



This contract entered into this 11th day of April 2025, by **UnderPressure Inc.**, located at 8272 Meadowbridge Road, Mechanicsville, VA 23116, 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 **Food Service Hood Cleaning Services** to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From **August 1, 2025**, through **July 31, 2026**, 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. General Terms and Conditions.
 - C. Special Terms and Conditions.
 - D. Radford University’s Request for Proposal (RFP) dated December 6, 2024, and Addendum 01, dated January 28, 2025.
 - E. Contractor’s Proposal signed and dated February 5, 2025.
 - F. Clarification and Negotiation Questions Responses dated (Round One) March 24, 2025.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.

A. PRICING SCHEDULE

HOOD CLEANING LABOR RATES:

Due August (Before move-In)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$347.00
Dalton	2	Relax	\$459.00
Dalton	4	Crave	\$190.00
Dalton	5	Create	\$459.00
Dalton	6	Kitchen	\$465.00
Dalton	7	Kitchen	\$465.00
Dalton	8	Kitchen	\$347.00
Dalton	9	Kitchen	\$347.00
Dalton	10	Kitchen Grill	\$308.00

Dalton	11	Wendy's	\$311.00
Dalton	12	Wendy's	\$389.00
Dalton	13	Tartan Pizza	\$311.00
Dalton	14	Prep Kitchen	\$428.00
Bonnie	16	B-1 Hissho Sushi	\$546.00
Bonnie	17	B-2 Chick-fil-A	\$459.00
Bonnie	18	B-3 Chick-fil-A	\$345.00
Bonnie	19	B-4 Student Choice	\$330.00
Muse	20	M-1 Serving Line	\$314.00
Muse	21	M-2 Serving Line	\$280.00
Muse	22	M-3 Kitchen	\$2,250.00
Muse	23	M-4 Kitchen	\$1,779.00
Total for August			\$11,129.00

Due January (During Winter Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$347.00
Dalton	2	Relax	\$459.00
Dalton	10	Kitchen Grill	\$308.00
Dalton	11	Wendy's	\$311.00
Dalton	12	Wendy's	\$389.00
Bonnie	16	B-1 Hissho Sushi	\$546.00
Bonnie	17	B-2 Chick-fil-A	\$459.00
Bonnie	18	B-3 Chick-fil-A	\$345.00
Bonnie	19	B-4 Student Choice	\$330.00
Muse	20	M-1 Serving Line	\$314.00
Muse	22	M-3 Kitchen	\$2,250.00
Total for January			\$6,058.00

Due March (During Spring Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$347.00
Dalton	2	Relax	\$459.00
Dalton	5	Create	\$459.00
Dalton	6	Kitchen	\$465.00
Dalton	7	Kitchen	\$465.00

Dalton	8	Kitchen	\$347.00
Dalton	9	Kitchen	\$347.00
Dalton	10	Kitchen Grill	\$308.00
Dalton	11	Wendy's	\$311.00
Dalton	12	Wendy's	\$389.00
Dalton	13	Tartan Pizza	\$311.00
Bonnie	16	B-1 Hissho Sushi	\$546.00
Bonnie	17	B-2 Chick-fil-A	\$459.00
Bonnie	18	B-3 Chick-fil-A	\$345.00
Bonnie	19	B-4 Student Choice	\$330.00
Muse	20	M-1 Serving Line	\$314.00
Muse	22	M-3 Kitchen	\$2,250.00
Muse	23	M-4 Kitchen	\$1,779.00
Total for March			\$10,231.00

Due May (After Commencement)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$347.00
Dalton	10	Kitchen Grill	\$308.00
Dalton	11	Wendy's	\$311.00
Dalton	12	Wendy's	\$389.00
Bonnie	16	B-1 Hissho Sushi	\$546.00
Bonnie	17	B-2 Chick-fil-A	\$459.00
Bonnie	18	B-3 Chick-fil-A	\$345.00
Bonnie	19	B-4 Student Choice	\$330.00
Muse	20	M-1 Serving Line	\$314.00
Muse	22	M-3 Kitchen	\$2,250.00
Total for May			\$5,599.00

E. GRAND TOTAL

Grand Total (Sum of Sections A, B, C & D (Totals above) - \$33,017.00

EMERGENCY HOOD CLEANING – LABOR RATES

Labor Class	Regular Hourly Rate	Overtime Hourly Rate
Foreman/Supervisor	\$85.00	\$127.50
Skilled Technician	\$55.00	\$82.50
Apprentice/Helper	\$30.00	\$45.00

B. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University upon written agreement of both parties three (3) additional one-year periods, under the terms of the current Contract, and at a reasonable time (approximately 90 days) before the expiration. 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 three percent (3.0%), 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 (R24-010), 5) Contractor’s Proposal, and 6) Clarification and Negotiation questions and responses, the Standard Contract shall prevail.

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

UNDERPRESSURE, INC.

RADFORD UNIVERSITY

Signature: 
Signed by: DA45918B4D644DD...

Name: Robert Knauer

Title: President

Date: 4/11/2025 | 12:34 PM EDT

Signature: 
DocuSigned by: 1340A55EA25B407...

Name: Kathryn M. Dicken, CUPO, VCCO

Title: Associate Director, Procurement & Contracts

Date: 4/11/2025 | 12:44 PM EDT



REQUEST FOR PROPOSAL # R24-010

FOOD SERVICE HOOD CLEANING SERVICES

DECEMBER 6, 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 # R24-010**

GENERAL INFORMATION FORM

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

Name: Austin Eads
Phone: (540) 831-5634
Email: ateads@radford.edu.

Written questions to be submitted via email no later than: **January 17, 2025**, Eastern Standard Time (hereinafter EST)

PROPOSAL DUE DATE AND TIME: Proposals will be received until **February 5, 2025**, up to and including 3:00 PM EST. **Email and fax responses will not be accepted.**

In Person*

Mail or Courier*

Electronically through eVA

Deliver proposal to:
Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Mailing Address:
Radford University
Procurement and Contracts
PO Box 6885
Radford, VA 24142-6885

Electronic Submissions:
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities (VBO) site. See **Attachment F** for more details.

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

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

LATE PROPOSAL RECEIPT:

In-Person or Mail/Courier Delivery:
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 In-Person and Mail/Couriered 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 after the date and time designated herein 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.

For Electronic Submission through eVA:
To be considered for selection, proposals must be submitted through the eVA Electronic Submission process by the date and time identified herein. *In order to submit an electronic proposal, the Vendor **MUST BE properly registered with eVA.*** Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Upon successful submission, the Contractor will receive confirmation of submission through eVA. Radford University will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

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 at the same time on 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.

OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT: An **OPTIONAL** site visit will be held on **January 8, 2025, from 9:00 AM (EST) to 11:00 AM (EST)**. The **OPTIONAL** pre-proposal conference shall be held immediately following the site visit on **January 8, 2025, and shall begin promptly at 11:15 AM (EST)**. See Section (13) for additional information. ****PRE-REGISTRATION IS REQUIRED****

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 SBSB certification number. For assistance with SWaM certification, visit the SBSB 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 in 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.

