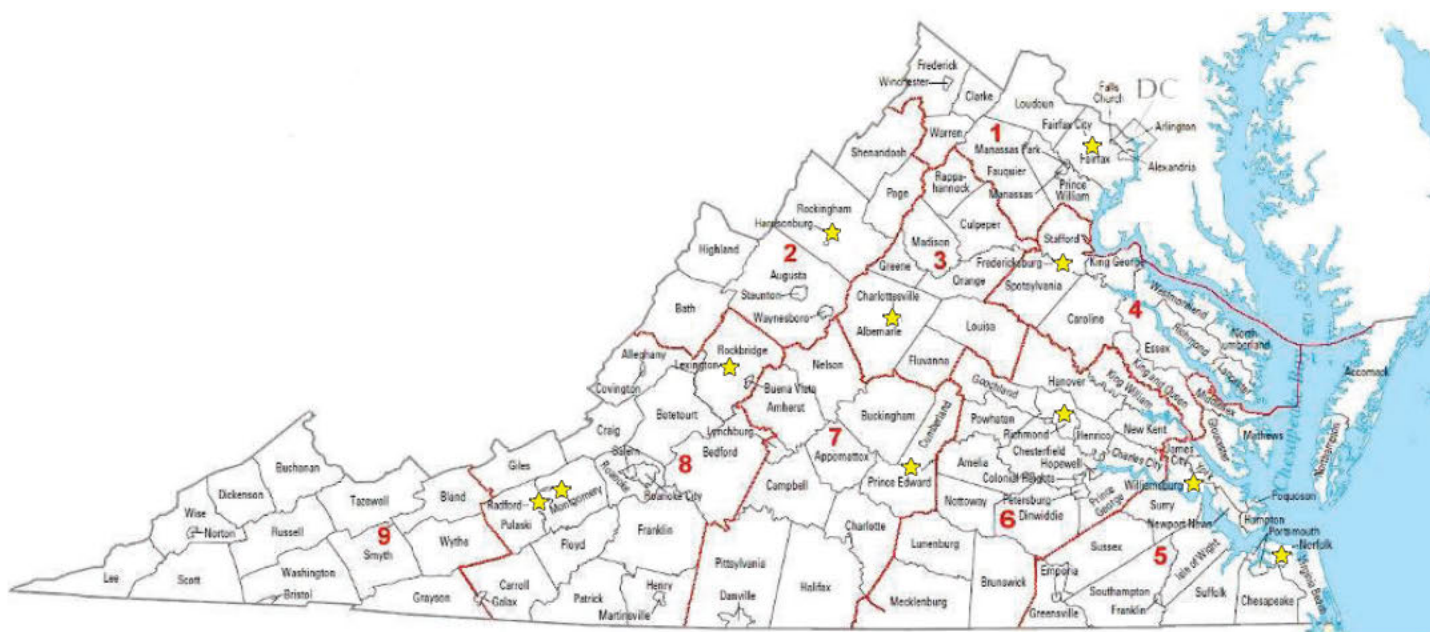
RADFORD UNIVERSITY

Print Name: _____

Title: _____

Signature: _____

Date: _____

Attachment C**Zone Map****Virginia Association of State College & University Purchasing Professionals (VASCUPP)****List of member institutions by zones**

<u>Zone 1</u> George Mason University (Fairfax)	<u>Zone 2</u> James Madison University (Harrisonburg)	<u>Zone 3</u> University of Virginia (Charlottesville)
<u>Zone 4</u> University of Mary Washington (Fredericksburg)	<u>Zone 5</u> Christopher Newport University (Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk)	<u>Zone 6</u> Virginia Commonwealth University (Richmond)
<u>Zone 7</u> Longwood University (Farmville)	<u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)	<u>Zone 9</u>

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Radford University *Green Cleaning Program*



Green Cleaning Program

January-22

Table of Contents

1.0 Introduction/Scope.....3

2.0 Program Statement/Goals3

3.0 Responsible Parties 4

4.0 Procedures and Strategies for Implementation..... 4-6

5.0 Staffing and Training.....6-7

6.0 Performance Assessment..... 7-8

7.0 Purchasing Guidelines 8-10

8.0 Quality Assurance..... 10

9.0 Occupant Feedback..... 10

10.0 Record Keeping..... 10-11

11.0 Time Period..... 11

1.0 Introduction/Scope

As a part of the Facilities Management organization, the Radford University Housekeeping Department is committed to reducing its impact on the environment while providing safe and sanitary facilities for university students, faculty and staff. The Housekeeping Department has implemented this comprehensive Green Cleaning Program to complement its staff and provide awareness to university constituents about the practices and products in place.

2.0 Program statement/Goals

The goals of this policy are to reduce 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 and to balance these needs with the cost and quality (i.e. product effectiveness of the managed systems to provide a sustainable approach to Housekeeping services).

Radford University Housekeeping Department utilizes strategies for conserving energy, water, and chemicals used for cleaning. Cold water will be used for any necessary cleaning/rinsing of equipment as opposed to hot water to reduce energy used to heat hot water. Cleaning chemicals are dispensed through dilution control centers to maximize resource efficiency as well proper dilution rates for most sustainable product usage. The Housekeeping Department also utilizes ready to use (RTU) products in special circumstances. Chemical concentrates that require manual dilution are only used in specialized circumstances where current products are unable to sufficiently clean and/or disinfect the target surface/area with the desired result or desired time. The University is committed to maintaining a high standard of cleanliness as well as optimizing indoor air quality. Radford University developed guidelines to ensure that the replacement of any applicable equipment with vacuum functions will contain HEPA level filtration. Filters for this equipment are changed based on manufacturer specifications to enable air flow and reduce energy consumption of equipment.

Criteria and Performance Measurement:

**See pages 8-10 for criteria.*

<u>Category</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Cleaning products and materials purchases	75% meet sustainability criteria*	Cost
Cleaning equipment purchases	90% meet sustainability criteria	Number of equipment items
Cleaning equipment inventory	40% of equipment in the project inventory will meet the applicable sustainability criteria	Number of equipment items in the overall inventory for the project
Non-Green chemical usage	Non-Green chemicals will only be used in situations where Green products and materials are unable to sufficiently clean the area or the finish of a space cannot be replaced (such as a floor tile), and represents a hazard to human health.	Number of uses

3.0 Responsible Parties

The responsible party for this policy is the Radford University Director of Housekeeping Services. The responsible party ensures that this policy is executed and that contracted cleaning vendors under Radford University Facility Management's control are aware of and trained on the procedures outlined in this policy. Further, the responsible party is responsible for posting the Green Cleaning Program on the Facilities Management website and encouraging policy adoption accordingly. Radford University constituents with questions may contact the responsible party for meeting. The responsible party is responsible for reviewing this policy for any significant changes on the interval specified in the quality assurance section. If updates are required to this program, the responsible party will ensure that the appropriate individuals, e.g. Sustainability Director, Environmental Health and Safety Director and direct reports of the responsible party are informed of the updates.

Roles and responsibilities of the Housekeeping Department are summarized as follows:

Director, Housekeeping Services:

Responsible for development of strategic operational plans, implementing annual objectives and ensuring effectiveness of objectives. Develops and implements strategic and operational plans for the Department to ensure effective staffing, work methods, tools and systems. Responsible for the implementation of the Radford University Green Cleaning Program.

Housekeeping Manager: Responsible to manage, coordinate and lead staff responsible for the cleaning of assigned campus buildings to Radford University Green Cleaning Program standards. Supports the Director in managing Housekeeping services and linking the Housekeeping Department with user Departments. Oversees quality assurance assessment and ensures customer service and performance objectives are met. Responsible for the implementation of the Radford University Green Cleaning Program.

Housekeeping Supervisor: Responsible for the daily supervision and performance of assigned staff. Assesses building needs and responds to customer requests. Ensures staffing shortages are covered. Monitors staff adherence to safety, Departmental and university policies and procedures. Responsible for the implementation of the Radford University Green Cleaning Program.

Sustainability Manager: Review Green Cleaning Program to ensure standards of program are compliant with LEED expectations. In coordination with the Director of Housekeeping Services, the Sustainability Manager will submit Green Cleaning Products inventory to the Sustainability Tracking, Assessment, and Rating System (STARS).

Environmental Health and Safety Director: Evaluate Green Cleaning Program as it relates to health and safety concerning university employees and constituents. In coordination with Housekeeping staff, review Safety Data Sheets for product(s) used and PPE to be used, if any, while using the product(s).

The following limitations apply to this Program:

Physical limitations: Radford University Housekeeping is responsible for the cleaning of main campus buildings under University operational control. Exclusions include certain areas of buildings operated by University dining contractor staff, Athletic training staff, Library staff, Information Technology Services staff, Student Recreation and Wellness staff. Radford University Housekeeping also provides limited services to medical exam rooms and lab spaces which are maintained by the appropriate and appointed personnel.

4.0 Procedures and Strategies for Implementation

Hard floor and carpet cleaning and maintenance

- Hard floors, including terrazzo, tile, concrete, composite LVT, rubber and wood surfaces, will be cleaned with sustainable cleaning products.
- To minimize chemical use, the Radford University Housekeeping Department modified operations to change the frequency of floor care to an as needed basis as evaluated by Housekeeping Management. This modification allowed for the maximization of the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' and staff exposure.
- Carpets will be vacuumed with vacuum cleaners that meet the sustainability criteria listed below in this Program.
- Carpets are inspected for stains and other damages. Routine and restorative cleaning services are scheduled. When carpet extraction equipment must be used, methods to reduce chemical usage will be implemented.

Entry Way Systems

- Entryways and entrances into the building are furnished with walk-off mats to assist in improving indoor air quality as well as reducing slip, trip and fall incidents.

Protection of vulnerable occupants during cleaning

- Housekeeping Services should be notified of occupant vulnerabilities or special accommodations. Employee or student occupants that require special accommodation for cleaning or other services should process these requests with Human Resources and the Dean of Students Office respectively, as to maintain the privacy of employees and/or students. Human Resources and the Dean of Students Office then reports these needs and accommodations to necessary departments (i.e. Housekeeping Services).
- Vulnerable occupants may include women who are pregnant, children, elderly occupants, and individuals with asthma, allergies, or other sensitivities.
- To the extent practicable, only sustainable cleaning products will be used. Please refer to the goals and tracking sections of this policy for additional information.

Disinfectant and sanitizer selection and use

- Only hand soaps and hand sanitizers that meet at least one of the sustainability criteria listed under the purchasing guidelines will be considered to meet the requirements of this policy.
- Hand sanitizers will be placed near high touch surface points and/or high traffic areas (elevators, classrooms, etc.) the building for the use of occupants.
- Only disinfectants meeting the sustainability criteria listed below will be considered for purchase to meet the requirements of this policy.
- Only university approved cleaning chemicals may be used by non-Housekeeping personnel. Such personnel must be trained by the office of Environmental Health and Safety. University colleges and departments must notify Facilities Management and Environmental Health and Safety of any cleaning material or chemical's intended use for consideration.
- As a part of orientation for new Housekeeping staff, training will be required to follow dilution strategies for disinfectants.

Safe storage and handlings of cleaning chemicals, including spill management

- Cleaning chemicals will be stored in Housekeeping closets to prevent access to other building occupants.
- Housekeeping staff are trained on the various hazards of different chemicals and bodily fluid spills to address spills.
- Spills are cleaned and handled according to the manufacturer safety data sheets provided by the manufacturer.
- Spills are handled carefully. As soon a spill of a non-sustainable product occurs, the responsible party must be notified. Environmental Health and Safety are also to be notified. If the spill occurs in an area to which typical building occupants have access, the area will be closed off and the spill will be communicated to the appropriate personnel (EHS, EMS).
- Safety data sheets for cleaning chemicals used in the building will be retained and clearly displayed in Housekeeping offices.

Strategies for conserving energy, water, and chemicals used for cleaning

- Every effort will be made to conserve water and energy during cleaning. Certified Green Products are utilized except in case of special circumstances when building finishes are not modern and require specialized cleaning chemicals or in cases of virus and bacteria outbreaks, i.e., pandemic.
- Equipment meeting the performance standards and metrics of this Program will be used to reduce the energy and water consumed.
- Cold water will be utilized to reduce energy used to heat hot water.
- Vacuum filters are changed as required per manufacturer instructions to reduce the energy consumption of the equipment.
- When cleaning chemicals are necessary, the operating procedures for chemical dilution will be followed to ensure that the appropriate amount of cleaning chemicals necessary is used.

Strategies for promoting hand hygiene

- Restrooms are furnished with certified green hand soap product in mounted dispensers, and EcoLogo, FSC, or Green Seal certified paper towels in mounted dispensers.
- Hand sanitizers are available throughout each building on main campus.
- Housekeeping staff are trained on appropriate hand hygiene protocols.

Strategies for reducing the toxicity of the chemicals used for laundry:

- Where necessary, Housekeeping Services will supply building occupants with a Green Seal certified or EPA Safer Choice laundry detergent when available, or other preferred products when those are unavailable. Other products may include but are not limited to, USDA Certified Biobased, dye free, fragrance free and hypoallergenic options.
- Signage for laundry machine usage and instructions for detergent will be posted or readily available at designated sites.

5.0 Staffing and Training**Tracking plan for staffing and overall performance**

- To meet cleaning objectives within the building, minimum staffing requirements are met. Factors such as staffing levels, occupancy rates, seasonal variations and other considerations are considered when adjusting the staffing plan.
- APPA level II standards of cleanliness are maintained.
- Dilution chemical usage per square foot report.
- Under typical conditions, total cleaning staff time shall be not less than eight hours per day, with the exception of small facilities requiring less time. Generally, ~80 staff members work eight hours per day to meet these requirements for Radford University main campus facilities.
- In the event of staffing shortages in specific buildings, the responsible party temporarily reassigns Housekeeping staff to meet the needs of the affected building(s).
- Housekeeping staff are required to report to a Housekeeping office when they arrive at work. Housekeeping Supervisors and Managers retain attendance records to ensure that each building is sufficiently staffed.
- Housekeeping Managers maintain staff training records of Housekeeping staff to ensure that this Program's goals are met.

Training

Housekeeping staff and leadership receive initial and annual training. This includes: EHS (Environmental Health and Safety) training which addresses, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Training Topics

- Proper donning and doffing of personal protective equipment (PPE).

- Proper dilution center operation.
- Appropriate use of cleaning materials, i.e. color-coded mop heads and microfiber cloths.
- Appropriate maintenance and proper operation of housekeeping equipment.
- Proper cleaning procedures for space types, i.e. bathrooms, classrooms, offices, etc.
- Proper lifting techniques.
- Annual training on OSHA standards, Blood Borne Pathogen, HAZCOM, lead, silica and asbestos training presented by the Environmental Health and Safety Office.
- All workers shall receive 40 hours of training annually.

Training records certifying a staff member's specific training and date shall be documented. These acknowledgements will be kept on site in the Housekeeping Manager's offices as well as Environmental Health and Safety Office for annual HAZCOM training. A log will be maintained displaying the topic and date of the training.

6.0 Performance Assessment

Housekeeping Quality Assessment

- Housekeeping quality assessments will be conducted to evaluate cleanliness. As a part of the assessments, Housekeeping Managers and Supervisors will seek feedback from Housekeeping staff and building occupants to ensure Program adoption and customer satisfaction.
- Additionally, annual assessments of each main campus building will be conducted and led by the responsible party. The responsible party is responsible for following up with Housekeeping Managers to provide additional training and/or guidance if necessary.

7.0 Purchasing Guidelines

Sustainability Criteria for Cleaning Products and Materials

Cleaning products must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes;
- UL EcoLogo 2792 (formerly CCD 110), for cleaning and degreasing compounds;
- UL EcoLogo 2759 (formerly CCD 146), for hard-surface cleaners;
- UL EcoLogo 2795 (formerly CCD 148), for carpet and upholstery care;
- Green Seal GS-40, for industrial and institutional floor care products;
- UL EcoLogo 2777 (formerly CCD 147), for hard-floor care;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to

EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disinfectants, metal polish, or other products not addressed by the above standards must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- UL EcoLogo 2798 (formerly CCD 112), for digestion additives for cleaning and odor control;
- UL EcoLogo 2791 (formerly CCD 113), for drain or grease trap additives;
- UL EcoLogo 2796 (formerly CCD 115/107), for odor control additives;
- Green Seal GS-52/53, for specialty cleaning products;
- California Code of Regulations maximum allowable VOC levels for the specific product category;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disposable janitorial paper products and trash bags must meet the minimum requirements of one or more of the following Programs [or a local equivalent for projects outside the U.S.]:

- EPA comprehensive procurement guidelines, for janitorial paper;
- Green Seal GS-01, for tissue paper, paper towels and napkins;
- UL EcoLogo 175 Sanitary Paper Products, for toilet tissue and hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers;
- FSC certification, for fiber procurement;
- EPA comprehensive procurement guidelines, for plastic trash can liners; and/or
- California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).

Hand soaps and hand sanitizers must meet one or more of the following standards [or a local equivalent for projects outside the U.S.]:

- no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements);
- Green Seal GS-41, for industrial and institutional hand cleaners;
- UL EcoLogo 2784 (formerly CCD 104), for hand cleaners and hand soaps;
- UL EcoLogo 2783 (formerly CCD 170), for hand sanitizers;

- EPA Safer Choice Standard.

[For projects outside the U.S., a local equivalent is any Type 1 eco-labeling Program as defined by ISO 14024: 1999 developed by a member of the Global Ecolabelling Network may be used in lieu of Green Seal or UL standards.]

Sustainability Criteria for Cleaning Equipment

All powered equipment must have the following features:

- safeguards, such as rollers or rubber bumpers, to avoid damage to building surfaces;
- ergonomic design to minimize vibration, noise, and user fatigue, as reported in the user manual in accordance with ISO 5349-1 for arm vibrations, ISO 2631-1 for vibration to the whole body, and ISO 11201 for sound pressure at operator's ear
- as applicable, environmentally preferable batteries (e.g., gel, absorbent glass mat, lithium-ion) except in applications requiring deep discharge and heavy loads where performance or battery life is reduced by the use of sealed batteries.

Vacuum cleaners must be certified by the Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program and operate with a maximum sound level of 70 dBA or less in accordance with ISO 11201.

Carpet extraction equipment, for restorative deep cleaning, must be certified by the Carpet and Rug Institute's Seal of Approval Deep Cleaning Extractors and Seal of Approval Deep Cleaning Systems Program.