Information Requested	Vendor Response (Please write or fill in legibly)
FULL LEGAL NAME OF BUSINESS: (Please print the company name as it appears with your Federal Taxpayer Identification Number)	
FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):	
BUSINESS NAME / DBA NAME/ TA NAME: (If different than the Full Legal Name)	
BILLING NAME: (Company name as it appears on your invoice)	
PAYMENT ADDRESS:	
CONTACT NAME:	
CONTACT TITLE:	
EMAIL:	
TELEPHONE NUMBER:	
TOLL FREE TELEPHONE 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 a contract (or contracts) through competitive negotiations for **Food Service Hood Cleaning** 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 term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) additional one-year (1) year renewals, or as mutually negotiated.

4. **BACKGROUND**

Radford University 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: Radford University currently utilizes a term contract for food service hood cleaning. The University’s average spend over the past three-year period is estimated to be \$19,750.00 annually.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution, web site portal eva.virginia.gov, streamlines and automates government purchasing activities within the Commonwealth. 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 participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration as a **self-registered** vendor.

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 eva.virginia.gov/get-help-customer-care.html

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 Procurement Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator.

8. **DEFINITIONS: INTENTIONALLY LEFT BLANK**

9. **STATEMENT OF NEEDS:** The Contractor is expected to furnish all labor, tools, materials, equipment, staff, and supervision to provide Food Hood Service Cleaning to Radford University as stated in the Statement of Work.

A. SPECIFICATIONS: For its dining facilities, the University is seeking to have the entire hood system cleaned, which includes all parts, hood, ducts, troughs, drip pans, plenums, screens, baffles, roof fan units, drainpipes leading from the hood or drip pans, and replacement of absorbent materials in cups on roof fans. Any detachable workings of the system or the environment (i.e. ceiling tiles), which are removed by the Contractor for cleaning or access purposes, should be returned to the appropriate location upon completion of cleaning.

B. CLEANING PRODUCTS/CHEMICALS: The Contractor should ensure that any cleaning products and/or chemicals used do not damage the metal ductwork and hoods. Additionally, care should be exercised to ensure any cleaning products and/or chemicals are rated for food service use. The University requests the Contractor provide the appropriate Safety Data Sheets (SDS) for all chemicals before use.

C. DAMAGE TO EQUIPMENT: It is expected that the Contractor will provide the tools necessary to provide the services without damaging the equipment or area to be cleaned (i.e. standing on surfaces/equipment). Any equipment damaged by the Contractor should be reported immediately to the appropriate personnel.

The contractor may be held liable for any repairs or replacement costs if it is determined the damage was due to the Contractor’s failure to protect the equipment as stated herein.

- D. **WORK ENVIRONMENT:** The Contractor should have the capacity to protect the surrounding area (walls, floors, and equipment) to ensure cleanliness after the contracted services are complete. Working areas should be kept clear of equipment and materials and all work areas should be kept neat and orderly during service. The Contractor should plan to return to the site and address any spillage or residue discovered by the University. In the event the Contractor is unable to return to address these issues, the University reserves the right to invoice the Contractor for time, labor, and materials associated with the cleanup effort.
- E. **FREQUENCY OF SERVICES:** The cleaning schedule will be coordinated in conjunction with Dining operations and is anticipated to include nights, weekends, and pre-scheduled outages so as not to interfere with normal dining operations for the students. These services are generally scheduled during the following timeframes:
 1. August (prior to scheduled student move-in);
 2. January (during Winter Break);
 3. March (during Spring Break); and
 4. May (after commencement).

It is the responsibility of the Contractor to set up the dates for services to be performed. The dates for these cleaning timeframes will vary from year to year. The University’s Academic Calendar, which will provide exact dates for each event above on an annual basis, may be found here:

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

All work should be coordinated through the Contract Administrator. The contractor should be prepared to provide emergency contacts.

The University reserves the right to adjust the frequency of the cleaning schedule, as well as to add and/or delete hoods and equipment as needed throughout the contract period. The schedule may be subject to change depending upon the condition of hood(s). An example of the current and expected cleaning schedule is outlined in **ATTACHMENT E Pricing Schedule**.

- F. The University designee will inspect all hoods once cleaning is complete. If cleaning is deemed to not be satisfactory according to code, the Contractor should expect to provide additional cleaning to correct deficiencies found within forty-eight (48) hours, or as otherwise agreed upon by the Contract Administrator.
- G. Upon completion of cleaning, the Contractor should be prepared to provide a report for each hood cleaned. Ideally, these reports should include the date and time of service, pre-cleaning checklist, services performed, any areas not cleaned and reason, post-cleaning checklist, and any additional notes or comments within twenty-four (24) hours of cleaning. Additionally, all equipment cleaned must be tagged with completion date and date of next scheduled service.
- H. Cleaning shall be performed in strict compliance with all applicable sections of the **National Fire Protection Association (NFPA)** standard 96 “Ventilation Control and Fire Protection of Commercial Cooking Operations” and all applicable state and local codes.

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 these services to the University. Include the following with your plan:
 1. A description of what specific services the Offeror proposes to provide including but not limited to proposed manpower to be used, when services should be performed, by whom, and the anticipated time durations for typical services.
 2. Identification of all applicable codes, regulations, standards or recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 3. A detailed description and plan for addressing Sections 9.A – H above
 4. Provide a list of all proposed cleaners/chemicals the Offeror intends to use to provide these services, along with complete Safety Data Sheets (SDS).
 5. Describe how the Contractor and its employees will communicate with the University.

6. Provide an example of a report that would be generated for the University after the completion of the services requested.
7. Please provide a detailed description of how emergency calls will be handled by the Contractor, including anticipated response times.

B. Contractor Qualifications:

1. Information on the qualifications and experience of the Contractor and employees who will be providing services to the University.
2. Information pertaining to the length of time in business, general business practices, and a general statement of skills and experience.
3. Provide copies of any licenses and certifications used by the Offeror in the performance of work included in this solicitation. Include copies of any certifications from the Department of Professional and Occupational Regulation (DPOR), and/or State Corporation Commission (SCC).
4. Provide a list of all service equipment to be used by the Offeror in the performance of the work included in this solicitation.

C. Pricing Schedule. Submit a completed Pricing Schedule (See Attachment E). All rates provided for the individual cleaning phases should be fully burdened to include all ancillary expenses associated with project performance. Transportation, travel time, trip costs, equipment rentals, overhead and profit, as well as any other soft cost or expense, will not be paid for separately. This is a flat fixed rate for those services.

1. All hourly labor rates listed for “Emergency Hood Cleaning” should be fully burdened as defined above. This must be a flat fixed hourly labor rate.

D. 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.

E. *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 SBSBD 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.	20%
3	Specific plans or methodology to be used to provide the products/services.	30%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

B. Award:

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers 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 Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.

Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University determine in writing and in its sole discretion that only one Offeror has made the best proposal a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated. See **Attachment B** for sample contract form. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:** Response shall be submitted in one of the following ways:

In Person*	Mail or Courier*	Electronically through eVA
<p><u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142</p>	<p><u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885</p>	<p><u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA’s Virginia Business Opportunities (VBO) site. See Attachment F for more details.</p>

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

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

1. **IN PERSON or MAIL/COURIER 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.”**
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
 - a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
 - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked **“Redacted Copy.”**

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 **January 8, 2025, at 9:00 A.M.** Offerors should register for the site visit with the Procurement Officer (*Austin Eads: ateads@radford.edu*) and indicate the number of attendees by no later than **January 2, 2025**. 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. An **OPTIONAL** pre-proposal conference will be held on **January 8, 2025, at 11:15 A.M. (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

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: **JANUARY 8, 2025 @ 11:15 AM (EST)**

Register in advance for this meeting:

<https://radford.zoom.us/j/96580982602?from=addon>

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.