Powered floor maintenance equipment must be equipped with such as vacuums, guards, or other devices for capturing fine particulates and must operate with a maximum sound level of 70 dBA, in accordance with ISO 11201.

Propane-powered floor equipment must have high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board or EPA standards for the specific engine size and operate with a sound level of 90 dBA or less, in accordance with ISO 11201.

Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.

8.0 Quality Assurance

Quality assurance is a process of continuous improvement. Housekeeping Quality Assessments are a critical part of the process. On a daily basis, Facilities Management Work Control offers students, faculty and staff alike the opportunity to report emergencies, hazards or report concerns. Housekeeping staff can be dispatched to respond to reports.

The responsible party will evaluate the results of the Quality Assessments to determine whether the campus is sufficiently cleaned and whether the standard cleaning procedures are being properly

executed. As necessary, the responsible party will revise the Green Cleaning Program to include additional cleaning strategies or modify existing cleaning strategies. Any revisions that are made to the Program will be incorporated into the next training cycle for Housekeeping staff.

The responsible party shall evaluate the success of the Green Cleaning Program prior to the end of each calendar year. This evaluation may include producing and providing reports on an annual basis to senior management.

9.0 Occupant Feedback

A system for gathering occupants' feedback about Facilities Management and Housekeeping services is established and is available for campus participation on an annual basis. During student Quest programs and conference services events, surveys and table tents are stationed in each room for feedback and contact information for questions.

10.0 Record Keeping

A database shall be kept for all powered cleaning equipment, chemical and material purchases to document the date of purchase and all repair and maintenance activities. When cleaning equipment replacement is necessary, acquisition dates and product information shall be retained to demonstrate that newly acquired equipment complies with the specifications required as a part of this Program.

11.0 Time Period

This Program shall continue until updated or replaced by an approved subsequent green cleaning Program.

ATTACHMENT E
PRESSURE WASHING HISTORY BY BUILDING

The following provides a history of pressure washing for each building listed from 2018 to present. It is not indicative of future work that may be requested by the University. The buildings are pressure-washed based on the needs of the University.

Line Item Number	Location	History of Pressure Washing
1.	Allen Building	Not serviced
2.	Armstrong Complex	Not serviced
3.	Baseball and Softball Complex (Includes Bleachers)	2018: July 2019: October
4.	Bolling Hall	Not serviced
5.	Center for the Sciences (CFTS)	Not serviced
6.	Hemphill Hall	2022: July
7.	Cook Hall	2018: July 2023: March
8.	Covington Center	Not serviced
9.	Cupp Stadium (Includes Bleachers)	2018: July 2021: March 2023: August
10.	Curie/Reed Hall	Not serviced
11.	Dalton Hall	2019: March
12.	Davis/Young Hall	2018: May
13.	Dedmon Center	2018: July
14.	Draper Hall	Not serviced
15.	Floyd Hall	Not serviced
16.	Heth Hall	2019: March 2020: July
17.	Hurlburt Student Center	2018: July 2019: March 2022: July
18.	Ingles Hall	Not serviced
19.	Intramural Complex (Brick Walls and Sidewalks)	2018: July 2021: June
20.	Jefferson Hall	Not serviced
21.	Kyle Hall	2019: March 2022: March (porticos/entrance) 2023: March (porticos/entrance) 2023: August (Cupola)
22.	Madison Hall	Not serviced
23.	Martin/Preston Hall	2018: May
24.	McConnell Hall	2021: March
25.	Moffett Hall Moffett Stage (brick walls, stage, stairs, porches, entrances, signs, planters, awnings, generator enclosures)	2019: May 2021: March 2022: March, August (Stage) 2023: March (Stage)
26.	Muse Hall	Not serviced
27.	Norwood Hall	Not serviced
28.	Peery Hall	Not serviced

Line Item Number	Location	History of Pressure Washing
29.	Peters Hall	2018: May 2020: July 2021: June
30.	Pocahontas Hall	Not serviced
31.	Russell Hall	2019: March
32.	Sioros Center (Indoor Hitting Facility)	Not serviced
33.	Stuart Hall	Not serviced
34.	Student Rec. and Wellness	2018: July 2019: March 2022: July
35.	Trinkle Hall	Not serviced
36.	Tyler Hall	Not serviced
37.	Waldron Hall	2022: February, May
38.	Walker Hall	Not serviced
39.	Washington Hall	Not serviced
40.	Whitt Hall	2019: July
41.	Young Hall	2018: May 2021: June

Additional buildings pressure washed during the course of the contract are as follows:

Tennis Complex: 2023: August

915 Tyler Ave.: 2020: July
2023: March

1000 E. Main St.: 2022: March
2023: March

VENDOR DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:
Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____

ATTACHMENT G
Pricing Schedule

Attachment G is to be completed and submitted by the Offeror as part of a the RFP. Offeror shall identify all costs associated with providing the goods/services as specified in this document and should submit pricing in different formats as hourly rates may apply in certain situations and lump sum pricing may apply in others.

The contractor agrees to provide the services per the statement of needs of service and terms and conditions at the firm fixed price as follows:

- A. **One-Time Pressure Washing Price:** The price per cleaning for each location shall include all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment.

Line Item Number	Location	Price per One-Time Cleaning
1.	Allen Building	\$
2.	Armstrong Complex	\$
3.	Baseball and Softball Complex (Includes Bleachers)	\$
4.	Bolling Hall	\$
5.	Center for the Sciences (CFTS)	\$
6.	Hemphill Hall	\$
7.	Cook Hall	\$
8.	Covington Center	\$
9.	Cupp Stadium (Includes Bleachers)	\$
10.	Curie/Reed Hall	\$
11.	Dalton Hall	\$
12.	Davis/Young Hall	\$
13.	Dedmon Center	\$
14.	Draper Hall	\$
15.	Floyd Hall	\$
16.	Heth Hall	\$
17.	Hurlburt Student Center	\$
18.	Ingles Hall	\$
19.	Intramural Complex (Brick Walls and Sidewalks)	\$
20.	Jefferson Hall	\$
21.	Kyle Hall	\$
22.	Madison Hall	\$
23.	Martin/Preston Hall	\$
24.	McConnell Hall	\$
25.	Moffett Hall	\$
26.	Muse Hall	\$
27.	Norwood Hall	\$
28.	Peery Hall	\$
29.	Peters Hall	\$
30.	Pocahontas Hall	\$
31.	Russell Hall	\$
32.	Sioros Center (Indoor Hitting Facility)	\$
33.	Stuart Hall	\$
34.	Student Rec. and Wellness	\$
35.	Trinkle Hall	\$
36.	Tyler Hall	\$

Line Item Number	Location	Price per One-Time Cleaning
37.	Waldron Hall	\$
38.	Walker Hall	\$
39.	Washington Hall	\$
40.	Whitt Hall	\$
Total One-Time Cleanings		\$

B. Annual Price for Trash Chute/Trash Room, Dumpster and Dumpster Pad Cleaning

1. Trash Chute: Muse Hall
2. Dumpster & Dumpster Pad Cleaning for compacting dumpsters on campus located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall.

\$ _____/year

- a. Price shall be for five cleanings per year of the trash chute/trash room, dumpsters, and dumpster pads.
- b. Cleanings shall occur: January (during Winter Break), March (during Spring Break), May (after Graduation), August (two weeks before the beginning of Fall Semester) and November (during Thanksgiving Break).
 - i. The Contractor shall be solely responsible for identifying suitable dates within the specified University breaks mentioned above and organizing the cleaning services accordingly.
- c. To be pressure washed using hot water with a dumpster wash and degreaser cleaning solution.
- d. Chutes shall be cleaned with a Mosmatic duct cleaner.
- e. Any runoff from cleaning operations shall be captured and disposed of before reaching the stormwater system.

C. Additional Service Requests:

Price for Hot Water Pressure Washing Cleaning per Hour \$ _____/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

D. Price for Cold Water Pressure Washing Cleaning per Hour \$ _____/hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

E. PRICING TABLE:

ITEM	COST	ESTIMATED ANNUAL USAGE	ESTIMATED ANNUAL COST
One-Time Pressure Washing <u>Total One-Time Cleanings of Attachment G, Section A</u>	\$	x 1	\$
	(annual total)		
Annual Price for Trash Chute/ Room, Dumpsters/Pads of <u>Attachment G, Section B</u>	\$	x 1	\$
	(annual total)		
Hot Water Pressure Washing Per <u>Hour</u> of <u>Attachment G, Section C</u>	\$	x 40 hours	\$
	(hourly rate)		
Cold Water Pressure Washing <u>Per Hour</u> of <u>Attachment G, Section D</u>	\$	x 40 hours	\$
	(hourly rate)		
		GRAND TOTAL	\$

PRICE EVALUATION PROCEDURES: Pricing will be evaluated based on an estimated **Grand Total**. The estimated Grand Total shall be the summation of the Contractor's firm fixed price of **Estimated Annual Cost** of Attachment G, Sections A-D in **Section E Pricing Table**.

DISQUALIFICATION OF CONTRACTORS: By signing this bid, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors **OR** the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No: _____

Bidder: _____

(Legal Name of Firm)

Contractor Class: _____

By: _____

(Signature Required)

Specialty: _____

Valid until: _____

Virginia State Corporation Commission ID No.: _____



Addendum Number: 1

Date: March 4, 2024

Reference Request For Proposal Number:	R24-013
Commodity:	Pressure Washing Services
Dated	February 8, 2024
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	March 28, 2024

The above is hereby amended as follows:

1. The deadline for submissions of Requests for Information (RFI's) is being extended to MARCH 11, 2024 at 3:00 PM.
2. The slide deck from the pre-proposal conference of February 27, 2024, is attached hereto.
3. Attendees list for the optional site visit and pre-proposal conference is hereto.
4. Radford University Procurement and Contracts solicitation process questions and responses during the site visit and pre-proposal conference were as follows:

Questions received via e-mail:

- A. **Question:** Is there a local vendor preference?
Response: No. The intent and purpose of this Request for Proposal is to establish an additional contract through competitive negotiations for Pressure Washing Services.
- B. **Question:** Is bonding required, such as a surety bond?
Response: A surety bond is not required for this Request for Proposal.

Questions asked during the site visit with registered offerors:

- C. **Question:** Do you have polymeric sand in your pavers?
Response: Yes. The majority of the pavers will have polymeric sand. When servicing the paver areas, you should plan to have polymeric sand present.
- D. **Question:** When was the last time the trash chutes and dumpster pads cleaned?
Response: They were last cleaned in January 2024.

- E. **Question:** Is the Highlander Hotel on the list for annual cleaning?
Response: No. The Highlander Hotel is owned by the Radford Foundation and is not part of this contract.
- F. **Question:** How high is Muse Hall?
Response: Muse Hall is 13 stories high. The total building height is 150 ft.
- G. **Question:** When washing the interior floors of the Muse Hall basement/trash room area, does the vendor bring the water back up into the drains inside the trash room? Or can it go outside?
Response: You can do either with the water from the floor cleaning. It is important to exercise caution and consider protecting the drains by employing drain socks to capture debris.
- H. **Question:** Have you had any issues with water damage or mold to the drop ceiling in the Muse Hall trash chute area or hallway?
Response: No. We haven't had any issues with that. The pressure washers use localized spray fans to direct the water.
- I. **Question:** Are the floors in the trash room and lower level of Muse Hall done in conjunction with the trash chutes and dumpster pads (5 times per year)?
Response: Yes. They are typically done together.
- J. **Question:** Does the elevator come up to the penthouse on Muse Hall?
Response: Yes. However, you will need a swipe access card, which will be given to you when you check in with Facilities for work.
- K. **Question:** Are all the dumpsters moved to allow proper cleaning of the dumpster pads?
Response: Yes.
- L. **Question:** What is the diameter of the trash chutes?
Response: Approximately 3' x 3'.
- M. **Question:** Is the Dedmond Center included in the buildings listed for services under this contract?
Response: Yes.
- N. **Question:** Are we responsible for cleaning the roof of the Dedmond Center?
Response: No.
- O. **Question:** Are we responsible for cleaning only the exterior of the dumpsters?
Response: During the site visit, it was stated that only the exterior of the dumpsters was to be cleaned. However, the scope of work calls for interior and exterior cleaning. For this contract, the interior cleaning will be utilized as needed and notification will be provided to the Contractor when it is required. The exterior of the dumpsters will routinely be cleaned.

Questions received during Pre-Proposal Conference:

- P. **Question:** Why is the University soliciting for these services again?

Response: During the recent procurement initiative, the University had the opportunity to learn of several innovative techniques and methods that we wanted to explore. However, due to the method of solicitation and the limitations with an IFB, the University was unable to consider that information. Through an RFP, the evaluation committee can fully evaluate criteria above pricing.

Q. **Question:** This is an RFP versus an RFQ?

Response: The University previously solicited these services under an IFB, which requires award based solely on pricing. The IFB limited the University's ability to negotiate with potential vendors.

R. **Question:** When would the contract be awarded?

Response: The University is seeking to award this contract as soon as possible.

S. **Question:** Could you clarify what the University means when asking for pricing for the different Zones?

Response: Radford intends to make this contract cooperative, which means that the other Universities belonging to VASCUPP could utilize this Contract. If the contractor wishes to submit pricing for other VASCUPP schools, the pricing would become a part of this contract. However, negotiations with each school are available for the contractor should a school reach out for a quote. Radford University has posted the scope of work based on its needs. Other universities will want to receive quotes for their independent scope of work. The contractor would be entitled to negotiate directly with each school. Participation with other VASCUPP schools is voluntary.

T. **Question:** Does the University intend to award to two or more vendors? What would that look like for this contract? How would it be divided if awarded to multiple companies?

Response: The University reserves the right to award to multiple vendors based upon the needs of the University. Any division of labor would be discussed at the time of negotiation with the vendors.

U. **Question:** During the last solicitation, you indicated that new technology and methods were brought forth for the University's consideration. How should vendors present this information to the University with the scope of work focused on pressure washing?

Response: The RFP process allows vendors to demonstrate their knowledge and services that could be provided if awarded the contract. Vendors should provide detailed information about all methods of delivery. The Committee will have the opportunity to evaluate proposals and services provided.

V. **Question:** Based on the information provided, the only certainty is that the awarded company will be cleaning the trash chutes and dumpster pads five times per year. But, the remainder of the buildings will be on an as-needed basis. There is no guarantee to the amount of work that will be performed each year?

Response: The award of contract is not a guarantee for a level of business with Radford University. The University's average spend for these services is approximately \$120,000 per year. The University rotates out the buildings for cleaning on an as-needed basis.

W. **Question:** Is Muse the only building that will be decommissioned in the future?

Response: Muse is the only building that is coming offline entirely. Dalton Hall will be undergoing renovations and will be offline during the contract period. However, other buildings will be coming back online as well. Currently, Norwood and Tyler Halls are offline but will be coming back online soon. Norwood and Tyler used to have trash chutes that needed to be cleaned, similar to Muse Hall, however, they will not have trash chutes after renovation.

X. **Question:** Are we able to use subcontractors?

Response: The University prefers that the work be performed by the contracted vendor. However, Radford does not prohibit the use of subcontractors. Any subcontractor must be vetted through the University in advance. Additionally, the primary contract holder will be responsible for all work performed under the contract.

Y. **Question:** The contract is for five years?

Response: The initial term of the contract is for one year, with four additional one-year renewals available.

Z. **Question:** Is there a window washing solicitation coming out soon?

Response: Presently, the University utilizes a cooperative contract for these services. However, if your company offers this service, please outline those services in your proposal submission as the University does have the ability to utilize our Additional Services clause, which enables the University to seek quotes from your company for those additional services if needed. It is important to note that any additional services not specifically listed in Section 9. Statement of Needs, or included in the approved Pricing Schedule, will not be considered for contract award evaluation.

AA. **Question:** During the site visit, we toured the Kyle building that has the cupola on top of the building. Is that included in the building price? Do you have other buildings that have cupolas on them?

Response: Due to the technical difficulties in cleaning the cupola, it is traditionally treated as a separate service. To our knowledge, there are no other buildings with this feature present.

AB. **Question:** Do the window cleaners handle the cupolas?

Response: For the buildings that are mostly glass, we do have our window washing vendor clean those (Student Rec & Wellness).

AC. **Question:** So, are the buildings that we saw on the site visit the first buildings we would be expected to wash?

Response: The order of the buildings visited during the site visit is not indicative of the order in which the University will request services. The site visit was to provide highlights of some of the more challenging buildings on campus and to give an example of the scope of work requested.

AD. **Question:** Are you able to provide a rough estimate of the square footage of the exterior of every building?

Response: The University will look into getting this information and will respond to this question through an additional addendum.

AE. **Question:** How often does the University request hourly work?

Response: Quite often, particularly around commencement. The University will ask our vendor to clean the stage, planters, walls, signage and things of that nature. We request this work be completed at an hourly rates. Generally, for this type of work, we will meet with the vendor, walk them through the site and requirements and ask for a quote.

AF. **Question:** Is there storage available on site for equipment?

Response: Yes. However, it would be for on a temporary basis only.

AG. **Question:** Do you have a list of safe/green products, like Green-Ox Renew or Citrus Shield, that you would approve of using without using bleach?

Response: A specific list of green/approved cleaning products is not available at this time. Vendors should refer to the Green Cleaning Program or provide the specific chemical and SDS sheet for review and approval. Through the proposal process, the University encourages the vendors to outline methods for the utilization of bleach when cleaning. As indicated, all potential methods will be considered with adequate documentation of landscape protection.

AH. **Question:** Will there be students on-site when this work is being performed or will we be performing this work when students are off campus?

Response: The University tends to schedule the majority of the work listed while students are away from campus. However, the University also has to be open and operational to allow the vendor access to the property. During the Winter Break and Thanksgiving break, there are times when the University is closed for business. This work will have to be coordinated with the Contract Administrator ahead of time. There will also be instances in which the vendor will be completing the work with students on campus and the contractor will be responsible for setting up protected areas to keep the students, faculty and staff out of the work site. Again, this will be coordinated with the Contract Administrator ahead of time. The link to Radford's academic calendar is:

<https://www.radford.edu/content/registrar/home/registration-information/academic-calendar.html>.

AI. **Question:** Just to confirm, this contract does not include roofs or windows in the scope of work? Are we cleaning from the roofline down?

Response: That's correct. Pursuant to Section 9.B.6)a). of the Statement of Needs, no roofs or windows will be cleaned, except for the removal of any debris that may have been deposited during the pressure washing services.

AJ. **Question:** Will you email all of us with the Addendum?

Response: For those vendors who signed in today, we will provide the addendum via email. However, it will also be publicly posted to eVA and accessible through that site.

e-Proposal Conference: 4-013 Pressure Washing Services

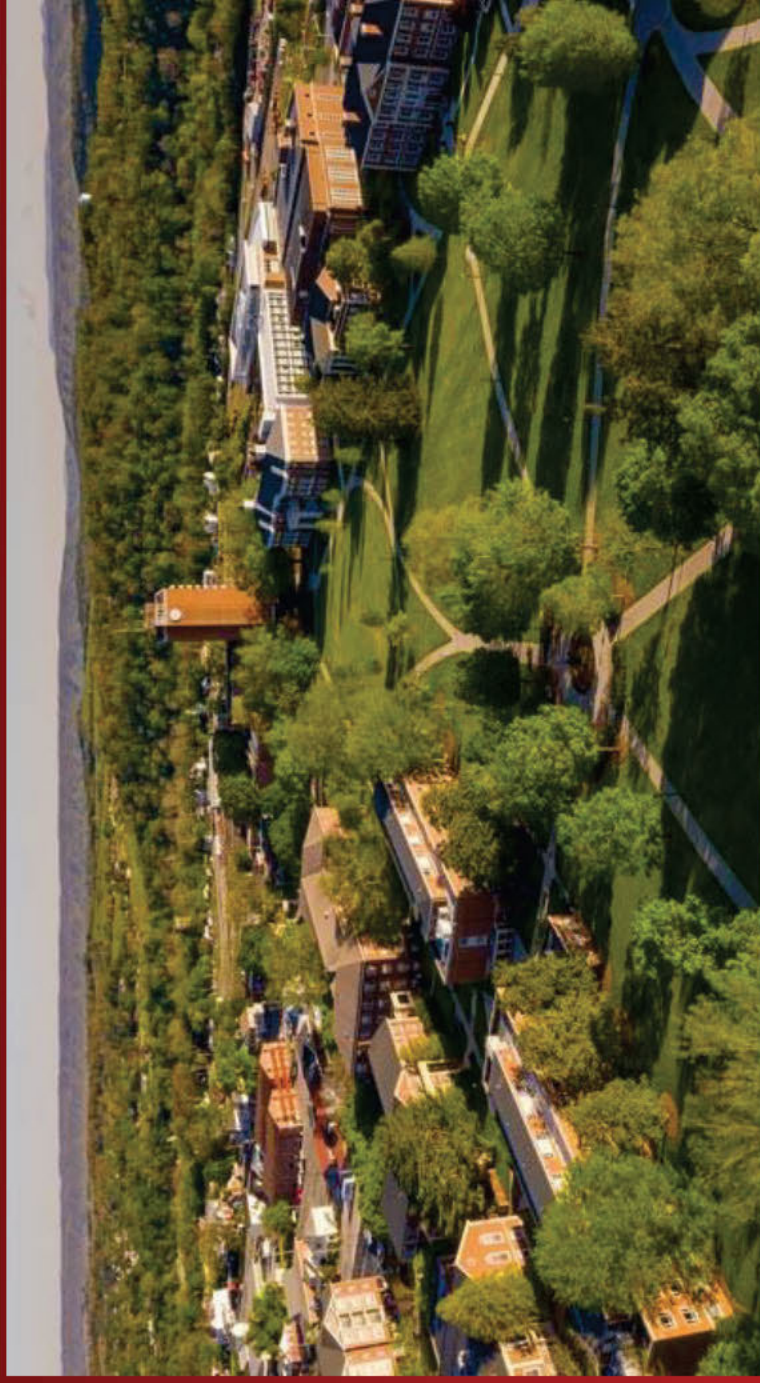


Radford
UNIVERSITY

Questions or concerns should be
directed to:

Requirement Officer:

John A. Sullivan
6885
Radford, VA 24142-6885
(540)831-6106
jsullivan@Radford.edu





Purpose of RFP:

Radford is seeking to establish an additional term contract for Pressure Washing Services.

Term of Contract: The initial term will be (1) year, with
4) Additional one-year renewals available (five years total).

Pressure Washing Services are essential in keeping the University clean, functional, and well-maintained. Not all buildings on campus will be pressure washed annually.

Attachment E provides Pressure Washing history for each building.

The approximate annual spend for these services is \$120,000



Important Dates:

March 4, 2024 by 3:00 PM: Deadline to submit Requests for Information (RFI), submitted in writing to sullivan@Radford.edu.

March 18, 2024 by 4:30 PM: Deadline to post Addendum eVA, in response to all RFI's received.

March 28, 2024 by 3:00 PM: SEALED proposals must be received at Procurement & Contracts office by 3:00 PM. Late proposals will not be accepted.

Radford University Procurement and Contracts Business hours are M-F, 8:00 AM – 4:30 PM





VA Electronic

Procurement System:



Radford
UNIVERSITY

Radford utilizes eVA for all our business transactions. Vendors must be registered with eVA to do business with Radford University.

Vendors can register with eVA at:
<https://eva.virginia.gov/register-now.html>.

If you have any questions/concerns about registration, you may contact me or reach out to the eVA Customer Care team:
eVACustomerCare@DGS.Virginia.gov.



VASCUPP Cooperative Contract:

Radford is making this contract cooperative.

Participation with other schools is strictly voluntary.

Attachment C is the Zone Map and shows all the VASCUPP schools and their Zones. Radford University is in Zone 8

If you wish to have pricing considered for multiple Zones, please submit a separate pricing sheet for each Zone, and clearly indicate which Zones you are pricing.



Statement of Needs:

Contractor to provide all labor, tools, materials, and equipment required for the completion of all work as specified.

Compliance:

Proposed plan will comply with Section 7.0 of the Radford Green Cleaning Program (Attachment D), refer to this section for guidance on restricted cleaning products. Use of any product must be approved by Facilities before use.

- Submit required SDS sheets and chemical information for approval.

Requirements:

Cleaning products must be biodegradable and non-toxic, safe for plants and grass, and must be approved by the University in advance.



Statement of Needs: Requirements Continued:

USE of CHLORINE BLEACH (SODIUM HYPOCHLORITE):

- In accordance with Radford's Green Cleaning Program, a green cleaning product should be used initially. If the green product is ineffective the Contractor should contact the Contract Administrator and request advanced authorization to use chlorine bleach (sodium hypochlorite). Approval will be granted on a case-by case basis.

Provide pricing for both hot and cold-water pressure washing:

- Hot-water output of 200°F
- Pressure washers up to 4,000 psi.

Pressure washers should have built-in water tanks as some areas will not have access to water sources.

Contractor should use appropriate spray fan angle to clean areas, but not corrode/surface

Removal of dirt, mildew, mold, gum and other foreign debris with a cleaning solution and high-pressure rinse.

Statement of Needs:

Requirements Continued:

Cleaning Schedule (Attachment G)

Item A – Provide pricing for full building exterior cleaning to include:

- all brick
- Casework
- Concrete
- painted surfaces

Including all exterior walls, capstone, exterior trim, and attached stairs and ramps
Doors and windows are not to be cleaned; however all debris from cleaning should be rinsed
off per cleaning for each location should be a fully burdened cost, and should include all expenses
required to complete the job. Travel, fuel, soft costs, and other expenses will not be paid separately
to the University.

Walkways located around building perimeter will be included in the pressure washing service
From point of entry/exit from building until side walk meets the common intersection sidewalk

Statement of Needs Cont'd:



Requirements:

Contractor shall provide first 200 gallons of water per day/per washer. The University will provide the remaining water per day.

AERIAL LIFTS: Contractor must coordinate with the University to locate appropriate location for operate lift. Sidewalk/plywood must be used to prevent damaging the grounds. Contractor must coordinate locations with the Contract Administrator to avoid driving on steam tunnels, at banks, etc.

Contractor must comply with the latest OSHA and ANSI regulations and safety standards for operating aerial lifts on campus, including but not limited to:

- Use of properly trained and authorized operators;
- Inspections of lifts;
- Use of fall protection and OSHA approved equipment;
- Load capacities;
- Operating conditions and overhead hazards; and
- Emergency procedures

Statement of Needs Cont'd:

Requirements:

WATER RUN-OFF CAPTURE: University storm inlets are not connected to the sanitary sewer system. Be mindful of the following:

When pressure washing a building and/or parking lot, and using plain water, the following methods can be used:

- Drain all wastewater from pressure washing activities on grass/gravel areas for ground absorption
- Wastewater containing only sediment and other solids can be directed through adequate filtration (fabric/filter sock) before it enters storm drain

When pressure washing a building/parking lot, using water with chemicals, the following methods apply:

- Wastewater containing chemicals can be diverted to the sanitary sewer system as long as wastewater is between 6 and 9
- Wastewater can be collected and disposed of at an approved location
- Wastewater can be collected and left out to evaporate, then leftover sediment is collected and disposed at an approved location



Statement of Needs:

Requirements Continued:

ORECSENCE, CALCITE, RUST/STAIN REMOVAL: These services would not be considered of the standard pressure washing services contract. The University will contact the contractor for a detailed quote and plan for removal. The University would request services on an hourly basis (provide hourly rates in Pricing Schedule).

WASH CHUTE/TRASH ROOM, DUMPSTERS, AND DUMPSTER PADS: Cleaned 5x per year. Contractor will coordinate cleanings in advance with the Contract Administrator, proposed cleanings in a lump sum for the year:

January (Winter Break)

March (Spring Break)

May (after Graduation)

August (two weeks prior to start of Fall Semester)

November (during Thanksgiving Break)

Statement of Needs:

Requirements Continued:

Trash Chute/Trash Room

There is one trash chute/trash room located in Muse Hall

A Mosmatic duct cleaner shall be used when cleaning the trash chute starting at top floor bottom using hot water mixed with a dumpster wash and a degreaser cleaning solution. Trash room shall be pressure washed with hot water mixed with a dumpster wash and a degreaser after the chute has been cleaned.

Dumpster and Dumpster Pads:

5 compacting dumpsters on campus; located at Hurlburt Student Center, Dalton Hall, Walcott Hall, Muse Hall and Hemphill Hall.

Compacting dumpsters must be pressure washed inside and out with hot water mixed with dumpster wash and a degreaser cleaning solution.

Including surrounding docks, lifts and pads

Storm drain inlets must be protected with a fabric drain insert/filter socks to capture run



Statement of Needs:

WORK SCHEDULE & PROCEDURES:

Pressure washing services for buildings are typically scheduled May and August of each year. The Contractor should respond to pressure washing requests within 7 days to inspect area. A response should be provided within 7 days of request/site visit whichever is later. All work should be completed within 30 days of the original request unless agreed upon by the Contract Administrator.

Painting initiated on a designated area must be completed before moving to another job. All work must be approved in advance by Contract Administrator

University work hours are typically 7:30 AM to 5:00 PM, work schedule adjustments can be made and approved upon by the University and Contractor

To schedule work, contact the Facilities Management Department at the David E. Armstrong Complex, 501 West Main St., by phone/in-person to notify CA before starting work schedule. Contractor must provide a check-in and check-out daily with the CA, as Check-out will confirm work completed that day.



Statement of Needs:

WORK SCHEDULE AND PROCEDURES Continued:

UTILITIES: University will provide electricity. Contractor shall supply first 200 gallons of water per day per washer, the University will supply the remaining water per day.

UNIFORMS: All employees of Contractor shall wear uniforms/appropriate attire at all times to designate company affiliation. All contractor vehicles used on campus to service the contract shall include company signage.

PARKING POLICY: All Contractors' vehicles parked on the University campus must be registered with the University Parking Services and display a valid parking pass.

TURF PASS: Turf passes will be provided to the Contractor by Facilities when required.

DOCUMENTATION REQUIREMENTS:

List of employees that will service the contract

Complete listing of chemicals to be used and SDS sheets for each

Proposals must include:

Pay close attention to **Section 10. Specific Requirements**

Detailed plan for providing the services as described in the RFP

Specific services provided

All requested certifications, reporting documentation, and licensure

Identify codes, regulations, and standards of practice and recommended practices

List of equipment used to be used

Communication plan

Plan for increasing workforce to meet demands

Training Schedule – Complete Attachment G

Qualifications and experience

References (provide at least 4) – Complete Attachment F

SWaM certification/plan for use of SWaM vendors



Selection Criteria and Award:

als will be evaluated by Radford University using the following weighted evaluation criteria

	Evaluation Criteria	Percent Points
1	Qualifications and experience of Offeror in providing the goods/services.	30
2	Quality of products/services offered and suitability for the intended purposes.	30
3	Specific plans or methodology to be used to provide the products/services.	20
4	Financial (Cost)	10
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10
	TOTAL	100



Submission of Proposal:

You must submit one paper copy of your proposal, inclusive of all attachments and one electronic copy on a USB/flash drive. Electronic version should be a searchable pdf file.

Your proposal includes proprietary information, you must also include a redacted version of the proposal, clearly labeled “REDACTED” with your proposal number. You must ensure you identify the portions of the proposal that are proprietary/confidential. Price cannot be redacted/confidential.

The entire proposal cannot be considered proprietary.

Proposals must be sealed at the time of delivery



Submission of Proposal cont'd:

When you mail your proposal, place your proposal in a sealed envelope and include the delivery envelope. Include this information on the outside of the sealed Proposal (also included in Attachment A, Section II):

Name of Offeror	Due Date	Time Due
Street or Box Number	Solicitation Number	
City, State, Zip Code	Solicitation Title	
Procurement Officer:		



mission of Proposal cont'd:

e mailing address for proposal submission is:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

ow plenty of time when mailing. All mail goes to the Post Office on campus, which
n picked up and delivered to the University Warehouse. It can take days to get
ivered to Procurement. Late proposals will not be accepted or considered.

Submission of Proposal cont'd:

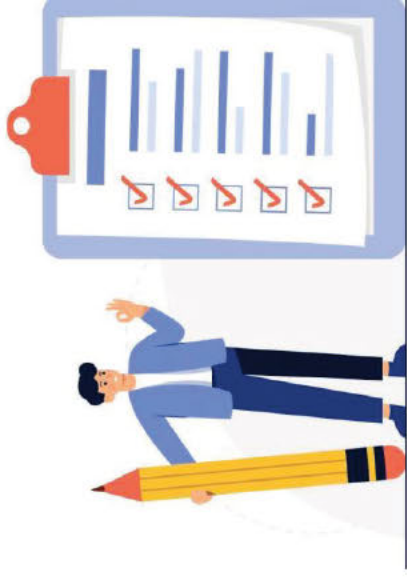


Return all requested documents with your proposal:
Complete and sign pages 2 & 3 of the RFP.
Complete and sign Vendor Data Sheet (Attachment F)
Complete Pricing Schedule (Attachment G) for the services provided by your company

Thoroughly review what is to be returned and confirm all documents have been completed and signed before sealing your proposal. Failure to sign documents can result in the proposal being deemed disqualified/non-responsive.

Ensure you include requested license numbers (either Federal/State Corp. Commission) where requested. This information will be verified after the proposal deadline has passed.

Licensing should be in good standing. Radford cannot award a contract to a vendor not properly licensed to do business in Virginia





Review the Terms and Conditions

Terms and Conditions (Attachment A)

General Terms & Conditions - Mandatory and standard in every state issued solicitation.

Additional Terms & Conditions - Specific to Radford University's business practices
Special Terms & Conditions – Contract specific to Radford solicited services
You are required to read and understand the terms and conditions relative with the contract.
Address any questions you may have before the deadline date for RFI

Questions?





OPTIONAL SITE VISIT

RFP #:	R24-013	SITE VISIT DATE/TIME:	February 27, 2024 1:30-3:00 PM
TITLE:	Pressure Washing Services		
FACILITATOR:	Sheryl Sullivan	BUILDING/ROOM TO CONVENE:	Armstrong Complex, Room #TBD

Name	Initials	Title	Company	Phone	Email
Sheryl Sullivan		Procurement Officer	Radford University	(540) 831-6106	sssullivan@radford.edu
Kate Dicken		Sr. Procurement Officer	Radford University	(540) 831-5090	kdicken@radford.edu
David Layton		Landscape Superintendent	Radford University	(540) 831-7767	dlayton2@RADFORD.EDU
Neal Thompson		Recycling Coordinator	Radford University	(540) 831-7207	lthompson@RADFORD.EDU



OPTIONAL SITE VISIT

RFP #: R24-013	SITE VISIT DATE/TIME: February 27, 2024 1:30 – 3:00 PM
TITLE: Pressure Washing Services	
FACILITATOR: Sheryl Sullivan	BUILDING/ROOM TO CONVENE: Armstrong Complex, Room #231

Name	Title	Company	Phone	Email
✓ Russell Grassi	CEO	Water Works Solutions	707-86-7705	waterworksolution@gmail.com
Shawn Moore	CEO	A CLEAN ENVY	540 315 3156	acleanenvy@gmail.com
Michael Fitzpatrick	owner	FITZ maintenance	540 875 9774	fitzmaint@icloud.com
Tony Carroll Bradshaw	operations manager	Prime Rinse	270-996-9886	TONYCS@PRIMERINSE.COM
✓ James Vincent	Aren May	The Service Company	843-324-5799	James.Vincent@theservicecompany.com
Ethan Sneddon	Owner	East Coast Softwash	757-246-5012	admin@eastcoastsoftwash.com
✓ Chad Kelly	Owner	Yellow Pressure Washing	253-344-8095	KPW252@yahoo.com
James Blankenship, Jr.	Owner	National Bin Brigade	833-424-6274	info@nationalbinbrigade.com



PRE-PROPOSAL CONFERENCE

RFP #:	R24-013	SITE VISIT DATE/TIME: February 27, 2024 3:15 – 4:15 PM	
TITLE:	Pressure Washing Services		
FACILITATOR:	Sheryl Sullivan	BUILDING/ROOM TO CONVENE: Armstrong Complex, Room #231	

Name	Title	Company	Phone	Email
Ethan Sneddon	Owner	East Coast Softwash	757-246-3012	admin@eastcoastsoftwash.com
Chris Kelly	Owner	Kelly's Pressure Washing	757-341-8095	KPW252@johnc.com
M. Michael Fitzpatrick	Owner	FITZ Maintenance	540 875 9774	FITZMaintenance@cloud.com
Tony Cascardi-Brown	Operations Manager	Prime Rinse	703-946-9266	Tony.cb@PrimeRinse.com



Pre-Proposal Conference

RFP #:	R24-013	SITE VISIT DATE/TIME:	February 27, 2024 3:15 – 4:15 PM
TITLE:	Pressure Washing Services		
FACILITATOR:	Sheryl Sullivan	BUILDING/ROOM TO CONVENE:	Armstrong Complex, Room #231

Name	Initials	Title	Company	Phone	Email
Sheryl Sullivan		Procurement Officer	Radford University	(540) 831-6106	ssullivan@radford.edu
Kate Dicken		Sr. Procurement Officer	Radford University	(540) 831-5090	kdicken@radford.edu
Jennifer Hendrix		Director Facilities Maint. & Ops	Radford University	(540) 831 - 6491	jhendrix7@radford.edu
David Layton		Landscape Superintendent	Radford University	(540) 831-7767	dlayton2@RADFORD.EDU
Neal Thompson		Recycling Coordinator	Radford University	(540) 831-7207	lthompson@RADFORD.EDU



Addendum Number: 2

Date: March 18, 2024

Reference Request For Proposal Number:	R24-013
Commodity:	Pressure Washing Services
Dated	February 8, 2024
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	March 28, 2024 at 3:00 PM (EST)

The above is hereby amended as follows:

1. Radford University Procurement and Contracts solicitation process questions and responses received after the posting of Addendum 1, March 4, 2024.