- A. 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
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 Procurement 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 F – Virginia Business Opportunities Information

To be returned with proposals:

Attachment D – Vendor Data Sheet (References)

Attachment E – Pricing Schedule

Attachment A

TERMS AND CONDITIONS

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

II. ADDITIONAL TERMS AND CONDITIONS:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

- 7. **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: Procurement Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

- 8. **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.
- 9. **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:

- 1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- 2. **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.
- 3. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by Bidder/Offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors (Board) a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by Bidder/Offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the Bidder/Offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the Contractor does less than \$150,000 in business in a 12-month period, the Bidder is required to be licensed as a "CLASS C CONTRACTOR." The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The Bidder/Offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____ Specialty _____
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

If the Bidder/Offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of bids/proposals, he shall be deemed to be in violation of § 54.1 1115 of the Code of Virginia (1950), as amended, and his bid/proposal will not be considered.

If a bidder/offeror shall fail to obtain the required license prior to submission of his bid/proposal, the bid/proposal shall not be considered

4. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Radford University Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Radford University campus. Contractor shall ensure subcontractors conduct similar background checks. Radford University reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Radford University campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Radford University Contract Administrator within 5 days. If at any time during the term of the contract Radford University discovers an employee has a conviction that raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Radford University campus, unless Radford University consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the Contract.
5. **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.
6. **INSURANCE:** Long, amounts can be increased or decreased as warranted. Any revisions should be reviewed with Risk Management.

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. Required only if a motor vehicle not owned by the University is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle.)
- 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.

7. **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.

8. **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 of 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.
9. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University upon written agreement of both parties four (4) additional one-year periods, or as negotiated, under the terms of the current Contract, and at a reasonable time (approximately 90 days) prior to the expiration. 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 three percent (3.0%), whichever is less, for all renewal periods under the contract.
10. **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.
11. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature should be provided with the Proposal for each chemical and/or compound offered.
12. **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.
13. **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 should be furnished with the Proposal.
14. **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.



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:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

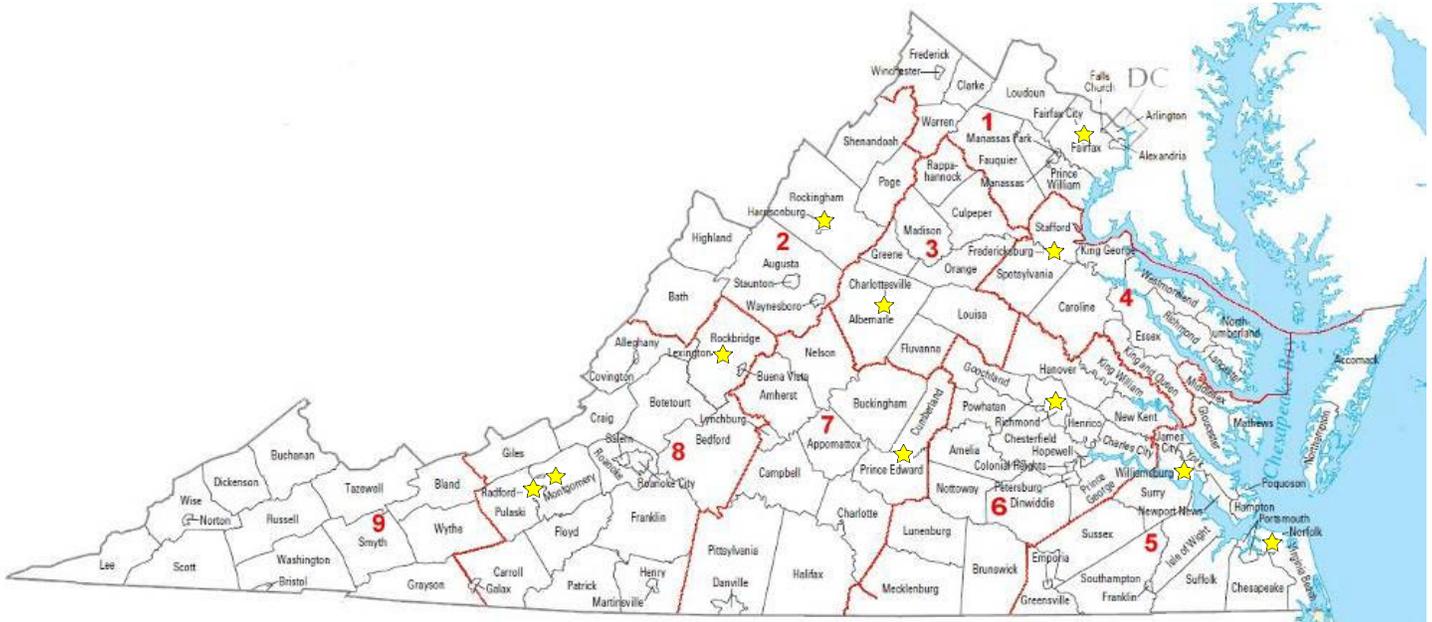
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

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

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.

**ATTACHMENT D
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 E
PRICING SCHEDULE**

HOOD CLEANING LABOR RATES:

A. Due August (Before move-In)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$
Dalton	2	Relax	\$
Dalton	4	Crave	\$
Dalton	5	Create	\$
Dalton	6	Kitchen	\$
Dalton	7	Kitchen	\$
Dalton	8	Kitchen	\$
Dalton	9	Kitchen	\$
Dalton	10	Kitchen Grill	\$
Dalton	11	Wendy's	\$
Dalton	12	Wendy's	\$
Dalton	13	Tartan Pizza	\$
Dalton	14	Prep Kitchen	\$
Bonnie	16	B-1 Hissho Sushi	\$
Bonnie	17	B-2 Chick-fil-A	\$
Bonnie	18	B-3 Chick-fil-A	\$
Bonnie	19	B-4 Student Choice	\$
Muse	20	M-1 Serving Line	\$
Muse	21	M-2 Serving Line	\$
Muse	22	M-3 Kitchen	\$
Muse	23	M-4 Kitchen	\$
Total for August			\$

B. Due January (During Winter Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$
Dalton	2	Relax	\$
Dalton	10	Kitchen Grill	\$
Dalton	11	Wendy's	\$
Dalton	12	Wendy's	\$
Bonnie	16	B-1 Hissho Sushi	\$
Bonnie	17	B-2 Chick-fil-A	\$
Bonnie	18	B-3 Chick-fil-A	\$
Bonnie	19	B-4 Student Choice	\$
Muse	20	M-1 Serving Line	\$
Muse	22	M-3 Kitchen	\$
Total for January			\$