A. **Question:** Are you able to provide a rough estimate of the square footage of the exterior of every building?

Response: (Update) The University does not have this information.



REQUEST FOR SEALED PROPOSAL # R24-013
PRESSURE WASHING SERVICES
FEBRUARY 8, 2024



OFFICIAL RESPONSE OF:
SPOTLESS CLEANING ENTERPRISES, LLC
Submitted: March 28, 2024

REDACTED VERSION

Prepared For:
Radford University
Procurement and Contracts Department
Attn: SHERYL SULLIVAN
P.O. Box 6885
David E. Armstrong Complex
501 Stockton St.
Radford, VA 24142-6885

Table Of Contents

A. RFP General Information Form.....	Page 2&3 of 18
B. 9. Statement of Needs.....	3-8
C. 10. Specific Requirements.....	9-18
D. Vendor Data Sheet, i.e., references (Attachment F).....	attached (2 pages)
E. Pricing Schedule (Attachment G).....	attached (3 pages)
F. Certification and other documents.....	attached (15 pages)
G. Chemical SDS.....	attached (15 pages)

REQUEST FOR PROPOSAL (RFP)
RFP # R24-013

GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl Sullivan
Phone: (540) 831-6106
Email: sssullivan@radford.edu

Written questions to be submitted via email no later than: **March 4, 2024 by 3:00 PM Eastern Standard Time (EST)**

SEALED PROPOSAL DUE DATE AND TIME: Proposals will be received until **March 28, 2024 up to and including 3:00 PM EST**. Email and fax responses will not be accepted.

LATE PROPOSALS: To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contract Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.

BUSINESS HOURS: Radford University's Procurement and Contracts Department is open for business Monday through Friday from 8:00 AM to 4:30 PM (EST).

ADDRESS: Proposals should be mailed or hand delivered to:

Radford University, Procurement and Contracts Department
P. O. Box 6885 (if via mail)
David E. Armstrong Complex, 501 Stockton St. (if via courier)
Radford, VA 24142-6885.

Identify the envelope package as instructed in **Attachment A – Terms and Conditions**.

OPTIONAL PRE-PROPOSAL CONFERENCE and SITE VISIT: An optional site visit will be held on **February 27, 2024 from 1:30 PM (EST) to 3:00 PM (EST)**. ****PRE-REGISTRATION IS REQUIRED**** Following the site visit, an optional pre-proposal conference will be held on **February 27, 2024 at 3:15 PM**. See Section (13) for additional information.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSD certification number. For assistance with SWaM certification, visit the SBSD website at <https://www.sbsd.virginia.gov/>


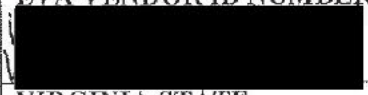

_____ Large

809101 ✓ Small business – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

Women-owned business – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

Minority-owned business – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) Spotless Cleaning Enterprises, LLC		FEDERAL TAXPAYER NUMBER (ID#) 	
BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name) Spotless Window Cleaning Company Spotless Window Cleaning and Soft Wash Co.		BILLING NAME (Company name as it appears on your invoice) Spotless Window Cleaning and Soft Wash Co.	
PURCHASE ORDER ADDRESS 122 Agency Ave. Richmond, VA 23225		PAYMENT ADDRESS 122 Agency Avenue Richmond, VA 23225	
CONTACT NAME/TITLE (PRINT) Robert "Beau" Pratt, owner		EMAIL ADDRESS beau@spotlesswindowcleaning.com	
TELEPHONE NUMBER 804-467-4442	TOLL FREE TELEPHONE NUMBER 804-231-0749	FAX NUMBER N/A	EVA VENDOR ID NUMBER  VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER 

I acknowledge that I have received the following addenda posted for this solicitation.

1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ (Please check all that apply.)

SIGNATURE: Robert H. Pratt

DATE: 3/28/24

9. STATEMENT OF NEEDS:

A. General Qualifications and Experience

Spotless Cleaning Enterprises, LLC d/b/a Spotless Window Cleaning & SoftWash Company and d/b/a Spotless Window Cleaning Company (from henceforth "Spotless") is a privately held business based in Richmond, VA. Founded in 1962, Spotless provides five-star SoftWashing, Pressure Washing, Window Cleaning, Furniture/Upholstery Cleaning, High Area Dusting and Gutter Cleaning services to residential homes in Central Virginia and commercial buildings across the Commonwealth of Virginia. Spotless currently has one office located in the City of Richmond.

Spotless employs two owners that work in the business full-time, as well as an Operations Director, three Operations Supervisors, an Office Manager, two Sales Representatives, two Customer Service Representatives, and dozens of technicians skilled in our services/trades. At our peak staff, Spotless is an organization of around 35 W-2 employees and have experience concurrently servicing dozens of customers each day via our 20+ lettered vehicles. Spotless does not use subcontractors or 1099 staff.

Spotless has a long history of successfully partnering with private and public/state institutions as a provider of pressure washing services, window cleaning services and other exterior and interior cleaning services. Spotless is especially successful with the state's University system. For over twenty-five (25) years, Spotless has provided ongoing and annual maintenance window cleaning (and maintenance and specialty pressure washing) services to [REDACTED], [REDACTED], and [REDACTED]. More recently, Spotless has successfully provided service to [REDACTED], [REDACTED], [REDACTED], and [REDACTED] on an ongoing basis, some of which for more than a decade (Spotless was under a maintenance pressure washing contract with [REDACTED] for ~10 years through 2023). At many of these universities, Spotless also provides specialty and restorative pressure washing and soft washing, specialty and restorative window cleaning services, upholstered furniture cleaning and high dusting services on an ongoing and annual basis.

In addition to state colleges and universities, Spotless has performed ongoing annual services for [REDACTED] (private), [REDACTED], [REDACTED], and [REDACTED].

[REDACTED] and [REDACTED] such as [REDACTED]

Regarding [REDACTED], Spotless has entered a new two-year contract for window cleaning, pressure washing, high area dusting, gutter cleaning, and upholstery furniture cleaning as of March 2024. Regarding [REDACTED], Spotless has entered a new five-year VASCUPP cooperative contract for window cleaning as of January 2024.

Over the last 15 years, Spotless has introduced the process of soft washing and various other restorative/specialty cleaning services, beyond standard maintenance services, to these university and non-university customers with great success. These customers have come to rely on Spotless's expertise to determine the appropriate cleaning methodology for their buildings' exterior facades, in concert with our window cleaning services.

In addition, Spotless provides soft wash and/or pressure washing services and window cleaning services to over 1,000 residential and small commercial customers in central Virginia and the Northern Neck/Middle Peninsula areas of Virginia on an annual basis. Since 2022, Spotless is honored to be annually voted Richmond's "Best" Window Cleaner, and "One of the Best" Power Washers and Gutter Cleaners, by Richmond Magazine's R-Home readers. Once again, Spotless was honored with these awards in January 2024 for 2024.

Given Spotless' expertise in the residential arena, Spotless is uniquely positioned to provide services for university-owned residential properties. As the incumbent contract holder, Spotless has previously cleaned [REDACTED]-owned, [REDACTED]-owned, [REDACTED]-owned and [REDACTED]-owned residential properties, such as the [REDACTED] residence, on a semi-annual or annual basis (both pressure washing and window cleaning services). While many pressure washing companies provide either commercial services or residential services (but not both), Spotless does provide services to both sets of customers. Furthermore, Spotless is very strong in window cleaning services, in addition to pressure washing services. Spotless employs over 20 technicians that are experienced in cleaning both commercial and residential properties, as well as specialist technicians for each category of property. Please reference our ~2,000 5 Star reviews here: <https://nicejob.com/spotless-window-cleaning-softwash>.

B. Experience Serving Radford University

Spotless has performed pressure washing and window cleaning services for Radford University on a continual basis for the last decade, first under Contract # C1300020 and then under Contract # RU19005, which expired in 2023. We are extremely familiar with the campus, the facilities, and the associates of the University. Given our working relationships with designated points of contact in Procurement, Residence Life, Environmental Services, Housekeeping and Facilities Management, we are familiar with and knowledgeable of the applicable policies and procedures at the campus.

All Spotless employees involved in providing services under this contract (owners, salespeople, project managers, operations managers, and technicians) are and will be employees of the Company. To date, we have not and do not plan to utilize subcontractors. All employees have and will continue to pass third party background checks for criminal and sexual offenses. Drivers of Spotless vehicles have valid driver's licenses and are in good standing with DMV. These checks are standard company policy and are unrelated to this opportunity. When working on campus, all employees shall be uniformed and driving lettered Spotless vehicles.

The Radford properties and facilities require a wide range of skills to successfully clean. While some professional pressure washers can clean certain individual buildings on campus, few possess the highest levels of commercial and residential skills and expertise to clean them all. Since we are the largest and most experienced provider in our area for both commercial and residential services, we have dozens of employees who can perform each skill necessary to successfully execute the terms of the contract.

Spotless prides itself on professionalism throughout the service experience, and this is evident through our historical service at Radford. We know that professional and timely communication with key Radford associates/points-of contacts throughout the service is paramount and what generates successful projects and happy customers. Spotless is experienced with simple, straight forward one-day cleanings (of say one building), as well as more complex multi-building projects that can last weeks in duration. Spotless is experienced with multi-departmental interactions and project planning on Radford's campus, such as when utilizing man-lifts on campus or coordinating with Radford Police regarding parking, as examples. Spotless cultivates and embraces a culture of

consultation with our customers in addition to continuous learning. Spotless is committed to growing as a cleaning service provider as Radford University evolves and continues to grow.

Spotless has cleaned most every building on campus to date, many multiple times over the years, as evidenced in Attachment E of the RFP. In addition to standard maintenance pressure washing services, Spotless has also provided professional maintenance window cleaning services on most every building on campus (as well as many University-owned houses/buildings off campus). We know how to quote, schedule, and manage projects, especially those projects involving multiple services and multiple locations on a tight timeline. We have also cleaned many buildings in a "one-off" setting. There cannot be a pressure/soft washing company or window cleaning company more knowledgeable or experienced with the Radford properties than Spotless. We can perform any maintenance pressure/soft washing or window cleaning project for Radford with minimal impact to Radford staff, associates, and students.

Given the experience and qualifications at Radford University, Spotless has been and will continue to be fully compliant with all aspects of Section 9 (Statement of Needs) of RFP #R24-013 (starting on page 5 of 18 of the RFP). Spotless believes that our historical pressure washing methodology of pressurized hot or cold water provides the safest and best cleaning results for Radford University properties. Other than a handful of occasions over the years, Spotless has not and does not plan to utilize Chlorine Bleach (sodium hypochlorite), or any other chemicals (dumpster wash/degreaser used in chute/dumpster pads notwithstanding), to execute its standard maintenance pressure washing services for the University. In the rare case that Chlorine Bleach would be an option to provide a significantly cleaner work product, Spotless shall fully comply with the Compliance and Requirement items in Section 9 of RFP #R24-013.

Regarding RFP Section 9, subsection B, subsection 12, Spotless would be more than happy to provide quotes and project plans for the specialty/restoration cleaning services listed, although they are not considered the standard (i.e., "maintenance") service included in the RFP. Each of the items listed (e.g. efflorescence) may require specialty chemicals tailored to the stain/defect requiring removal. Upon request for quote, Spotless is happy to provide all information the University requires (e.g., SDS).

C. Key Employees

- Robert H. "Beau" Pratt – Owner and COO of Spotless with 20 years of experience in sales and account management, project management and business operations. Administered all aspects of the previous Radford pressure washing contract since 2019, as well as [REDACTED] and [REDACTED] window cleaning contracts. Leads Commercial Sales and Operations for Spotless. Bachelor of Science Business Administration '06 University of North Carolina at Chapel Hill.
- Reilly Monroe - Owner and CAO of Spotless with 20 years of experience in finance and business administration. Manages all aspects of Finance, HR, Business Administration, Customer Service and Marketing for Spotless. Bachelor of Science Business Administration '06 University of North Carolina at Chapel Hill; MBA '12 Darden School of Business (UVA).
- [REDACTED] – Office Manager of Spotless with 24 years of experience in business administration, banking and office management. Responsible for day-to-day administration of Spotless office, including finance, HR, customer service, A/R and A/P.
- [REDACTED] – Operations Director of Spotless with ~25 years of experience in Operations Management. Leads day-to-day operations of Spotless, both the Operations Department and Customer Service Department. Directly manages all operations supervisors and technicians. Bachelors Organizational Development '15 Ashford University.
- [REDACTED] – Window Cleaning Supervisor with 12 years of experience in window cleaning industry. Spotless employee for last 8 years, supporting Radford University contract as supervisor and senior technician for entire tenure.
- [REDACTED] Pressure Washing and Soft Washing Supervisor with 10 years of experience in industry. Spotless employee for last 3 years, supporting Radford University contract as supervisor and senior technician for entire tenure.
- [REDACTED] – Project Supervisor with 10 years of experience in industry. Spotless employee for last 8 years, supporting Radford University contract as supervisor and senior technician for entire tenure. On-site project execution manager for last 5 years on Radford University projects.
- [REDACTED] – Senior Technician with 12 years of experience in industry. Spotless employee for last 9 years, supporting Radford University projects as senior technician for entire tenure.
- [REDACTED] – Senior Technician with 12 years of experience in industry. Spotless employee for last 9 years, supporting Radford University projects as senior technician for entire tenure.

- [REDACTED] Senior Technician with 7 years of experience in industry. Spotless employee for last 4 years, supporting Radford University projects as senior technician for entire tenure.
- ~20-25 additional Technicians and Jr. Technicians (depending of season) with varying degrees of experience at Radford University. All technicians of the company has some experience with cleaning services at [REDACTED] customers of Spotless.

D. Complete Listing of Chemicals to be used and SDS (attached)

- Dumpster Wash with Degreaser
 1. [REDACTED] Dumpster and Chute Deodorizing & Cleaning
 2. [REDACTED] Soap Cleaner/degreaser
- Chlorine Bleach (sodium hypochlorite)
 1. Sodium Hypochlorite 12.5%

10. SPECIFIC REQUIREMENTS:

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

A. Plan for Providing Services: Please provide your plan for providing pressure washing services. Include the following:

- 1) A description of what specific services the Offeror proposes to provide, including but not limited to, proposed manpower to be used, when the services shall be performed, by whom, and the anticipated time durations for typical services.
- 2) A description of all certifications and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Please include copies of all standard certifications and reports.
- 3) Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
- 4) List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
- 5) Details of how you or your employees intend to communicate with Radford University.
- 6) Plan for increasing manpower if the need arises.

At Spotless, our general approach to providing cleaning services is centered on employing industry-leading safety standards and practices, professionalism & integrity, superior customer service, and best-in-class quality. These are our values as a company, and we train and expect all Spotless representatives to utilize these tenants in the day-to-day execution of their jobs. Although every service, building, and project is slightly different, Spotless has a standard operating system (i.e., plan) that will be utilized when executing pressure washing services (and window cleaning services, if applicable) for Radford University. Below is a summary of the standard operating system that will be utilized by Spotless at Radford University.

Upon request for a quote for service by Radford University representative, a qualified Spotless account manager (currently Beau Pratt) will work constructively with Radford to:

1. Review the building location(s) and requested scope of work.
 - a. As stated above in Section 9 of the response, Spotless historically provided standard maintenance pressure washing services with use of hot or cold water only – no chemicals. In a few rare cases, Radford specifically asked for a softwash service (involving bleach and or a commercial soap), and Spotless executed this at Radford's request (e.g., 2019 off-campus housing soft washing and window cleaning project). For the purposes of this proposal, Spotless is only recommending the same service as historically provided and performed – **pressure washing with hot or cold water (whatever is necessary to get the job done effectively) without the use of chemicals (e.g. chlorine bleach).** Should the Radford University request other specialty (non-standard) services related to pressure washing (e.g., efflorescence, rust, graffiti removal), Spotless would be happy to review, quote and perform the service after all applicable University approvals are obtained.
 - b. A service request for power washing typically starts with a phone call or email between Beau Pratt and Dave Layton (Landscape Supervisor and day-to-day point of contact) to discuss the project scope and the requested timeline. This happens within one to two business days of a request by Radford.
 - c. If the requested scope is a standard service (per Spotless definition above) and consistent with an individual building on the contract, then a quote can be prepared immediately from the price list on the contract. If the scope is not consistent with the contract, then a more intensive quoting process must ensue. Nevertheless, quotes are emailed within 7 days if an in-person site visit is not required. Usually, site visits will be set up within 7 days of the initial request and then the quote can be prepared within 7 days after the site visit. In the past, there has never been an issue finding a mutually agreeable time to meet.
 - d. Note, in the past Radford and Spotless have coupled pressure washing and window cleaning projects together to reap the economic and operational benefits of doing so. If a dual service project is requested, then all the below steps will occur for both services, otherwise the steps below would apply to pressure washing services only.

2. Determine time of year to perform service (i.e., is school in/out of session).
 - a. Quote requests can be received well in advance of a requested service date, or quote requests can be received just days in advance of needing an "emergency" service.
 - b. Typically larger, multi-building projects are executed in the summer, or around holidays like Spring Break, Winter Break, etc. Radford typically issues quote requests weeks/months in advance of needing the service performed. Smaller projects are performed year-round and immediate service may be requested. In both instances, the Spotless account manager (currently Beau Pratt) will reserve the necessary resources on the Spotless schedule to ensure that the work can be performed by the appropriate Spotless employees, prior to issuing the quote. If there are weather considerations to factor into the scheduling plan, that will be discussed in advance. Typically, pressure washing services need to occur when ambient temperatures are 33 degrees Fahrenheit or greater.
 - c. Note: in the case of the Chute and Pads process, Spotless schedules out the five services per fiscal year in advance, so appointments are always reserved, and resources are secured.
3. Determine if Spotless has previously cleaned the building or not.
 - a. If yes, review the historical work records to determine the operational approach utilizing lessons learned from prior service.
 - b. If not, then schedule in-person site visit through the Landscaping Supervisor (or another designee).
 - c. In either case, items of particular importance when quoting/executing pressure washing: appropriate number of working water sources on the building(s), landscaping around the building, foot-traffic around the building (for the on-site safety plan), other obstructions (like overhead power lines) for our man power or equipment, stains or other defects that need to be considered as part of the project (determine in or out of scope), among others.
 - d. If a site visit occurs and it becomes necessary to utilize a specific chemical (e.g., chlorine bleach), then this will be discussed between Spotless and Radford, and the chemical's approval will be obtained in writing from Radford prior to quoting and executing the service.

4. Plan safety and operational requirements.
 - a. Each project has safety considerations based on the building location, building architecture, pedestrian traffic, technician access to façade, natural and man-made obstructions, just to name a few.
 - b. These and other operational requirements (boom lifts, extension poles, hot/cold water) impact the time on the job and thus the price due to the varying degrees of setup/tear down time, required level of managerial supervision, etc. These requirements also determine the number of, and skill/experience of, the technicians needed to successfully execute the project.
5. Determine staffing and equipment necessary to successfully execute project.
 - a. With the information gathered up to this point, the Spotless account manager (Beau Pratt) will work with the Operations Director and Operations Supervisors to determine the staff and equipment required to successfully execute the service. This information will support quote development (if price not already set as a fixed price in the contract).
 - (1) Staffing considerations: all Radford projects require a Project or Operations Supervisor, or a highly experienced Sr. Technician, to lead a crew of other Sr. Technicians or Technicians. In some instances, the Operations Director or Account Manager may need to be on site for the project. As mentioned above, Spotless has a deep bench of project/operations supervisors and Sr. Technicians with extensive experience at Radford, as well as dozens of other Technicians with experience working on Radford's campus, as well as all other University customers of Spotless. To date, we have never had a problem appropriately staffing up a Radford project.
 - (2) Equipment considerations: at Spotless, we think about pressure washing as either low work or lift-required work. Low work can be performed from a technician's feet with extension wands that vary in length from 1' to up to 25'. Lift work involves man-lifts as well as the same extension wands. Man-lifts can take the form of a 19' scissor lift, an 86' boom lift, and everything in between. In rare instances, scaffolding is another option to execute "lift-work" in tight spaces without a man-lift.
 - (3) In the event that a lift is required to successfully execute a pressure washing project, the following considerations are also factored in: Radford approval of

lift on specified site, technician lift certification, technician experience on similar projects, additional ground-safety man added to crew, landscaping and using plywood to protect ground, sidewalk utilization, lift parking overnight, creating pedestrian barriers with signs, cones, caution tape, etc.

- (4) A major part of project planning is the consideration of adding window cleaning services to a project in addition to pressure washing services. Coupling the services together can provide extensive cost and timeline benefits to Radford, and these must be factored into the staffing, equipment, and overall safety and operational plans before quoting and executing the service.

6. Provide quote and obtain purchase order.

- a. With the information gathered, Spotless account manager will issue quotes for the buildings and scope requested and settled upon after extension discussion with Radford representation.
- b. If building and scope requested apply, quote will represent price on contract price list. If not, then quote will be prepared utilizing standard quoting process.
- c. Once the quote has been provided, Spotless representative is available for questions and clarifications until which point as the Purchase Order is executed in eVA and is viewable by both parties.

7. Confirm timeline/dates of service.

- a. Upon receipt of purchase orders in eVA, Spotless account manager will finalize the schedule with Radford representative.
- b. All human resources will be reserved on Spotless schedule.
- c. All equipment will be secured and scheduled, as required (i.e., man-lift rental).
- d. Pressure washing project durations:
 - (1) Chute and Pads – [REDACTED]
 - (2) Full Building – [REDACTED]
 - (3) Partial Building [REDACTED]
 - (4) Hourly work – [REDACTED]

8. Dispatch crew with Spotless work order (i.e., work plan).

- a. Account manager (Beau Pratt) presents project to Operations team at Spotless. All informational aspects of project transferred to appropriate resources of Spotless.
- b. Operations Director assigns job to a project manager (this could be an ops supervisor, project supervisor or an experienced Sr. Technician with extensive

experience on Radford's campus). A team of technicians is then added to the crew that together ensure the best results for Radford.

- d. Standard equipment list:

[illegible]

[REDACTED]

Abstract

[REDACTED]

15 JANUARY 2005

Table 1 Demographic characteristics of study population

(15) [REDACTED]

- e. Leave Richmond by 7am on first day of project with goal of arriving at Radford by 11am. Travel is required to occur in Spotless lettered vehicle and all crew required to carry enough uniforms for every day on site at Radford.
9. Inform the Landscaping Supervisor (or other day-of-service point of contact) of our arrival to campus, and check to see if there are any special requirements (e.g., meetings, conference rooms in use, etc.).
 - a. The crew will check in at Armstrong Complex to obtain necessary keys to buildings, as required.
 - b. The crew secures parking passes, working with Campus Police as required throughout their project. In some cases, building keys are returned to Police if after hours or weekend/holiday work and Armstrong Complex is closed.

- c. The crew confirms any special requirements or new information that might impact project plan, schedule, or order of operations.
10. Set up safe work zone (safety cones, caution tape, etc.) where needed and proceed to execute service.
- a. Safe work zones that keep pedestrians and the crew out of harm's way is paramount. Depending on the risk level, the work zone size and visual cues can vary (i.e., a one-man crew working from the ground on an obscure sign needs a much smaller safety zone than a 3-4 man crew working from an 86' boom lift in the middle of campus).
 - b. The project supervisor is responsible for setting up a safe work zone. This is planned out ahead of time with the Operations Director and Account Manager, as necessary.
 - c. To the extent a project is occurring during the school year when classes are in session, the crew leader and the Radford point of contact (e.g., landscaping supervisor) will work together to make sure all campus needs are being met.
 - d. Ensure water run-off is in compliance with requirements (no chemicals): Drain all wastewater from pressure washing activities on grass/gravel areas for ground absorption, Wastewater containing only sediment and other solids can be directed through adequate filtration (filter fabric/filter sock) before it enters storm drain
11. Provide progress updates daily if project spans more than one day.
- a. Given Spotless' focus on professionalism and superior customer service, a representative of Spotless will provide the Radford day-of point of contact with daily updates on project status, including but not limited to, completed work, next day's work, overall project timeline updates, etc. Formal reviews of the work are always welcomed during the project.
 - b. Spotless will clarify at the beginning of the project who at the company will be the main point of contact for Radford for all operation items on site. If the account manager is not on site, he or she will be available 24/7 via phone to answer Radford's questions.
 - c. If the project is falling behind due to weather delays or other items, Spotless is prepared to augment the team on site with additional resources to meet originally planned deadlines imposed by Radford University. Spotless will make every effort to meet deadlines as originally agreed upon, and further commit to active and transparent communications and problem-solving throughout the project.

- d. If increasing manpower is something that is needed, Spotless on-site management will work with the Account Manager and/or Operations Director to prepare to send additional crew(s) to campus asap. Spotless does not typically schedule to 100% capacity, nor does the company plan to have operations supervisors in the field working. Should increased manpower be needed, typically we can have additional resources on campus by the next day.
- 12. Upon completion of service, update Landscaping Supervisor or other day-of-service point of contact, and offer he or she the opportunity to review the work with our team on site.
 - a. Given Spotless provides daily project status check in reports (verbally), the on-site point of contact will know the day/night before project completion is expected.
 - b. By lunchtime on the last day of the project, there will be a formal check-in alerting the Radford point of contact that the project is complete, and there will be an offer extended to review the work completed.
 - c. It is at the Radford point of contact's discretion if this walk through is deemed necessary.
 - d. If a walk through is performed and defects in the service are pointed out, Spotless commits to fixing those defects (or attempting to fix areas) either that day or a subsequent day of the project, aligning with Radford's needs as possible.
- 13. Management to provide additional quality assurance check-in with Landscaping Supervisor or other day-of-service point of contact to ensure satisfactory service.
 - a. One-to-two business days after service is completed, the Account Manager will proactively seek out the Radford point of contact to ensure all quality and broader service expectations are met.
 - b. If defects exist and/or additional service is deemed necessary, a plan to correct issues will be settled upon and executed prior to invoicing the services rendered.
- 14. Invoice the service.
 - a. Upon confirmation with Radford that all services were rendered successfully and the Radford point of contact's expectations were met (in line with terms of the quote/contract), account manager or management-level party at Spotless will invoice the service(s) according to the terms of the agreement.

Other requested information in RFP:

2. A description of all certifications and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Please include copies of all standard certifications and reports.

The below certifications and documentation are included as attachments:

Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.

Spotless' standard operating practices pertaining to providing service is detailed above. In addition, many of the items captured in the above summary are part and partial of formal trainings and confidential policies and procedures of the Company.

As it pertains to codes and regulations, Spotless is dedicated to the safety of its skilled technicians, its customers and the general public. Furthermore, we are committed to the adherence of the [REDACTED] and all [REDACTED] and the [REDACTED]. We devote ourselves to assist our customers from start-to-finish with the [REDACTED] of compliance and the [REDACTED] issues. Other applicable regulations/certifications that

pertain to our services include: [REDACTED] Regarding
man-lift operation, the following regulations apply: [REDACTED]

ATTACHMENT F
VENDOR DATA SHEET

*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

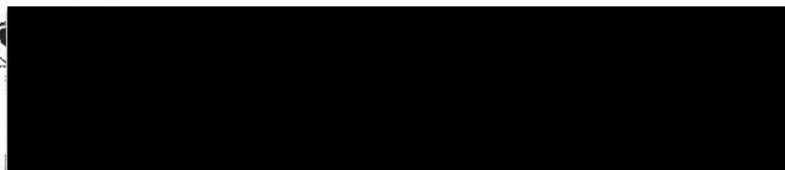





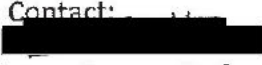




Qualifications: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

Vendor's Primary Contact:

NAME: Robert "Beau" Pratt PHONE: 801-467-4442

Year's in Business: Indicate the length of time you have been in business providing this type of good or service: YEARS: 5 MONTHS: 4

Note: Company in business for 62 years (since 1962) under prior ownership
References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.

Company:		Contact:
		
		Email:
		
		
Dates of Service:	\$ Value:	
<u>15+ years continuously incl 2023/24</u>		
Company:		Contact:
		
Phone: ()		
Fax: ()		Email:
		
Project: <u>full campus window cleaning, pressure washing, high dusting, turn/bore cleaning (all campus buildings and sidewalks)</u>		
Dates of Service:	\$ Value:	
<u>15+ years continuously incl 2023/24</u>		

VENDOR DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project: full campus pressure wash and window cleaning (all buildings, sidewalks, stairs, trash chutes, dumpster pads, and misc items)	
Dates of Service:	\$ Value:
10+ years continuously incl. '23/'24	~\$

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project: - Full property pressure washing and window cleaning, incl. full building, sidewalks, and spec. sur s.	
Dates of Service:	\$ Value:
8 years continuously incl. '23/'24	~\$

I certify the accuracy of this information.

Signed: Robert H. "Beau" Pratt

Title: Owner, Spotless Window Cleaning and Softwash

Date: 3/28/24

ATTACHMENT G
Pricing Schedule

Attachment G is to be completed and submitted by the Offeror as part of a the RFP. Offeror shall identify all costs associated with providing the goods/services as specified in this document and should submit pricing in different formats as hourly rates may apply in certain situations and lump sum pricing may apply in others.

The contractor agrees to provide the services per the statement of needs of service and terms and conditions at the firm fixed price as follows:

- A. **One-Time Pressure Washing Price:** The price per cleaning for each location shall include all labor, materials, tools, and equipment to execute the job; this includes but is not limited to aerial lifts and equipment.

Line Item Number	Location	Price per One-Time Cleaning
1.	Allen Building	\$ 920.00
2.	Armstrong Complex	\$ 1,710.00
3.	Baseball and Softball Complex (Includes Bleachers)	\$ 2365.00
4.	Bolling Hall	\$ 2,860.00
5.	Center for the Sciences (CFTS)	\$ 9,130.00
6.	Hemphill Hall	\$ 6,800.00
7.	Cook Hall	\$ 2,420.00
8.	Covington Center	\$ 5,890.00
9.	Cupp Stadium (Includes Bleachers)	\$ 4,465.00
10.	Curie/Reed Hall	\$ 5,120.00
11.	Dalton Hall	\$ 6,195.00
12.	Davis/Young Hall	\$ 4,690.00
13.	Dedmon Center	\$ 3,110.00
14.	Draper Hall	\$ 2,860.00
15.	Floyd Hall	\$ 3,240.00
16.	Heth Hall	\$ 4,730.00
17.	Hurlburt Student Center	\$ 4,565.00
18.	Ingles Hall	\$ 2,860.00
19.	Intramural Complex (Brick Walls and Sidewalks)	\$ 2,730.00
20.	Jefferson Hall	\$ 3,430.00
21.	Kyle Hall	\$ 9,395.00
22.	Madison Hall	\$ 3,430.00
23.	Martin/Preston Hall	\$ 3,460.00
24.	McConnell Hall	\$ 5,975.00
25.	Moffett Hall	\$ 7,020.00
26.	Muse Hall	\$ 16,825.00
27.	Norwood Hall	\$ 2,960.00
28.	Peery Hall	\$ 3,240.00
29.	Peters Hall	\$ 3,620.00
30.	Pocahontas Hall	\$ 2,860.00
31.	Russell Hall	\$ 5,125.00
32.	Sioros Center (Indoor Hitting Facility)	\$ 1,290.00
33.	Stuart Hall	\$ 3,240.00
34.	Student Rec. and Wellness	\$ 5,390.00
35.	Trinkle Hall	\$ 3,240.00
36.	Tyler Hall	\$ 5,260.00

Line Item Number	Location	Price per One-Time Cleaning
37.	Waldron Hall	\$ 4,730.00/
38.	Walker Hall	\$ 3,660.00/
39.	Washington Hall	\$ 4,020.00/
40.	Whitt Hall	\$ 3,175.00/
	Total One-Time Cleanings	\$ 178,005.00

B. Annual Price for Trash Chute/Trash Room, Dumpster and Dumpster Pad Cleaning

1. Trash Chute: Muse Hall
2. Dumpster & Dumpster Pad Cleaning for compacting dumpsters on campus located at Hurlburt Student Center, Dalton Hall, Walker Hall, Muse Hall, and Hemphill Hall.

\$ 30,000.00 /year

- a. Price shall be for five cleanings per year of the trash chute/trash room, dumpsters, and dumpster pads.
- b. Cleanings shall occur: January (during Winter Break), March (during Spring Break), May (after Graduation), August (two weeks before the beginning of Fall Semester) and November (during Thanksgiving Break).
 - i. The Contractor shall be solely responsible for identifying suitable dates within the specified University breaks mentioned above and organizing the cleaning services accordingly.
- c. To be pressure washed using hot water with a dumpster wash and degreaser cleaning solution.
- d. Chutes shall be cleaned with a Mosmatic duct cleaner.
- e. Any runoff from cleaning operations shall be captured and disposed of before reaching the stormwater system.

C. Additional Service Requests:

Price for Hot Water Pressure Washing Cleaning per Hour \$ 155.00 /hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

D. Price for Cold Water Pressure Washing Cleaning per Hour \$ 150.00 /hour

- a. Price will be an hourly rate charged per pressure washing unit with an operator per hour of operation.
- b. Typical items/areas to be cleaned hourly include sidewalks (not connected to a building), patios, walls, stairs, garbage receptacles, etc.
- c. This price **must not** include the cost of an aerial lift. If a lift is required to complete the requested cleaning, the estimated cost of the lift shall be provided in advance to the University.

E. PRICING TABLE:

ITEM	COST	ESTIMATED ANNUAL USAGE	ESTIMATED ANNUAL COST
One-Time Pressure Washing <u>Total One-Time Cleanings of Attachment G, Section A</u>	\$ 178,005. ⁰⁰ (annual total)	x 1	\$ 178,005. ⁰⁰
Annual Price for Trash Chute/ Room, Dumpsters/Pads of <u>Attachment G, Section B</u>	\$ 30,000. ⁰⁰ (annual total)	x 1	\$ 30,000. ⁰⁰
Hot Water Pressure Washing <u>Per Hour of Attachment G, Section C</u>	\$ 155. ⁰⁰ (hourly rate)	x 40 hours	\$ 6,200. ⁰⁰
Cold Water Pressure Washing <u>Per Hour of Attachment G, Section D</u>	\$ 150. ⁰⁰ (hourly rate)	x 40 hours	\$ 6,000. ⁰⁰
		GRAND TOTAL	\$ 220,205. ⁰⁰

PRICE EVALUATION PROCEDURES: Pricing will be evaluated based on an estimated **Grand Total**. The estimated Grand Total shall be the summation of the Contractor's firm fixed price of **Estimated Annual Cost** of Attachment G, Sections A-D in **Section E Pricing Table**.