C. Due March (During Spring Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$
Dalton	2	Relax	\$
Dalton	5	Create	\$
Dalton	6	Kitchen	\$
Dalton	7	Kitchen	\$
Dalton	8	Kitchen	\$
Dalton	9	Kitchen	\$
Dalton	10	Kitchen Grill	\$
Dalton	11	Wendy's	\$
Dalton	12	Wendy's	\$
Dalton	13	Tartan Pizza	\$
Bonnie	16	B-1 Hissho Sushi	\$
Bonnie	17	B-2 Chick-fil-A	\$
Bonnie	18	B-3 Chick-fil-A	\$
Bonnie	19	B-4 Student Choice	\$
Muse	20	M-1 Serving Line	\$
Muse	22	M-3 Kitchen	\$
Muse	23	M-4 Kitchen	\$
Total for March			\$

D. Due May (After Commencement)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$
Dalton	10	Kitchen Grill	\$
Dalton	11	Wendy's	\$
Dalton	12	Wendy's	\$
Bonnie	16	B-1 Hissho Sushi	\$
Bonnie	17	B-2 Chick-fil-A	\$
Bonnie	18	B-3 Chick-fil-A	\$
Bonnie	19	B-4 Student Choice	\$
Muse	20	M-1 Serving Line	\$
Muse	22	M-3 Kitchen	\$
Total for May			\$

E. GRAND TOTAL

Grand Total (Sum of Sections A, B, C & D Totals above)	\$
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F. EMERGENCY HOOD CLEANING – LABOR RATES

Labor Class	Regular Hourly Rate	Overtime Hourly Rate
Foreman/Supervisor	\$	\$
Skilled Technician	\$	\$
Apprentice/Helper	\$	\$
Other:	\$	\$
Other:	\$	\$



GENERAL TERMS AND CONDITIONS

This solicitation and any resulting contract are subject to the provisions of the *Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendor's* and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at www.vascupp.org.

1. **ADMINISTRATIVE APPEALS PROCEDURE:** Although Radford University is authorized to establish an administrative appeals procedure, it has chosen not to develop such procedures, but rather will rely on legal action for such determinations. (Governing Rule §55). However, Radford University reserves the right to use Alternative Dispute Resolution (ADR) for hearing appeals from decisions on disputes arising during the performance of a contract or when it is deemed to be in the best interest of the University. (Governing Rule §56).
2. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §10 of the Governing Rules. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Governing Rule §36).

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

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provision of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to Radford University, and the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
4. **ANNOUNCEMENT OF AWARD:** Upon award or the announcement of the decision to award a contract over \$50,000 as a result of this solicitation, Radford University will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of ten (10) days.

5. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth.
6. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of Radford University, an agency of the Commonwealth.
7. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or non-stock corporation, limited liability company, business, trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required by Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business fails to remain in compliance with the provisions of this section.
8. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 1. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract, or if there is none, in accordance with the dispute's clause provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (Governing Rule §53). Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.
9. **CONTROLLING VERSION OF SOLICITATION:** The original version of the solicitation and any addenda issued by Radford University's Procurement and Contracts Department is the mandatory controlling version of the document. Any modification to the solicitation by the bidder or offeror shall not modify the original version of the solicitation issued by Radford University's Procurement and Contracts Department. Such modifications or additions to the solicitation by the bidder or offeror may be cause for rejection of the bid or proposal; however, Radford University reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid or proposal.
10. **DEBARMENT STATUS:** By submitting their bids/proposals, bidders/offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

11. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the University, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
12. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees: (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibitions: (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, possession or use of any controlled substance or marijuana during the performance of the contract. (Governing Rule §11).

13. **EO/AA STATEMENT:** If this contract is a covered government contract or subcontract, contractors and subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Radford University does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.
14. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids/proposals, bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment; loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
15. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal [eVA Electronic Virginia Portal](#) streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth should participate in the eVA internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors should self- register in eVA and pay applicable vendor transaction fees. Failure to register may result in the bid/proposal being rejected.
16. **E-VERIFY REQUIREMENT OF ANY CONTRACTOR:** Any contractor with more than an average of 50 employees for the previous 12-months entering into a contract in excess of \$50,000 with the University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
17. **FEDERAL GRANTS:** The following provisions apply to a contract made under a federal grant: Appendix II C.F.R. 200§§200.317-200.326.
18. **FORCE MAJEURE:** The performance of the contract by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of

COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the contract. The contract may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.

19. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a contract with the Commonwealth of Virginia, the contractor certifies that the contractor does not, and shall not during the performance of this contract for goods and services in the Commonwealth, knowingly employ an unauthorized illegal alien as defined in the federal Immigration Reform and Control Act of 1986.

20. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor; or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or failure of the issuing agency to use the material, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

21. **MANDATORY USE OF RADFORD UNIVERSITY’S FORM AND TERMS AND CONDITIONS:** Failure to submit a response on Radford University’s form provided for that purpose may be a cause for rejection of the response. Modification of or additions to the General Terms and Conditions of the solicitation may be cause of rejection of the response; however, the University reserves the right, on a case by case basis, in its sole discretion, whether or not to reject such a response.

22. **NONDISCRIMINATION OF CONTRACTORS:** A bidder/offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of the objection, access to equivalent goods, services, or disbursements from an alternative provider.

23. **PAYMENT:**
 1. **Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.
 - c. All goods and services provided under this contract or purchase order, that are to be paid with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable the

Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the University of its prompt payment obligations with respect to those charges which are not in dispute (*Governing Rule §53. Contractual disputes*).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- 1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment record for work performed by the subcontractor(s) under the contract; or
- 2) To notify the University and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise prohibited under the terms of the contract) on all amounts owed by contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan as specified in the contract documents and is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only substantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the University or institution, or other appropriate penalties may be accessed in lieu of withholding such payment.

24. **PRECEDENCE OF TERMS:** The following paragraphs of these General Terms and Conditions shall apply in all instances: **Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, Applicable Laws and Courts, Anti-Discrimination, Ethics in Public Contracting, Immigration Reform and Control Act of 1986, Debarment Status, Antitrust, Mandatory Use of Radford University's Form and Terms and Conditions, Clarification of Terms, and Payment.** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

25. **PRICING CURRENCY:** Unless otherwise stated in the solicitation, bidder/offeror shall state bid/offer in U.S. dollars.

26. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The University may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods and the bidder/offeror shall furnish to the University all such information and data for this purpose as may be requested. The University reserves the right to inspect bidder/offeror's physical facilities prior to award to satisfy questions regarding the bidder/offeror's capabilities. The University further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the University that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

27. **SUPREMACY CLAUSE:** Notwithstanding any provision in the bidder's/offeror's response to the contrary, the bidder/offeror agrees that the terms and conditions contained in Radford University's bid/offer prevail over contrary terms and conditions in the bidder's/offeror's response.

28. **TAXES:** Sales to the Commonwealth of Virginia and Radford University are normally exempt from state sales tax. State sales and use tax certificates of exemption ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The appropriate University Sales and Use Tax of Exemption number is as follows: RU 10-546001789F-001; FIN 54-6001789

29. **TESTING AND INSPECTION:** The University reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to specifications.
30. **TRANSPORTATION AND PACKAGING:** By submitting bids/offers, all bidders/offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest band best rate upon the actual weight of the goods to be shipped. Except as otherwise specified herein standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description and quantity. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.)**
31. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer name, but conveys the general style, type, character, and quality of the product desired. Any product which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring the bid as nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equal product, such bid will be considered to offer the brand name product referenced in the solicitation. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.)**



Addendum Number 01

Date: January 28, 2025

Reference Request for Proposal Number:	R24-010
Commodity:	Food Service Hood Cleaning
Dated:	December 6, 2025
For Delivery To:	Radford University Agency: Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142

Proposal Due Date/Time: February 5, 2025 @ 3:00 PM

The following are attached hereto:

1. Pre-Proposal Conference Slide Deck
2. Hood Filter Information Table

The following questions were asked during the Pre-Proposal Conference:

(Q = Question; R = Radford Response)

Q: How many days are typically scheduled to complete service?

R: Two days, sometimes three.

Q: What timeframe are facilities folks generally available?

R: Standard hours are 8 AM to 5 PM, but somebody is typically available whenever there is a question or need.

Q: How many vertical and or horizontal ducts do you have on campus?

R: All units on campus have vertical and horizontal ducts.

Q: Given the current two-to-three-day timeframe for scheduled services, how many cleaners are typically used to maintain that?

R: The current vendor typically uses four employees.

Q: How many fans are included on site?

R: There are 16 fans on campus.

Q: Can you provide additional information such as the number of filters?

R: We have provided a table as an attachment with this information.

Muse Hall:

Q: Can you talk through Muse and Dalton Hall(s), I.E. what will be open, what will be closed, and what the timeline for those projects will be?

R: Currently, hoods at Dalton Hall and Hurlburt Student Center are in use and the hoods in Muse Hall Kitchen are not. Hoods at Muse Hall require inspection only at this time. The timeline is tentative, but we anticipate Dalton Hall to come offline for renovation in July of 2026, at which time Muse Hall Kitchen will come back online. The renovation of Dalton Hall is expected to take two years. Therefore, Dalton would come back online in July of 2028 and Muse Hall Kitchen will be taken offline at that time.

Hood Location	Number of Filters	Access Information
Dalton Hood Taste 1		6 Above Ceiling and Roof
Dalton Hood Relax 2		8 Above Ceiling and Roof
Dalton Hood Crave 4		2 Above Ceiling and Roof
Dalton Hood Create 5		8 Above Ceiling and Roof
Dalton Hood Kitchen 6		9 Above Ceiling and Roof
Dalton Hood Kitchen 7		9 Above Ceiling and Roof
Dalton Hood Kitchen 8		6 Above Ceiling and Roof
Dalton Hood Kitchen 9		6 Above Ceiling and Roof
Dalton Hood Grille 10		5 Above Ceiling and Roof
Wendy's 11		4 Above Ceiling and Roof
Wendy's 12		6 Above Ceiling and Roof
Pizza 13		4 Above Ceiling and Roof
Prep Kitchen 14		7 Above Ceiling and Roof
Bonnie Hood Hissho 16		7 Above Ceiling and Roof
Bonnie Hood Chick-Fil-A 1		7 Above Ceiling and Roof
Bonnie Hood Chick-Fil-A 2		3 Above Ceiling and Roof
Bonnie Hood Student Choice		5 Above Ceiling and Roof
Muse Serving Line 1		5 Above Ceiling and Roof
Muse Serving Line 2		2 Above Ceiling and Roof
Muse Kitchen 3		46 Above Ceiling and Roof
Muse Kitchen 4		34 Above Ceiling and Roof



UNDERPRESSURE, INC
8272 Meadowbridge Rd
Mechanicsville, VA 23116
rknauer@underpressure-inc.com

February 3, 2025

Mr. Austin Eads
Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Dear Mr. Eads -

Please find herein our proposal for RFP #R24-010. Underpressure has been helping government facilities, hospitals, and universities such as yours keep their kitchen exhaust systems clean and safe for over 20 years. We would be honored to continue to provide services to Radford University. Please let me know if you have any questions. Thank you for considering our proposal.

Respectfully submitted,


Robert Knauer
President

Enclosures:

- (1) RFP Packet & Attachments
- (2) Required Information
 - (a) Plan for Providing Services
 - (b) Contractor Qualifications
 - (c) Pricing Schedule
 - (d) References
 - (e) SWaM Certification
- (3) Safety Data Sheets
- (4) IKECA Certificates
- (5) VOSB Letter
- (6) Capability Statement



REQUEST FOR PROPOSAL # R24-010

FOOD SERVICE HOOD CLEANING SERVICES

DECEMBER 6, 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 # R24-010**

GENERAL INFORMATION FORM

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

Name: Austin Eads
Phone: (540) 831-5634
Email: ateads@radford.edu.

Written questions to be submitted via email no later than: **January 17, 2025**, Eastern Standard Time (hereinafter EST)

PROPOSAL DUE DATE AND TIME: Proposals will be received until **February 5, 2025**, up to and including 3:00 PM EST. **Email and fax responses will not be accepted.**

In Person*

Mail or Courier*

Electronically through eVA

Deliver proposal to:
Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Mailing Address:
Radford University
Procurement and Contracts
PO Box 6885
Radford, VA 24142-6885

Electronic Submissions:
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities (VBO) site. See **Attachment F** for more details.

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

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

LATE PROPOSAL RECEIPT:

In-Person or Mail/Courier Delivery:
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 In-Person and Mail/Couriered 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 after the date and time designated herein 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.

For Electronic Submission through eVA:
To be considered for selection, proposals must be submitted through the eVA Electronic Submission process by the date and time identified herein. *In order to submit an electronic proposal, the Vendor **MUST BE properly registered with eVA.*** Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Upon successful submission, the Contractor will receive confirmation of submission through eVA. Radford University will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

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 at the same time on 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.

OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT: An **OPTIONAL** site visit will be held on **January 8, 2025, from 9:00 AM (EST) to 11:00 AM (EST)**. The **OPTIONAL** pre-proposal conference shall be held immediately following the site visit on **January 8, 2025, and shall begin promptly at 11:15 AM (EST)**. See Section (13) for additional information. ****PRE-REGISTRATION IS REQUIRED****

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 SBSB certification number. For assistance with SWaM certification, visit the SBSB 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 in 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.

1. **PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract (or contracts) through competitive negotiations for **Food Service Hood Cleaning** 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 term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) additional one-year (1) year renewals, or as mutually negotiated.

4. **BACKGROUND**

Radford University 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: Radford University currently utilizes a term contract for food service hood cleaning. The University’s average spend over the past three-year period is estimated to be \$19,750.00 annually.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:** The eVA internet electronic procurement solution, web site portal eva.virginia.gov, streamlines and automates government purchasing activities within the Commonwealth. 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 participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration as a **self-registered** vendor.

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 eva.virginia.gov/get-help-customer-care.html

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 Procurement Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator.

8. **DEFINITIONS: INTENTIONALLY LEFT BLANK**

9. **STATEMENT OF NEEDS:** The Contractor is expected to furnish all labor, tools, materials, equipment, staff, and supervision to provide Food Hood Service Cleaning to Radford University as stated in the Statement of Work.

A. **SPECIFICATIONS:** For its dining facilities, the University is seeking to have the entire hood system cleaned, which includes all parts, hood, ducts, troughs, drip pans, plenums, screens, baffles, roof fan units, drainpipes leading from the hood or drip pans, and replacement of absorbent materials in cups on roof fans. Any detachable workings of the system or the environment (i.e. ceiling tiles), which are removed by the Contractor for cleaning or access purposes, should be returned to the appropriate location upon completion of cleaning.