DISQUALIFICATION OF CONTRACTORS: By signing this bid, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors **OR** the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No: N/A

Bidder: Spotless Cleaning Enterprises, LLC
(Legal Name of Firm)

Contractor Class: N/A

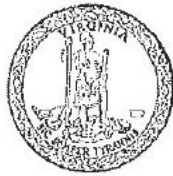
By: Robert H. Pratt
(Signature Required)

Specialty: N/A

Valid until: 6/30/24

Virginia State Corporation Commission ID No::

57839071



COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

Via Electronic Mail

March 1, 2024

Certification Number: 809101

Douglas Reilly Monroe
Spotless Cleaning Enterprises, LLC
5321 Distributor Drive
Richmond, VA 23225

Dear Douglas Reilly Monroe:

The Department of Small Business and Supplier Diversity ("DSBSD") is in receipt of your application for certification in the Commonwealth's Small, Women-owned, and Minority-owned Business ("SWaM") Program. **We are pleased to inform you that Spotless Cleaning Enterprises, LLC has been certified as a Small Business in the SWaM program.** However, after careful review, the DSBSD has determined that Spotless Cleaning Enterprises, LLC does not meet the requirements for certification as a Micro business in the SWaM program.

According to the Federal Form 941 from the most recent four quarters, Spotless Cleaning Enterprises, LLC has 30 employees. This is contrary to SWaM regulations concerning a micro business which states:

7VAC13-20-50. Eligible Micro Business.

A business may be certified as a micro business if it is first certified as a small business pursuant to 7VAC13-20-40 and, together with its affiliates, has 25 or fewer employees and average annual gross receipts of \$3 million or less averaged over the previous three years.

Because of the reasons stated above, we have concluded that you have failed to demonstrate that your firm qualifies as a micro business. As such, the DSBSD cannot certify Spotless Cleaning Enterprises, LLC as a micro business in the SWaM program at this time and is denying your request for certification as such. This action does not preclude you from conducting business with the Commonwealth of Virginia in the SWaM program and in general.

If you wish to appeal this decision, you must go to the DSBSD website (www.sbsd.virginia.gov), and download the SWaM Appeal Request Form. The form is to be completed and signed by the owner(s) of the firm and submitted within ten (10) business days of receipt of this letter.

DOUGLAS NEMMY MCMHOG

Spotless Cleaning Enterprises, LLC

Page 2 of 2

Your written notice of appeal should be emailed to Appeals@sbsd.virginia.gov. *All* relevant supporting documentation to support your appeal should be submitted with the appeal form, as a final determination, or the need for you to appear for an informal hearing, is based upon your submitted documentation.

A change that was seemingly made based on, and/or as a result of, being denied certification is not an acceptable reason for an appeal, and in such a case, the appeal may be denied and the decision upheld. New information not previously known at the time of denial, but that is pertinent to the denial, may support your appeal.

Otherwise, if you do not appeal, you may reapply for the Micro business status six (6) months from the initial date of denial. SWaM regulations states:

7VAC13-20-220. Reapplication.

- A. A business whose application for certification has been denied may reapply for the same category of certification six months after the date on which the business receives the notice of denial. An applicant denied certification may apply for certification in any other category without delay if otherwise eligible.
- B. The applicant may request a waiver of the six-month reapplication period from the department director by submitting a written request for reconsideration and providing a reasonable basis for the waiver. The director or his designee, in his discretion, shall render a final decision regarding the request for reconsideration and waiver within 30 days, which determination shall not constitute a case decision subject to appeal.

If you wish to request a waiver of the six-month reapplication period, please visit our website at www.sbsd.virginia.gov to complete and submit the SWaM Waiver Request Form. If you have any questions regarding your status, please contact us at (804) 786-6585.

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team



2021 CITY OF RICHMOND BUSINESS LICENSE

POST IN PUBLIC VIEW

The person, firm or corporation named below is granted this license pursuant to the provision of the City Code of Ordinances to engage in, carry on or transact the business, trade, calling, profession, exhibition or occupation described below for the period indicated. It is the responsibility of the applicant/licensee to ensure that his/her business complies with all applicable City codes and the City zoning ordinance. In the event it is determined that the business does not comply, the business license may be revoked by the City. This license is nontransferable. Please note that it is your responsibility to renew and update this license annually.

No. 42290

SHALL BE RENEWED BY:

March 01, 2022

Name: SPOTLESS WINDOW-CLEANING AND SOFTWASH CO
 Business Address: 5321 DISTRIBUTOR DR RICHMOND, VA 23225
 Business Description: WINDOW CLEANING
 Owner: SPOTLESS CLEANING ENTERPRISE LLC
 Account Number: 1030983



CITY OF RICHMOND • 900 E. BROAD STREET, ROOM 103 • RICHMOND, VA 23219 • www.richmondgov.com

Entity Information

State Corporation Commission

Clerk's Information System

Entity Information

Entity Name: Spotless Cleaning Enterprises, LLC, Douglas Monroe

Entity ID: S7839071

Entity Type: Limited Liability Company

Entity Status: **Active**

Series LLC: No

Reason for Status: Active

Formation Date: 10/25/2018

Status Date: 02/24/2023

VA Qualification Date: 10/25/2018

Period of Duration: Perpetual

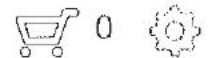
Industry Code: 0 - General

Annual Report Due Date: N/A

Jurisdiction: VA

Charter Fee: N/A

Registration Fee Due Date: Not Required



Registered Agent Information

RA Type: Individual

Locality: RICHMOND CITY

RA Qualification: Member or Manager of the Limited Liability Company

Name: DOUGLAS REILLY MONROE

Registered Office Address: 122 Agency Ave, Richmond, VA, 23225 - 6102, USA

Principal Office Address

Address: 122 Agency Ave, Richmond, VA, 23225 - 6102, USA



COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

Office of the Clerk

March 14, 2019

UNITED STATES CORPORATION AGENTS, INC.
4445 CORPORATION LANE
SUITE 259
VIRGINIA BEACH, VA 23462

RECEIPT

RE: Spotless Cleaning Enterprises, LLC

ID: S783907 - 1

DCN: 19-03-14-1004

Dear Customer:

This is your receipt for \$20.00 to cover the fee for filing each attested copy of an assumed or fictitious name certificate for the above-referenced limited liability company conducting business under the following assumed or fictitious name(s):

SPOTLESS WINDOW CLEANING COMPANY
(RICHMOND CI)
SPOTLESS WINDOW CLEANING & SOFTWASH COMPANY
(RICHMOND CI)

Thank you for contacting our office. If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

Sincerely,

Joel H. Peck
Clerk of the Commission

United Academy™

powered by United Rentals

ID: 29045134

This is to certify that

[REDACTED]

Has successfully completed the following course

Aerial Boomlift 3b & Scissor Lift 3a Operator Certification Classroom

United Academy

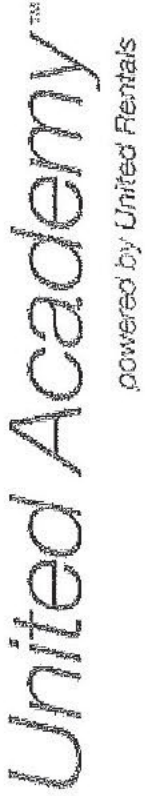
Training Issued By

Jul 29, 2023

Date Issued

Jul 28, 2026

Expiry Da

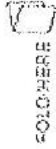


TEMPORARY WALLET CARD INSTRUCTIONS

Please cut out this wallet card and keep it with you while you are waiting for your official United Academy hard plastic wallet card to be mailed to you.

Recommendations

- Print using color on heavy (thick) stock paper.
- Laminate your card to protect it from wear and tear and weather.



CUT HERE



ID: [REDACTED]
UAC: [REDACTED]

Name: [REDACTED]

Certification: Aerial Boomlift 3b & Scissor Lift 3a Operator Certification
Classroom

Date Issued: Jul 29, 2023 Expiry Date: Jul 28, 2026

Student
Signature

Workplace Safety Applies to Everyone

Regulatory, industry, or workplace standards may require you to receive periodic retraining. United Academy has training course options available to all workers. See our full catalog of courses by visiting unitedacademy.ur.ac

United Academy Code (UAC)

Along with the student ID, the United Academy Code (UAC) is used to access Training Profiles online.

View your full training history by visiting: unitedacademy.ur.com/training

unitedacademy.ur.com

Company Information

Company

Status

Active Supplier

Account Type

Self-Registered

Taxpayer Code

EIN

US Based and I have EIN

611905937

Supplier

Spotless Window Cleaning Company

Name (as shown on W-9) ①

Spotless Cleaning Enterprises LLC

Doing Business As/Location Name

Spotless Cleaning Enterprises LLC

Website

DUNS ①

XXXXXXXXXX

Year Founded

Organizational Type

LLC Classification

Limited Liability Company (LLC, LC, Ltd., Co.) Corporation

Supplemental Organizational Type

Tax Exempt

Accept Charge Cards

Accepts VISA

SWaM Categories ①

Small Business, Micro Business

Supplier Delivery Methods

Unique Entity ID ①

Tax Address

Address Label ①

Tax Address

Address Line 1

5321 Distributor Drive

Address Line 2

Zip Code ①

23225

City

Richmond

Country

UNITED STATES

State/Province

Virginia

Contact Information

First Name

Douglas

Last Name

Monroe

Email

reilly@poplarhillpartners.com

Phone

804-513-2501

Status

Active

Additional Information

VLIN

VA00204629

Vendor Customer Code

VS0000265359

MOA Accepted by

Monroe Douglas

MOA Accepted Date

1/8/2019



Include in eVA Public Supplier Directory

Contacts

Internal Contacts

eVA Contacts

+ Please maintain the addresses contacts direct in Addresses Tab

Contact	Login	Position	Role	Status	Bld Notification? ⓘ
Monroe Douglas	dmonroe7		Sales person, Supplier admin	Active	Yes
Pratt Robert	rpratt		Sales person	Active	Yes

Documents & Certs.

Keywords	Status	State to date	Archived Documents
		3/26/2024	

Legal Documents

Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
Form W9	Spotless 2021 COVA W-9			Douglas Monroe	✓
1 Result(s)					⚙

SWaM Certifications

Document Type	Begin Date	Expiration Date	Certification ID	Status
Micro Business	4/5/2019	4/5/2024	809101	⚙
Small Business	3/1/2024	3/1/2029	809101	✓
2 Result(s)				⚙

Certifications

0 Result(s)	⚙
-------------	---

Other Documents


0 Result(s)	⚙
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Qualifications

Additional Information

Regions Served

Questionnaires

0 Result(s) 

Supplier Commodities

54526 - Industrial Type Steam and High Pressure Water Cleaning Equipment, Accessories and Supplies,

91003 - Building Cleaning, Exterior,

91030 - Glass Replacement, Maintenance, and Repair,

91039 - Janitorial/Custodial Services,

91051 - Masonry, Concrete, and Stucco Maintenance, Finishing, and Repair (Includes Inside Concrete Sawing and Grouting Work),

91073 - Tile and Stone (Includes Granite, Marble, and Terrazzo), Restoration, Refurbishing, Maintenance and Repair,

91081 - Window Washing Services,

91428 - Cleaning, Interior/Exterior, New Construction,

92893 - Washing, Waxing, Polishing, Steam Cleaning, Disinfecting, etc.,

96221 - Cleaning Services, Steam and Pressure,

96844 - Graffiti Removal Services,

98183 - Washers, Pressure (All Types), Rental or Lease,

98807 - Cleaning of Amusement Areas, Exposition Centers, Grounds, Parks, Picnic Areas, Rest Areas, Etc.,

98808 - Cleaning of Roadside Park (Rest Stop) Areas Including Privy Vaults, Septic Tanks and Trash Cans

Comment (Supplier)

Notify When Solicitation is Created

☐ No☒ Yes

Email

reilly@spotlesswindowcleaning.com

Customer References



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Winters-Oliver Insurance Agency, Inc. 7231 Forest Ave. Suite 202 Richmond VA 23226	CONTACT NAME: Yvonne Ryan PHONE (A/C, No, Ext): (804) 746-5178 FAX (A/C, No): (804) 746-3933 E-MAIL ADDRESS: yryan@woinsura.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: The Cincinnati Specialty Underwriters Insurance Company	
INSURER B: Selective of the Southeast	
INSURER C: Commonwealth Contractors Group Self-Insured Assoc.	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL241430121 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CSU0222768	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2372036	12/31/2023	12/31/2024	GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ Included
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CSU0222771	12/31/2023	12/31/2024	BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist \$
							PROPERTY DAMAGE EACH OCCURRENCE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			602-3810	04/01/2023	04/01/2024	AGGREGATE \$ 1,000,000
							PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
B	Contractors Equipment Unscheduled Leased / Rented			S 2372036	12/31/2023	12/31/2024	E.L. DISEASE - POLICY LIMIT \$ 500,000
							Any one item \$205,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder, Atlantic Lift Systems, Inc. is included as an Additional Insured with respect to General Liability when required by written contract per form CGSA 437 12 13. Atlantic Lift Systems, Inc. is listed as loss payee for leased / rented equipment. Coverage is subject to policy conditions and exclusions.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Form **W-9**
 Commonwealth of Virginia
 Substitute W-9 Form
 Revised December 2017

Request for Taxpayer Identification Number and Certification



☐ Social Security Number (SSN)

☒ Employer Identification Number (EIN)

Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name on the "Legal Name" line to avoid backup withholding. If you do not have a Taxpayer Identification Number, please reference "Specific Instructions - Section 1." If the account is in the name of more than one name, provide the name of the individual who is recognized with the responsible party.

Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)

Legal Name:

Spotless Cleaning Enterprises, LLC

Business Name:

Spotless Window Cleaning & SoftWash Co

Entity Type

Entity Classification

Exemptions (see instructions)

- ☒ Individual ☐ Corporation
- ☐ Sole Proprietorship ☐ S-Corporation
- ☐ Partnership ☐ C-Corporation
- ☐ Trust ☐ Disregarded Entity
- ☐ Estate ☐ Limited Liability Company
- ☐ Government ☐ Partnership
- ☐ Non-Profit ☒ Corporation

- ☒ Professional Services ☐ Medical Services
- ☐ Political Subdivision ☐ Legal Services
- ☐ Real Estate Agent ☐ Joint Venture
- ☐ VA Local Government ☐ Tax Exempt Organization
- ☐ Federal Government ☐ OTH Government
- ☐ VA State Agency ☐ Other

Exempt payee code (if any):

 (from backup withholding)

 Exemption from FATCA reporting code (if any):

Contact Information

Legal Address: 122 Agency Ave

Name:

Reilly Monroe

Email Address:

reilly@spotlesswindowcleaning.com

City: Richmond State: VA Zip Code: 23225

Business Phone:

Remittance Address: Same as above

Fax Number:

Mobile Phone:

City: State: Zip Code:

Alternate Phone:

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined later in general instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification if you must provide your correct TIN. See instructions titled Certification

Printed Name:

D. Reilly Monroe

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Spotless Cleaning Enterprises, LLC

2 Business name/disregarded entity name, if different from above

Spotless Window Cleaning & SoftWash Co.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

122 Agency Avenue

6 City, state, and ZIP code

Richmond, VA 23225

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

10/6/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reported on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*.

Douglas R Monroe

Level: Professional Membership (Subscription)

Membership Expires: Never

Company:

Member Number: a156c4abd2

Douglas R Monroe

Level: Professional Membership (Subscription)

Membership Expires: Never

Company:

Member Number: a156c4abd2

SDS for Product: Chute and Dumpster Wash PLUS, Rev. Date: 24 June 2013

Sheet No. 731

Revision Date: 24 June 2013


NILODOR[®]
Inc.


SAFETY DATA SHEET

HMIS:

Health- 1 Flammability- 0 Reactivity- 0 Pers.

Protection- N

WHMIS: Not Applicable

NFPA:

Health- 1 Flammability- 0 Reactivity- 0 Special Hazard-

N

Section 1: Product and Company Identification

Product: Chute and Dumpster Wash PLUS Synonyms: Floor Degreaser

NILODOR, INC.

10966 INDUSTRIAL PARKWAY NW

BOLIVAR, OHIO 44612, USA

Non-Emergency:

US 800-443-4321

24 hr Emergency Spill Information:

Chem-Tel, Inc.

International 010-330-874-1017

US, Canada: 800-255-3924. International:

1-813-248-0584

Section 2: Hazards Identification

EMERGENCY OVERVIEW

Appearance/Odor: Opaque green liquid, citrus odor

Classified as hazardous by the criteria of NOHSC.



WARNING

Flammability :

Health Hazards Listed : Irritant

Ecological Hazards Listed : None known

Potential Health Effects: See section 11 for more information.

Risk Phrases:

R36/37/38 - Irritating to eyes, respiratory system and skin

Safety Phrases:

S2 - Keep out of the reach of children

S7 - Keep container tightly closed

S26 - In case of contact with eyes, rinse immediately with plenty of water and seek medical advice

Hazard Phrases:

SDS for Product: Chute and Dumpster Wash PLUS, Rev. Date: 24 June 2013

Likely Routes of Exposure: Skin, eyes

Eye: Direct exposure can irritate
 Skin: Prolonged exposure can irritate
 Ingestion: Not expected to be a problem
 Inhalation: Not applicable

Medical Conditions Aggravated By Exposure:

Allergies to fragrances

Target Organs: None known

This product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP.

This material is not considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200).

Potential Environmental Effects: (See section 12 for more information.)

None known

Section 3. Composition/Information on Ingredients

Component	CAS#	% by Weight	WHMIS Controlled
Citrus Solvent Mixture	None	0.1 - 1.0	N
Water	7732-18-5	60 - 100	N
Non-ionic Surfactant	N/A	3-7	Y
Bacteria Culture	None	0.1 - 1.0	N

Section 4. First Aid Measures

Eye Contact: Flush with copious amounts of clean water, holding lids apart. If irritation persists, consult a physician.
 Skin Contact: Wash with soap and water.
 Inhalation: Remove to fresh air.
 Ingestion: Give water or milk to drink if conscious.

Note to Physicians:

Section 5. Fire Fighting Measures

Suitable Extinguishing Media: Carbon Dioxide, foam, or dry chemical. HAZCHEM CODE 2 [Z]
 Unsuitable Extinguishing Media: None known
 Products of Combustion: Oxides of carbon and nitrogen
 Protection of Firefighters: As for surrounding fire

Section 6. Accidental Release Measures

Personal Precautions: Keep out of eyes and off skin.
 Environmental Precautions: Keep out of surface waters.
 Methods for Containment: Dike with sand, clay or other suitable material.
 Methods for Clean-Up: Absorb on sand, clay or other suitable material or mop up with water.
 Other Information:

Section 7. Handling and Storage

HANDLING

Normal Care. ^{Page 113 of 130}

SDS for Product: Chute and Dumpster Wash PLUS, Rev. Date: 24 June 2013

STORAGE

Section 8. Exposure Controls/Personal Protection

EXPOSURE GUIDELINES

COMPONENT:	TWA:	LD-50
Citrus Solvent Mixture	None established	Not determined
Water	None established	Not applicable
Non-ionic Surfactant	None established	707 mg/kg
Bacteria Culture	None established	Not applicable

Engineering Controls: Normally unnecessary

Eye/Face Protection: Safety goggles if handling large quantities

Skin Protection: Rubber or other protective gloves if handling large quantities.