B. **CLEANING PRODUCTS/CHEMICALS:** The Contractor should ensure that any cleaning products and/or chemicals used do not damage the metal ductwork and hoods. Additionally, care should be exercised to ensure any cleaning products and/or chemicals are rated for food service use. The University requests the Contractor provide the appropriate Safety Data Sheets (SDS) for all chemicals before use.

C. **DAMAGE TO EQUIPMENT:** It is expected that the Contractor will provide the tools necessary to provide the services without damaging the equipment or area to be cleaned (i.e. standing on surfaces/equipment). Any equipment damaged by the Contractor should be reported immediately to the appropriate personnel.

The contractor may be held liable for any repairs or replacement costs if it is determined the damage was due to the Contractor's failure to protect the equipment as stated herein.

- D. **WORK ENVIRONMENT:** The Contractor should have the capacity to protect the surrounding area (walls, floors, and equipment) to ensure cleanliness after the contracted services are complete. Working areas should be kept clear of equipment and materials and all work areas should be kept neat and orderly during service. The Contractor should plan to return to the site and address any spillage or residue discovered by the University. In the event the Contractor is unable to return to address these issues, the University reserves the right to invoice the Contractor for time, labor, and materials associated with the cleanup effort.
- E. **FREQUENCY OF SERVICES:** The cleaning schedule will be coordinated in conjunction with Dining operations and is anticipated to include nights, weekends, and pre-scheduled outages so as not to interfere with normal dining operations for the students. These services are generally scheduled during the following timeframes:
 1. August (prior to scheduled student move-in);
 2. January (during Winter Break);
 3. March (during Spring Break); and
 4. May (after commencement).

It is the responsibility of the Contractor to set up the dates for services to be performed. The dates for these cleaning timeframes will vary from year to year. The University's Academic Calendar, which will provide exact dates for each event above on an annual basis, may be found here:

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

All work should be coordinated through the Contract Administrator. The contractor should be prepared to provide emergency contacts.

The University reserves the right to adjust the frequency of the cleaning schedule, as well as to add and/or delete hoods and equipment as needed throughout the contract period. The schedule may be subject to change depending upon the condition of hood(s). An example of the current and expected cleaning schedule is outlined in **ATTACHMENT E Pricing Schedule**.

- F. The University designee will inspect all hoods once cleaning is complete. If cleaning is deemed to not be satisfactory according to code, the Contractor should expect to provide additional cleaning to correct deficiencies found within forty-eight (48) hours, or as otherwise agreed upon by the Contract Administrator.
- G. Upon completion of cleaning, the Contractor should be prepared to provide a report for each hood cleaned. Ideally, these reports should include the date and time of service, pre-cleaning checklist, services performed, any areas not cleaned and reason, post-cleaning checklist, and any additional notes or comments within twenty-four (24) hours of cleaning. Additionally, all equipment cleaned must be tagged with completion date and date of next scheduled service.
- H. Cleaning shall be performed in strict compliance with all applicable sections of the **National Fire Protection Association (NFPA)** standard 96 "Ventilation Control and Fire Protection of Commercial Cooking Operations" and all applicable state and local codes.

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 these services to the University. Include the following with your plan:
 1. A description of what specific services the Offeror proposes to provide including but not limited to proposed manpower to be used, when services should be performed, by whom, and the anticipated time durations for typical services.
 2. Identification of all applicable codes, regulations, standards or recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 3. A detailed description and plan for addressing Sections 9.A – H above
 4. Provide a list of all proposed cleaners/chemicals the Offeror intends to use to provide these services, along with complete Safety Data Sheets (SDS).
 5. Describe how the Contractor and its employees will communicate with the University.

6. Provide an example of a report that would be generated for the University after the completion of the services requested.
7. Please provide a detailed description of how emergency calls will be handled by the Contractor, including anticipated response times.

B. Contractor Qualifications:

1. Information on the qualifications and experience of the Contractor and employees who will be providing services to the University.
2. Information pertaining to the length of time in business, general business practices, and a general statement of skills and experience.
3. Provide copies of any licenses and certifications used by the Offeror in the performance of work included in this solicitation. Include copies of any certifications from the Department of Professional and Occupational Regulation (DPOR), and/or State Corporation Commission (SCC).
4. Provide a list of all service equipment to be used by the Offeror in the performance of the work included in this solicitation.

C. Pricing Schedule. Submit a completed Pricing Schedule (See Attachment E). All rates provided for the individual cleaning phases should be fully burdened to include all ancillary expenses associated with project performance. Transportation, travel time, trip costs, equipment rentals, overhead and profit, as well as any other soft cost or expense, will not be paid for separately. This is a flat fixed rate for those services.

1. All hourly labor rates listed for “Emergency Hood Cleaning” should be fully burdened as defined above. This must be a flat fixed hourly labor rate.

D. 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.

E. *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 SBSBD 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.	20%
3	Specific plans or methodology to be used to provide the products/services.	30%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

B. Award:

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers 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 Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.

Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University determine in writing and in its sole discretion that only one Offeror has made the best proposal a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated. See **Attachment B** for sample contract form. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:** Response shall be submitted in one of the following ways:

In Person*	Mail or Courier*	Electronically through eVA
<u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142	<u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885	<u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA’s Virginia Business Opportunities (VBO) site. See Attachment F for more details.

* **Identify the envelope/package as instructed in Attachment A – Terms and Conditions**
No other distribution of the proposal shall be made by the Offeror.

1. **IN PERSON or MAIL/COURIER 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.”**
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
 - a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
 - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked **“Redacted Copy.”**

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 **January 8, 2025, at 9:00 A.M.** Offerors should register for the site visit with the Procurement Officer (*Austin Eads: ateads@radford.edu*) and indicate the number of attendees by no later than **January 2, 2025**. 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. An **OPTIONAL** pre-proposal conference will be held on **January 8, 2025, at 11:15 A.M. (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

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: **JANUARY 8, 2025 @ 11:15 AM (EST)**

Register in advance for this meeting:

<https://radford.zoom.us/j/96580982602?from=addon>

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.

- A. 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
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 Procurement 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 F – Virginia Business Opportunities Information

To be returned with proposals:

Attachment D – Vendor Data Sheet (References)

Attachment E – Pricing Schedule

Attachment A

TERMS AND CONDITIONS

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

II. ADDITIONAL TERMS AND CONDITIONS:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

- 7. **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: Procurement Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

- 8. **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.
- 9. **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:

- 1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- 2. **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.
- 3. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by Bidder/Offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors (Board) a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by Bidder/Offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the Bidder/Offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the Contractor does less than \$150,000 in business in a 12-month period, the Bidder is required to be licensed as a "CLASS C CONTRACTOR." The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The Bidder/Offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____ Specialty _____
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

If the Bidder/Offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of bids/proposals, he shall be deemed to be in violation of § 54.1 1115 of the Code of Virginia (1950), as amended, and his bid/proposal will not be considered.

If a bidder/offeror shall fail to obtain the required license prior to submission of his bid/proposal, the bid/proposal shall not be considered

4. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Radford University Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Radford University campus. Contractor shall ensure subcontractors conduct similar background checks. Radford University reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Radford University campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Radford University Contract Administrator within 5 days. If at any time during the term of the contract Radford University discovers an employee has a conviction that raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Radford University campus, unless Radford University consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the Contract.
5. **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.
6. **INSURANCE:** Long, amounts can be increased or decreased as warranted. Any revisions should be reviewed with Risk Management.

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. Required only if a motor vehicle not owned by the University is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle.)
- 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.

7. **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.

8. **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 of 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.
9. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University upon written agreement of both parties four (4) additional one-year periods, or as negotiated, under the terms of the current Contract, and at a reasonable time (approximately 90 days) prior to the expiration. 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 three and one-half percent (3.5%), whichever is less, for all renewal periods under the contract.
10. **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.
11. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature should be provided with the Proposal for each chemical and/or compound offered.
12. **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.
13. **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 should be furnished with the Proposal.
14. **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.



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.”

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

- 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:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

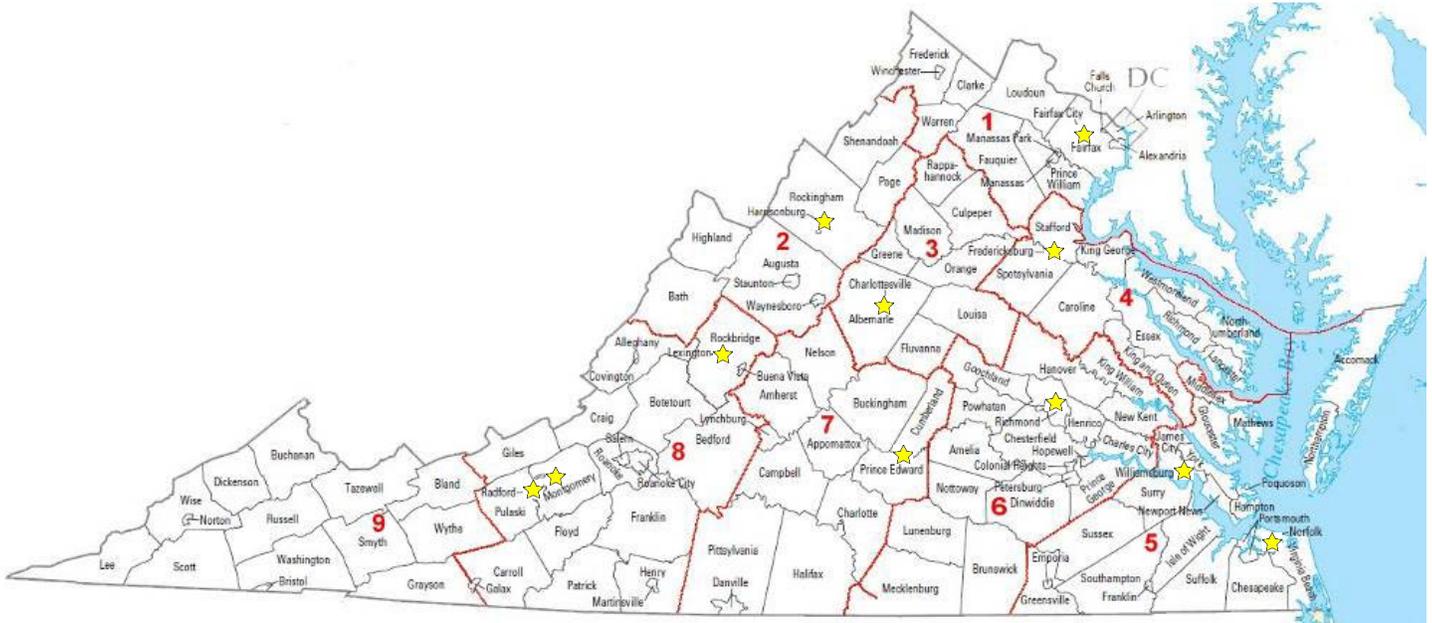
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

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

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.

**ATTACHMENT E
PRICING SCHEDULE**

HOOD CLEANING LABOR RATES:

A. Due August (Before move-In)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$ 347.00
Dalton	2	Relax	\$ 459.00
Dalton	4	Crave	\$ 190.00
Dalton	5	Create	\$ 459.00
Dalton	6	Kitchen	\$ 465.00
Dalton	7	Kitchen	\$ 465.00
Dalton	8	Kitchen	\$ 347.00
Dalton	9	Kitchen	\$ 347.00
Dalton	10	Kitchen Grill	\$ 308.00
Dalton	11	Wendy's	\$ 311.00
Dalton	12	Wendy's	\$ 389.00
Dalton	13	Tartan Pizza	\$ 311.00
Dalton	14	Prep Kitchen	\$ 428.00
Bonnie	16	B-1 Hissho Sushi	\$ 546.00
Bonnie	17	B-2 Chick-fil-A	\$ 459.00
Bonnie	18	B-3 Chick-fil-A	\$ 345.00
Bonnie	19	B-4 Student Choice	\$ 330.00
Muse	20	M-1 Serving Line	\$ 314.00
Muse	21	M-2 Serving Line	\$ 280.00
Muse	22	M-3 Kitchen	\$ 2,250.00
Muse	23	M-4 Kitchen	\$ 1,779.00
Total for August			\$ 11,129.00

B. Due January (During Winter Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$ 347.00
Dalton	2	Relax	\$ 459.00
Dalton	10	Kitchen Grill	\$ 308.00
Dalton	11	Wendy's	\$ 311.00
Dalton	12	Wendy's	\$ 389.00
Bonnie	16	B-1 Hissho Sushi	\$ 546.00
Bonnie	17	B-2 Chick-fil-A	\$ 459.00
Bonnie	18	B-3 Chick-fil-A	\$ 345.00
Bonnie	19	B-4 Student Choice	\$ 330.00
Muse	20	M-1 Serving Line	\$ 314.00
Muse	22	M-3 Kitchen	\$ 2,250.00
Total for January			\$ 6,058.00

C. Due March (During Spring Break)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$ 347.00
Dalton	2	Relax	\$ 459.00
Dalton	5	Create	\$ 459.00
Dalton	6	Kitchen	\$ 465.00
Dalton	7	Kitchen	\$ 465.00
Dalton	8	Kitchen	\$ 347.00
Dalton	9	Kitchen	\$ 347.00
Dalton	10	Kitchen Grill	\$ 308.00
Dalton	11	Wendy's	\$ 311.00
Dalton	12	Wendy's	\$ 389.00
Dalton	13	Tartan Pizza	\$ 311.00
Bonnie	16	B-1 Hissho Sushi	\$ 546.00
Bonnie	17	B-2 Chick-fil-A	\$ 459.00
Bonnie	18	B-3 Chick-fil-A	\$ 345.00
Bonnie	19	B-4 Student Choice	\$ 330.00
Muse	20	M-1 Serving Line	\$ 314.00
Muse	22	M-3 Kitchen	\$ 2,250.00
Muse	23	M-4 Kitchen	\$ 1,779.00
Total for March			\$ 10,231.00

D. Due May (After Commencement)

Location on Campus	Hood/Fan Number	Equipment Location (Location name subject to change)	Unit Price per Cleaning
Dalton	1	Taste	\$ 347.00
Dalton	10	Kitchen Grill	\$ 308.00
Dalton	11	Wendy's	\$ 311.00
Dalton	12	Wendy's	\$ 389.00
Bonnie	16	B-1 Hissho Sushi	\$ 546.00
Bonnie	17	B-2 Chick-fil-A	\$ 459.00
Bonnie	18	B-3 Chick-fil-A	\$ 345.00
Bonnie	19	B-4 Student Choice	\$ 330.00
Muse	20	M-1 Serving Line	\$ 314.00
Muse	22	M-3 Kitchen	\$ 2,250.00
Total for May			\$ 5,599.00

E. GRAND TOTAL

Grand Total (Sum of Sections A, B, C & D Totals above)	\$ 33,017.00
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F. EMERGENCY HOOD CLEANING – LABOR RATES

Labor Class	Regular Hourly Rate	Overtime Hourly Rate
Foreman/Supervisor	\$ 85.00	\$ 127.50
Skilled Technician	\$ 55.00	\$ 82.50
Apprentice/Helper	\$ 30.00	\$ 45.00
Other:	\$	\$
Other:	\$	\$

Required Information

A. Plan for Providing Services

1. A description of what specific services the Offeror proposes to provide including but not limited to proposed manpower to be used, when services should be performed, by whom, and the anticipated time durations for typical services.