Respiratory Protection: Not normally necessary.

General Hygiene Considerations: Keep out of food and beverages. Normal care in use.

Section 9. Physical and Chemical Properties

Color: Opaque yellowish green	Odor: Citrus
Physical State: Liquid	Odor Treshhold:
pH: 8.5 - 10	Freezing Point: Not determined
Evaporation Rate: As water	Boiling Point:
Flash Point:	Flammability(solid,gas): Not applicable
Upper Flammability Limit: Not determined	Lower Flammabilty Limit: Not determined
Vapor Pressure: As water	Specific Gravity: 1
Vapor Density: Not determined	Auto-ignition Temperature: Not determined
Volatile Organic Compound (VOC),%weight:	Solubility (water): soluble
Carb VOC compliant	Percent Volatile: 95% including water

Section 10. Stability and Reactivity

Stability: Stable

Conditions to Avoid: None known

Incompatable Materials: None known

Hazardous Decomposition Products: None known

Possibility of Hazardous Reactions: None known

Section 11. Toxicology Information

ACCUTE EFFECTS

Oral LD50:	Not established for mixture. Weighted average more than 7 grams per kilogram.
Dermal LD50:	Not established for mixture. Weighted average more than 30 grams per kilogram.
Inhalation:	Not established for mixture. Weighted average more than 26 mg per Liter.
Eye Irritation:	Direct contact can irritate
Skin Irritation:	Prolonged or repeated contact can irritate
Sensitization:	None known

CHRONIC EFFECTS

Carcinogenicity	None known
Mutagenicity:	None known

SDS for Product: Chute and Dumpster Wash PLUS, Rev. Date: 24 June 2013

Reproductive Effects: None known

Developmental Effects: None known

Section 12. Ecological Information

Ecotoxicity: Not applicable

Persistence/Degradability: Biodegradable

Bioaccumulation/Accumulation: Not applicable

Mobility in Environment: Not applicable

Section 13. Disposal Considerations

Disposal: Dispose in accordance with Federal, State and Local regulations

Section 14. Transportation Information

US DOT (ground)

Proper Shipping Description: Not regulated for surface transport

CANADA TDG (ground)

Proper Shipping Description: Not for sale in Canada

ICAO (air)

Proper Shipping Description: NDG

IMDG (water)

Proper Shipping Description: NDG

Section 15. Regulatory Information

Global Inventories

TSCA: United States Included

DSL: Canada Included

ECL: Korea Not-Known

PICCS: Philippines Not-Known

ENCS: Japan Not-Known

AICS: Australia Included

IBCS: China Not-Known

EINECS: European Union Included

SARA 313 Information : No Sara 313 Chemicals present at reportable levels

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65)

No Proposition 65 Substances present

WHMIS: Canadian Workplace Hazardous Material Information System

Not Applicable

Section 16. Other Information

Legends:

NFPA, HMIS:

0=Minimal Hazard, 1=Slight Hazard, 2=Moderate Hazard, 3=Severe Hazard, 4=Extreme Hazard

SDS for Product: Chute and Dumpster Wash PLUS, Rev. Date: 24 June 2013

While we believe that the data contained herein are factual and the opinions expressed are those of qualified experts regarding the results of tests conducted, the data are not to be taken as warranty or representation for which we assume legal responsibility. The information is offered solely for your consideration, investigation and verification. Any use of these data and information must be determined by the user to be in accordance with federal, state and local laws.

Earth Soap Cleaner/Degreaser

Page 1 OF 3

MATERIAL SAFETY DATA SHEET**SECTION I. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION**

Product Name	Product Use:	Formula Index:
Earth Soap Cleaner/Degreaser	Biobased Cleaner/Degreaser	1
Manufacturer and US Supplier's Name	Canadian Supplier's Name	
Spray Nine Corporation	Spray Nine Canada Ltd.	
Address (Number, Street, City, State, and ZIP Code)	Address (Number, Street, City, State, and ZIP Code)	
251 N. Comrie Avenue	PO Box 35001	
Johnstown, NY 12095	London, Ontario N5W 5M0	
Emergency Telephone Number	Emergency Telephone Number	
1-800-477-7299 Chemtrec# 1-800-424-9300	Canutec # 1-613-996-6666	
Telephone Number for Information		
518-762-4591 or Fax 518-762-2566		
Signature of Preparer (optional)	Date Prepared	
Claudia E. Britton	April 3, 2008	

HMIS Rating: HEALTH- 1 FLAMMABILITY- 0 REACTIVITY- 0 PERSONAL PROTECTION- B**NFPA Rating: HEALTH- 1 FLAMMABILITY- 0 REACTIVITY- 0****WHMIS Rating: D2B-IRRITANT****SECTION II. HAZARDOUS INGREDIENT INFORMATION (Per 29 CFR 1910.1200)**

Component	CAS Registry #	wt. %	Exposure Limits	
			ACGIH TLV	OSHA PEL
Ethanolamine	141-43-5	1-5	TWA ~ 3ppm	6ppm (STEL)
Alcohols, C9-11, ethoxylated	68439-46-3	1-3	Not Est.	Not Est
Methyl Dihydroxyethylisodecylloxypropyl ammonium chloride	68478-94-4	1-3	Not Est.	Not Est
Proprietary Sugar Derivate	Proprietary	1-3	Not Est.	Not Est

SECTION III. HAZARDS IDENTIFICATION**EMERGENCY OVERVIEW**

Clear green liquid. Lemon odor. Concentrated product may irritate eyes. Prolonged or repeated use of concentrated product may irritate skin. Vapor or mists of concentrated product may be harmful or cause irritation. Ingestion of concentrated product may cause irritation of the digestive tract.

POTENTIAL HEALTH EFFECTS:

EYE CONTACT: Concentrated product may cause irritation.

SKIN CONTACT: Prolonged or repeated use of concentrated product may cause irritation.

INHALATION: Vapors or mists of concentrated product may be harmful or cause irritation.

INGESTION: Concentrated product may cause irritation of the digestive tract.

MEDICAL CONDITION AGGRAVATED BY EXPOSURE: None known. Persons with pre-existing medical conditions or sensitivity may be more susceptible to the effects of exposure.

CHRONIC EFFECTS: None known.

NOTE: The health affects listed above apply to Earth Soap Cleaner/Degreaser in its concentrated state. The product, when used at a 3:1 dilution or greater, contains no reportable ingredients under OSHA Haz-Com standard 29 CFR 1910.1200 and is, therefore, expected to be significantly milder and less irritating than the concentrate, upon exposure.

SECTION IV. FIRST AID MEASURES

EYE CONTACT: Flush immediately with water for 15 minutes. If contact lenses are worn, remove immediately as they may contribute to irritation. Contact physician if irritation persists.

SKIN CONTACT: Flush with water for 15 minutes. Contact physician if irritation persists.

INHALATION: If breathing is difficult, remove to fresh air. If symptoms persist, contact physician immediately.

INGESTION: Do not induce vomiting. Drink plenty of water. Contact physician.

Earth Soap Cleaner/Degreaser

Page 2 OF 3

NOTE TO PHYSICIAN: None known.

SECTION V. FIRE FIGHTING MEASURES**FLAMMABLE PROPERTIES:**

FLASH POINT: ~166°F/~74.4°C

METHOD USED: PMCC

FLAMMABLE LIMITS

LFL: Not applicable

UFL: Not applicable

EXTINGUISHING MEDIA: Alcohol foam, carbon dioxide, or dry chemical.

FIRE & EXPLOSION HAZARDS: None known. Product was tested according to ASTM D 4206 and did not sustain combustion.

FIRE FIGHTING INSTRUCTIONS: Wear respiratory protection and protective clothing. Water may be used to cool fire-exposed containers.

FIRE FIGHTING EQUIPMENT: None known.

SENSITIVITY TO MECHANICAL IMPACT: No sensitivity known.

SENSITIVITY TO STATIC DISCHARGE: No sensitivity known.

SECTION VI. ACCIDENTAL RELEASE MEASURES

Wear suitable protective clothing. Where possible, salvage for use or absorb with suitable material and collect for disposal. Thoroughly rinse area with water.

CAUTION: Spill area may be slippery. For large spills, dike area to prevent spreading and contact appropriate environmental agency.

SECTION VII. HANDLING AND STORAGE

Avoid freezing or excessive heat. Keep container closed when not in use. Keep out of reach of children.

SECTION VIII. PERSONAL PROTECTION / EXPOSURE CONTROLS

EYE PROTECTION: The use of safety glasses is recommended.

SKIN PROTECTION: The use of protective gloves is recommended for prolonged or repeated use.

RESPIRATORY PROTECTION: Not required under normal conditions of use.

ENGINEERING CONTROLS: None known.

EXPOSURE GUIDELINE(S): Use only in a well ventilated area.

SECTION IX. PHYSICAL AND CHEMICAL PROPERTIES

APPEARANCE:	Clear, Green	PHYSICAL STATE:	Liquid
BOILING POINT:	~212°F/~100°C	SOLUBILITY IN WATER:	Complete
EVAPORATION RATE:	Unknown	SPECIFIC GRAVITY:	~1.023 g/ml
FREEZING POINT:	~32°F/~0°C	VAPOR DENSITY:	Unknown
MELTING POINT:	Not applicable	VAPOR PRESSURE:	~18 mm
MOLECULAR WEIGHT:	Not applicable	VISCOSITY:	Not applicable
ODOR:	Lemon	% VOLATILE:	~90
pH:	~9.5		

SECTION X. STABILITY AND REACTIVITY

CHEMICAL STABILITY: Stable

INCOMPATIBILITY: Strong oxidizing agents.

HAZARDOUS DECOMPOSITION PRODUCTS: Carbon monoxide and carbon dioxide.

HAZARDOUS POLYMERIZATION: Will not occur.

SECTION XI. TOXICOLOGICAL INFORMATION

EYE: Not Available

SKIN: Not Available

INHALATION: Not Available

INGESTION: Not Available

SUBCHRONIC: Not Available

CHRONIC / CARCINOGENICITY: Not available. Contains no known carcinogens.

TERATOLOGY: Not Available

REPRODUCTION: Not Available

MUTAGENICITY: Not Available

SENSITIZATION: Not Available

SECTION XII. ECOLOGICAL INFORMATION

ECOTOXICOLOGICAL INFORMATION: Not Available

DISTRIBUTION: Not Available

CHEMICAL FATE INFORMATION: Not Available

SECTION XIII. DISPOSAL CONSIDERATIONS

Dispose of in accordance with federal, state and local regulations.

SECTION XIV. TRANSPORT INFORMATION (Not meant to be all inclusive)

D.O.T. SHIPPING NAME: Not Regulated (A similar product was tested and does not sustain combustion).

CANADIAN TDG SHIPPING NAME: Not Regulated

TECHNICAL SHIPPING NAME: Not Applicable

D.O.T. HAZARD CLASS: Not Applicable

U.N. / N.A. NUMBER: Not Applicable

PRODUCT RQ (LBS): Not Applicable

D.O.T. LABEL: Not Applicable

D.O.T. PLACARD: Not Applicable

FREIGHT CLASS BULK: Not Applicable

FREIGHT CLASS PACKAGE: Not Applicable

PRODUCT LABEL: Not Applicable

SECTION XV. REGULATORY INFORMATION (Not meant to be all inclusive - selected regulation represented)

TSCA STATUS: All ingredients in this product are either on the inventory or are exempt from being listed.

CERCLA REPORTABLE QUANTITY: None

SARA TITLE III:

SECTION 302 EXTREMELY HAZARDOUS SUBSTANCES : None

SECTION 311/312 HAZARDOUS CATEGORIES : Acute Hazard

SECTION 313 TOXIC CHEMICALS : None

RCRA STATUS: Not Applicable

CALIFORNIA PROPOSITION 65: This product is not subject to the reporting requirements under California Proposition 65.

SECTION XVI. OTHER INFORMATION

MSDS STATUS:

Disclaimer: The information contained herein is based on data we believe to be reliable as of the date of preparation of this Material Safety Data Sheet. The accuracy and completeness of such data are not warranted or guaranteed. We cannot anticipate all conditions under which this information and our products, or the products of other manufacturers in combination with our products may be used. We assume no liability or responsibility for loss or damage resulting from the improper or abnormal use or handling of our products, from incompatible product combinations, from the failure to follow instructions and warnings in the product's label and Material Safety Data Sheet, or from any failure to adhere to recommended practices.



Safety Data Sheet

Revision date: 04/24/2015

Section I

CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name(s): SODIUM HYPOCHLORITE SOLUTION

Chemical Name: Bleach 12.5 % by weight.

OTHER NAME/SYMBOL: Sodium Hypochlorite Solution, Bleach, Liquid Chlorine Solution, and Liquid Bleach.

CAS NUMBER: 7681-52-9

CHEMICAL FAMILY: Alkali

FORMULA: NaOCl

DOT PROPER SHIPPING NAME: Hypochlorite Solution

DOT HAZARD CLASS: 8 (Corrosive) PG III; PG II (For solutions greater than 16% available chlorine)

DOT IDENTIFICATION NO: UN1791

RQ: 100 pounds

DOT EMERGENCY GUIDE NO: 154

Water Guard, Inc

P.O. Box 2226

Wilson, NC 27894

1-800-872-7665

Emergency Response Number

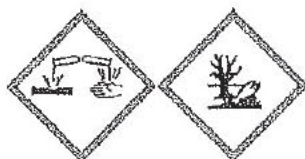
1-800-633-8253 (24 hours)

SECTION II HAZARDS IDENTIFICATION

NFPA CLASSIFICATION (SCALE 0-4): Health=2 Fire=0 Reactivity=1

EC CLASSIFICATION (ASSIGNED): C (Corrosive)

SIGNAL WORD: DANGER



HAZARD STATEMENTS:

Causes severe skin burns and eye damage.

Very toxic to aquatic life.

PRECAUTIONARY STATEMENTS

Prevention:

Do not breathe mist, vapors, or spray.

Wash hands thoroughly after handling.

Avoid release to the environment.

Wear protective gloves/protective clothing/eye protection/face protection.

Response:

If Swallowed: Rinse mouth. DO NOT induce vomiting.

IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.

Wash contaminated clothing before re-use.

IF INHALED: Remove person to fresh air and keep comfortable for breathing.

Immediately call a POISON CONTROL CENTER or doctor/physician.

Specific treatment (see First Aid Measures on Safety Data Sheet).

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to



Collect spillage.

Storage:

Store locked up

Disposal: Dispose of contents/containers in accordance with local/regional/national/international regulations.

EMERGENCY OVERVIEW

COLOR: Yellow PHYSICAL FORM: Liquid ODOR: Chlorine Odor

MAJOR HEALTH HAZARDS: Respiratory Tract Burns, Skin Burns, Mucous Membrane Burns, and Eye Irritation

HAZARDOUS MIXTURES WITH OTHER LIQUIDS, SOLIDS, OR GASES: Reacts violently with acids liberating chlorine gas. Also reacts with organic substance. When heated, gives off oxygen that may increase fire hazard.

POTENTIAL HEALTH EFFECTS

INHALATION:

- SHORT TERM EXPOSURE: Irritation to respiratory tract. May have same as effects reported in other routes of exposure, burns, blisters, nausea, difficulty breathing, and lung congestion.
- LONG TERM EXPOSURE: Same as effects reported in short term exposure.

SKIN CONTACT:

- SHORT TERM EXPOSURE: Irritant, reddening of the skin. May have burns, blisters, and itching
- LONG TERM EXPOSURE: Same as effects reported in short term exposure.

EYE CONTACT:

- SHORT TERM EXPOSURE: Irritation (possible severe), possible eye damage
- LONG TERM EXPOSURE: Same as effects reported in short term exposure.

INGESTION:

- SHORT TERM EXPOSURE: Burns, vomiting stomach pain, disorientation, bluish skin color, convulsions, coma
- LONG TERM EXPOSURE: Same as effects reported in short term exposure.

CARCINOGEN STATUS:

OSHA: N

NTP: N

IARC: N

Section III

COMPOSITION, INFORMATION ON INGREDIENTS

<u>INGREDIENT(S):</u>	<u>CAS#</u>	<u>wt. %</u>
Water (H ₂ O)	7732-18-5	82.0 – 87.3
Sodium Hypochlorite (NaOCl)	7681-52-9	12.5 – 16.5
Sodium Hydroxide (NaOH)	1310-73-2	0.20 – 1.5

SECTION IV FIRST AID MEASURES

INHALATION: Remove from exposure and get fresh air. Use bag valve mask or similar device to perform artificial respiration (rescue breathing) if needed. Keep warm and at rest. Get medical attention immediately if artificial respiration required.

SKIN CONTACT: Remove contaminated clothing, jewelry, and shoes immediately. Flush affected area with large amounts of water, preferable a safety shower. Use soap or mild detergent and large amounts of water until no evidence of chemical remains (at least 15-20 minutes). For burns, cover affected area securely with sterile, dry, loose fitting dressing. If skin is burned, get medical attention immediately.

EYE CONTACT: Wash eyes immediately with large amounts of water, occasionally lifting upper and lower lids, until no evidence of chemical remains (at least 15 minutes). Continue irrigating with a normal



saline solution until ready to transport to physician. Cover with sterile bandages. Get medical attention immediately.

INGESTION: Rinse mouth with water. Drink large quantities of milk (water if no milk is available). Milk of magnesia may be helpful. **DO NOT USE ACIDIC ANTIDOTES SUCH AS SODIUM BICARBONATE.** When vomiting occurs, keep head lower than hips to help prevent aspiration. If person is unconscious, do not induce vomiting and turn their head to the side. Never make an unconscious person vomit or drink fluids. Get medical attention.

NOTE TO PHYSICIAN: For inhalation, consider oxygen. For ingestion, avoid gastric lavage, emesis, sodium bicarbonate and acidic solutions. Consider the use of antacids.

SECTION V FIRE FIGHTING MEASURES

FLASH POINT: Non-flammable

FLAMMABLE LIMITS: Non-flammable

FIRE AND EXPLOSION HAZARDS: Negligible fire hazard. Oxidizer, This material will react with some metals and cause liberation of oxygen. May ignite or explode on contact with combustible materials. Toxic fumes can be liberated by contact with acid or heat.

EXTINGUISHING MEDIA: Regular dry chemical, carbon dioxide, water, or foam suitable for surrounding fire. For large fires, use regular foam or flood with fine water spray.

FIRE FIGHTING: Wear self-contained breathing apparatus and full protective clothing. Move container from fire area if it can be done without risk. Cool containers with water spray until well after the fire is out. Stay away from the ends of tanks. Use extinguishing agents appropriate for surrounding fire. Do not get water directly on material. For large fires, flood with fine water spray. Reduce vapors with water spray. Apply water from a protected location or from a safe distance. Avoid body contact or inhalation of material or combustion by-products. Stay upwind and keep out of low areas.

SECTION VI ACCIDENTAL RELEASE MEASURES

OCCUPATIONAL RELEASE: Do not touch spilled material. Stop leak if possible without personal risk. For small spills, collect spilled material in appropriate container for disposal and consider absorbing with sand or other non-combustible material (e.g., do not use sawdust or other combustible material). Be advised, however, that the use of absorbing material is creating hazardous waste and this absorbing material must now be disposed of properly. Collect spilled material in appropriate container for disposal. For small dry spills, move containers away from spill to a safe area. For large spills, dike for later disposal. If possible, do not allow material to enter sewers, streams, ponds or storm conduits, as concentrated solutions will seriously injure aquatic life. Keep unnecessary people away, isolate hazard area and deny entry. Contain in as small an area as possible, such as a holding area for dilution and neutralization. Contain spill in plastic drums when available. Dispose of in accordance with Federal, State, and local regulations. Personnel engaged in cleanup operations must be equipped with NIOSH approved respirator protection, rubber boots, gloves, and clothing to avoid body contact. Reportable Quantity (RQ): 100 pounds. Notify Local Emergency Planning Committee and State Emergency Response Commission for release greater than or equal to RQ (U.S. SARA Section 394). If release occurs in the U.S. and reportable under CERCLA Section 103, notify the National Response Center at (800)424-8802 (USA) or (202)426-2675 (USA).

ADVANCE PLANNING: Plan in advance for an occupational release and have necessary equipment and neutralization agents on-site. Contact Odyssey Manufacturing for assistance.

SECTION VII HANDLING AND STORAGE

Store in vented, closed containers that provide protection from direct sunlight. Keep separated from incompatible substances and do not store near acids, heat, or oxidizable materials or organics. When handling, do not mix with other cleaning agents that may liberate chlorine gas vapors (e.g., acidic agents)



Store and handle in accordance with all current regulations and standards including NFPA 430 Code for the Storage of Liquid and Oxidizing materials.

SECTION VIII EXPOSURE CONTROLS AND PERSONNEL PROTECTION

EXPOSURE LIMITS: 2 mg/m³ AIHA recommended STEL 15 minutes for Sodium Hypochlorite
VENTILATION: Provide local exhaust ventilation system. Ensure compliance with applicable exposure limits.

EYE PROTECTION: Splash goggles are preferred to a face shield. Another option is to wear splash resistant safety goggles with a face shield. Provide an emergency eye wash fountain and quick drench shower in the immediate work area.

CLOTHING: it is recommended to wear appropriate chemical resistant clothing to avoid body contact such as a rubber apron or rain suit. Rubber boots are preferred footwear.

GLOVES: Wear appropriate chemical resistant gloves.

RESPIRATOR: Under conditions of frequent use or heavy exposure, respiratory protection may be needed. Respiratory protection is ranked in order from minimum to maximum. Consider warning properties before use.

- Any chemical cartridge respirator with organic vapor cartridge(s).
- Any chemical cartridge respirator with a full facepiece and organic vapor cartridge(s).
- Any air-purifying respirator with a full facepiece and an organic vapor canister.
- Any supplied-air respirator with a full facepiece and operated in a pressure-demand or other positive pressure mode in combination with a separate escape supply (use for Unknown Concentrations of those that may be Immediately Dangerous to Life or Health)
- Any self-contained breathing apparatus with a full facepiece (use for High Concentrations or those which are Immediately Dangerous to life or Health)

SECTION IX PHYSICAL AND CHEMICAL PROPERTIES

PHYSICAL STATE and APPEARANCE: Liquid with pale yellow Color **ODOR:** Chlorine odor like household bleach. **MOLECULAR WEIGHT:** 74.44

MOLECULAR FORMULA: Na-O-Cl **BOILING POINT:** Degrades / Decomposes at 230 ° F

FREEZING POINT: - 10° F **SPECIFIC GRAVITY:** 1.19 -1.28 **PH:** Approximately 11.5-13.0

VAPOR PRESSURE (mm HG): Vapor Pressure of water + decomposition product vapor pressure

VAPOR DENSITY: Not Available **SOLUBILITY IN WATER:** Complete

VOLATILITY: Not Available **EVAPORATION RATE:** >1

COEFFICIENT OF WATER/OIL DISTRIBUTION: Not Available

SECTION X STABILITY AND REACTIVITY

REACTIVITY: Stable at normal temperature and pressure.

CONDITIONS TO AVOID: Avoid heat, flames, sparks and other sources of ignition. Dangerous gases may accumulate in confined spaces. May ignite or explode on contact with combustible materials.

INCOMPATIBLES: Acids, metals, amines, combustible materials, reducing agents. Specific reactions with sodium Hypochlorite include the following:

ACIDS: Violent reaction. **ALUMINUM:** Corrosive action. **AMINES:** Form explosive chloramines.

AMMONIA: Form explosive chloramines. **AMMONIUM SALTS:** May form explosive product.

BENZYL CYANIDE (ACIDIFIED): explosive reaction. **ETHYLENEIMINE:** Forms explosive 1-chloroethylamine.

FORMIC ACID: Explosive mixture.

METHANOL: May form explosive compound.

NITROGEN COMPOUNDS: Forms explosive N-chloro compounds.

ORGANIC AND COMBUSTIBLE MATERIALS: Fire and explosion hazard.

OXALIC ACID: Intense reaction. **REDUCING AGENTS:** Fire and explosion hazard



ZINC: Corrosive HAZARDOUS DECOMPOSITION: Thermal decomposition products-Chlorine and Hydrochloric Acid Vapors. Decomposition Products - Hypochlorous Acid Vapors
POLYMERIZATION: Will not polymerize.

SECTION XI TOXICOLOGICAL INFORMATION

IRRITATION DATA: 10 mg eyes-rabbit moderate

TOXICITY DATA: 1 gm/dg oral-woman; TDLo; 45 mg/kg intravenous-man TDLo; 5800 mg/kg oral-mouse LD50; 140 mg/kg/9 week(s) continuous oral-rat TDLo

CARCINOGEN STATUS: According to the IARC, animal inadequate evidence, human no adequate data, Group 3 (Hypochlorite salts)

LOCAL EFFECTS: Corrosive: inhalation, skin contact, eye, ingestion hazards

ACCUTE TOXICITY LEVEL: Slightly Toxic if ingested

MUTAGENIC DATA: Mutation in micro organisms-Salmonella typhimurium 1 mg/plate (-S9); DNA repair-Escherichiacoli 20 µg/disc; DNA damage-Esoherichiacoli 420 µmol/L; phage inhibition capacity-Esoherichiacoli 103 µg/well; micronucleus test-non-mammalian species multiple 200 ppb; cytogenetic analysis-non-mammalian species multiple 120 µg/L; cytogenetic analysis-hamster lung 100 mg/l

HEALTH EFFECTS:

INHALATION

ACUTE EXPOSURE: May cause severe bronchial irritation, sore throat with possible blistering, coughing, stomatitis, nausea labored breathing, shortness of breath and pulmonary edema. 10-20 mg/m³ causes burning of the nose and throat; 40-60 mg/m³ may be fatal. If sufficient amounts are absorbed, may cause effects as detailed in acute ingestion.

CHRONIC EXPOSURE: No data available.

SKIN CONTACT

ACUTE EXPOSURE: Extent of damage depends on concentration, pH, volume of solution & time of contact. May cause redness, pain, blistering, itchy eczema & chemical burns. Sensitization reactions possible in previously exposed persons.

CHRONIC EXPOSURE: Effects depend on concentrations and duration of exposure. Repeated or prolonged contact with corrosive substances may result in dermatitis or effects similar to acute exposure. Allergic dermatitis has also been reported.

EYE CONTACT

ACUTE EXPOSURE: May cause redness, pain, & blurred vision. Solutions of 5% splashed in human eyes have caused a burning sensation and later only slight superficial disturbance of the corneal epithelium, which cleared completely in the next day or two without special treatment. However, one animal study reports a 5% solution causing only moderate irritation with clearing within 7 days. A higher concentration of 15% tested on rabbit eyes caused immediate severe pain, hemorrhages, rapid onset of ground-glass appearance of the corneal epithelium, moderate bluish edema of the whole cornea, chemosis and discharge for several days. Such eyes have sometimes healed in 2-3 weeks with slight or no residual corneal damage but they had neovascularization of the conjunctiva and distortion of the nictitating membrane by scarring.

CHRONIC EXPOSURE: Depending on concentration and time of exposure, symptoms may be as those of acute exposure.

INGESTION

ACUTE EXPOSURE: May cause irritation and erosion of the mucous membranes, vomiting (possibly bloody) and abdominal pain and spasms. A drop in blood pressure, shallow respiration, edema (possibly severe) of pharynx, larynx, and glottis, confusion, convulsions, delirium and coma may occur. Cyanosis and circulatory collapse are possible. Esophageal or gastric perforation and strictures are rare. Death may occur, usually due to complications of severe local injury such as toxemia, shock, perforations, hemorrhage, infection and obstruction. Massive ingestions may produce fatal hyperchloremic metabolic acidosis or aspiration pneumonitis.

CHRONIC EXPOSURE: Sensitization reactions are reported in individuals who are exposed in small amounts through their water supply. High doses have caused sperm abnormality in mice.



SECTION XII ECOLOGICAL INFORMATION

ECOTOXICITY DATA:

FISH TOXICITY: 94.0 µg/L 96 hour(s) LC50 (Mortality) Cutthroat trout (*Oncorhynchus clarki*)

INVERTEBRATE TOXICITY: 31.6 µg/L 7 hour(s) LC50 (Species Diversity) protozoan phylum (Protozoa)

DAPHNIA MAGNA: Acute Toxicity LC50: 0.37 – 2.3 ppm (48 hour)

ALGAL TOXICITY: 90 µg/L 96 hour(s) LC50 (Mortality) Algae, phytoplankton, algal mat (Algae)

PHYTOTOXICITY: 230 µg/L 35 hour(s) (Biomass) Curled pondweed (*Potamogeton crispus*)

OTHER TOXICITY: 2.1 µg/L 28 day(s) (Chlorophyll) Aquatic community (Aquatic community)

SECTION XIII DISPOSAL CONSIDERATIONS

Subject to disposal regulations: U.S. EPA 40 CFR 262. Hazardous Waste Number(s): D001. Dispose in accordance with all applicable regulations.

SECTION XIV TRANSPORT INFORMATION

U.S. DOT 49 CFR 172.101 SHIPPING NAME-UN NUMBER: Sodium Hypochlorite – UN1791

U.S. DOT 49 CFR 172.101 HAZARD CLASS OR DIVISION: 8

U.S. DOT 49 CFR 172.101 PACKING GROUP: III (less than 16% available chlorine)/II (16% or more available chlorine)

U.S. DOT 49 CFR 172.101 AND SUBPART E LABELING REQUIREMENTS: Corrosive

U.S. DOT 49 CFR 172.101 PACKAGING AUTHORIZATIONS:

EXCEPTIONS: 49 CFR 173.154

NON-BULK PACKAGING: 49 CFR 173.203 (less than 16% available chlorine)/ 49 CFR 173.202 (16% or more available chlorine)

BULK PACKAGING: 49 CFR 173.241 (less than 16% available chlorine)/ 49 CFR 173.242 (16% or more available chlorine)

U.S. DOT 49 CFR 172.101 QUANTITY LIMITATIONS:

PASSANGER AIRCRAFT OR RAILCAR: 5 LITERS (less than 16% available chlorine) / 1 LITERS (16% or more available chlorine)

Cargo aircraft only: 60 liters (less than 16% available chlorine) / 30 liters (16% or more available chlorine)



SECTION XV REGULATORY INFORMATION

U.S. REGULATIONS

TSCA INVENTORY STATUS: Y

TSCA 12(b) EXPORT NOTIFICATION: Not listed.

CERCLA SECTION 103 (40CFR302.4): Y

SODIUM HYPOCHLORITE: 100 LBS RQ

SARA SECTION 302 (40CFR355.30): N

SARA SECTION 304 (40CFR355.40): N

SARA SECTION 313 (40CFR372.65): N

SARA HAZARD CATEGORIES, SARA SECTIONS 311/312 (40CFR370.21):

ACUTE: Y CHRONIC: N FIRE: N REACTIVE: N SUDDEN RELEASE: N

OSHA PROCESS SAFETY (29CFR1910.19): N

STATE REGULATIONS: California Proposition 65: N

EUROPEAN REGULATIONS: EC NUMBER (BINECS): 231-668-3

EC RISK AND SAFETY PHRASES:

R 31 Contact with acids liberates toxic gas.

R 34 Causes burns



S ½ Keep locked-up and out of reach of children.

S 28b After contact with skin, wash immediately with plenty of soap and water.

S 45 In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)

S 50 Do not mix with incompatible materials.

CONCENTRATION LIMITS:

C>10%	C	R 31-34
5%<=C<=10%	Xi	R 31-36/38

GERMAN REGULATIONS: WATER HAZARD CLASS (WGK): 2 (Official German Classification)

FIFRA Information

This chemical is a pesticide product registered by the Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets, and for workplace labels of non-pesticide chemicals. Following is the hazard information as required on the pesticide label:

WARNING

May be fatal if swallowed or if absorbed through skin.

Harmful if inhaled.

Causes skin irritation.

Causes substantial but temporary eye injury.

This pesticide is extremely toxic to fish

SECTION XVI OTHER INFORMATION

For additional information, contact our Quality Assurance / Technical Service Department.

Information contained in this MSDS refers only to the specific material designated and does not relate to any process or use involving other materials. This information is based on data believed to be reliable, and the Product is intended to be used in a manner that is customary and reasonably foreseeable. Since actual use and handling are beyond our control, no warranty, expressed or implied, is made and no liability is assumed Water Guard, Inc. in connection with the use of this information.



RFP# R24-013 Pressure Washing Services

As allowed in Section 11 – *Award of Contract*, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

CONTRACTUAL TERMS, CONDITIONS AND TEMPLATES:

1. **RADFORD UNIVERSITY:** Are you in agreement with the terms and conditions as published in the RFP solicitation that shall govern the contract if a contract is awarded to your company?

VENDOR: Yes

2. **RADFORD UNIVERSITY:** If awarded a contract, do you agree the standard two-party contract made available in the RFP document will be the only document used to award the contract? If your response is no, provide any additional forms or documents that you will require to be incorporated into the contract document.

VENDOR: Yes

3. **RADFORD UNIVERSITY:** Do you agree that the initial contract is for a period of one (1) year?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does Spotless Cleaning Enterprises agree that the contract may be renewed by Radford University upon written agreement by both parties for four (4) additional one-year (1-year) renewals, under the terms and conditions of the current contract?

VENDOR: Yes

5. **RADFORD UNIVERSITY:** Please state that you are in agreement that, if awarded the contract, all sections identified in your proposal as **proprietary and confidential** can be made public since Radford University is a state agency and our records are available for public review.

VENDOR: Yes

6. **RADFORD UNIVERSITY:** Do you acknowledge, agree, and understand that Radford University cannot guarantee a minimum amount of business if a contract is awarded to your company?



VENDOR: Yes

7. **RADFORD UNIVERSITY:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Radford University or any other Commonwealth Entity?

VENDOR: Yes

FINANCIAL CONSIDERATIONS:

1. **RADFORD UNIVERSITY:** Are there any additional financial or value-added incentives you would like to offer at this time? (i.e. signing bonus, scholarships, program support, SWaM sponsorship, etc.)

VENDOR: No

2. **RADFORD UNIVERSITY:** Does Spotless Cleaning Enterprises agree to provide monthly invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

VENDOR: Yes

3. **RADFORD UNIVERSITY:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

VENDOR: No, we will hold prices firm for one year, and then the CPI measure would apply thereafter, consistent with the term outlined in your RFP (see #6 below).

4. **RADFORD UNIVERSITY:** While other factors such as methodology, quality of service, and prior experience are considered during the selection process, the evaluation of price, including the annual maintenance fee, is a key element of the evaluation. With this in mind, please provide Spotless Cleaning Enterprises most competitive price structure.

VENDOR: Our initial submission is our best and final bid.

5. **RADFORD UNIVERSITY:** Do you further agree that Radford University will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contract or contractor's employees:



VENDOR: Yes

6. **RADFORD UNIVERSITY:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index - CPI, "SERVICES" category for the latest twelve (12) months for which statistics are available at the time of renewal or 4%, whichever is less?

VENDOR: Yes

7. **RADFORD UNIVERSITY:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

VENDOR: Yes

SCOPE IMPLEMENTATION:

8. **RADFORD UNIVERSITY:** If awarded a contract, identify all employees that will be working with Radford University to achieve the requirements of the contract.

VENDOR: Happy to, upon award of this contract. It will be the same employees listed in our RFP submission.

9. **RADFORD UNIVERSITY:** If awarded the contract, please address specific implementation steps, inclusive of a timeline, and include what your expectations are of Radford University personnel.

VENDOR: Happy to, upon award of this contract. See RFP submission for details.

9. **RADFORD UNIVERSITY:** Please list any expectations you have of Radford University should you be awarded the contract.

VENDOR: See RFP submission.

10. **RADFORD UNIVERSITY:** If awarded a contract by June 1, 2024, would you be in a position to support all aspects of this contract?

VENDOR: Yes



Spotless Cleaning Enterprises, LLC

____ Beau Pratt _____
Print Name

____ Owner _____
Title



Signature

____ 5/20/24 _____
Date