This proposal is for Underpressure to provide kitchen exhaust cleaning services to Radford University as described in Section 9 of Attachment 1, the Statement of Needs. If selected as Radford University's contractor, Underpressure would continue to provide quarterly cleaning services during the prescribed periods in August, January, March, and May, or as required by Radford University. Underpressure would send one crew of approximately four personnel for approximately two days on four separate occasions and as needed. The crew would include at least one Lead Technician to supervise the crew along with additional personnel experienced in kitchen exhaust cleaning.

2. Identification of all applicable codes, regulations, standards or recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.

Underpressure conducts its cleanings to the standards of the National Fire Protection Association standard 96 (NFPA 96). Its technical skills include the following:

- Multiple certifications by the industry association, the International Kitchen Exhaust Cleaning Association (IKECA)
- Adherence to internal standards and procedures, and a supporting quality assurance regimen
- Documentation of work to include service reports and before/after shots
- Deep experience and focus on kitchen exhaust cleaning, which accounts for nearly all of Underpressure Inc's revenue
- Experience operating top-of-the-line cleaning equipment
- Access to firm's founder, who has 30 years of industry experience and is a consultant with Underpressure

3. A detailed description and plan for addressing Sections 9.A – H above

If selected as Radford University's contractor, Underpressure would continue to support Radford University's kitchen exhaust system cleaning needs as follows:

- Cleaning kitchen exhaust systems to the NFPA 96 standards;
- Using cleaning chemicals that are appropriate for kitchen exhaust cleaning;
- Taking care to safeguard Radford University property and equipment;

- Protecting the surrounding area from spray;
- Providing cleaning service during the four time periods prescribed by Radford University as well as being responsive to emergency calls;
- Addressing any faults found during Radford University's follow-on inspection of the cleanings; and
- Providing a service report following the cleanings.

Underpressure's crew would work closely with Radford University Facility Management and Fire Safety personnel to efficiently and effectively remove grease and other combustible material from the metal surfaces of the kitchen exhaust systems in Dalton Hall, the Hurlburt Student Center, and Muse Hall so as to reduce fire risk at those facilities. The crew often accomplishes this through use of a combination of heated water, high pressure, and degreasing chemicals to spray surfaces free of residue. In some cases, hand wiping, scraping, and using steel wool is a more effective method of doing this. Once the surfaces are cleaned down the bare metal, the crew will apply a sticker indicating the date of cleaning, the Lead Technician, and the date by which the system is due for its next cleaning. The stickers also contain a QR code that can be used by kitchen, maintenance, and fire safety personnel to get in touch with Underpressure if there are any questions or concerns. Generally, Radford University will conduct a walk-through with the crew and spot check work upon completion of cleaning in a particular building.

Underpressure has a large enough workforce to support the needs of Radford University alongside other large customers. It is capable of adjusting its workforce to meet fluctuating requirements associated with Muse Hall and Dalton Hall renovations. For the facilities not in use, Underpressure can inspect kitchen exhaust systems to ensure they are uncontaminated and apply inspection stickers.

4. Provide a list of all proposed cleaners/chemicals the Offeror intends to use to provide these services, along with complete Safety Data Sheets (SDS).

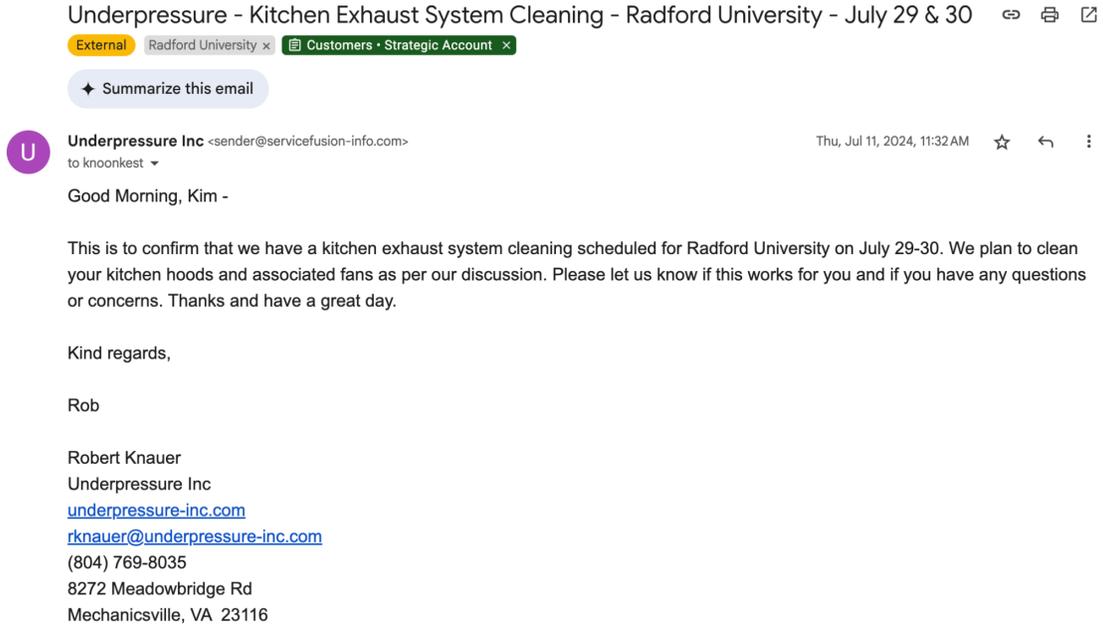
Underpressure uses the following chemicals:

- Formosoda-P Caustic Soda Micro Pearls;
- Zep Purple Degreaser; and
- Hood Rat.

Please reference Enclosure 3 for Safety Data Sheets.

5. Describe how the Contractor and its employees will communicate with the University.

Underpressure will communicate primarily via e-mail and phone. Below is an example of a scheduling e-mail to confirm a cleaning:



6. Provide an example of a report that would be generated for the University after the completion of the services requested.

Below is an example of a service report provided after completion of kitchen exhaust cleaning:



Courtesy After Service Report

Service Date: 5-10-24
 Technician: Brian Walton
 Customer: Radford Dalton

SERVICE RESULTS:

SYSTEM STATUS (see definitions below)

Hood Description / # Filters / # Fans	Compliant	Satisfactory	Unsatisfactory	N/A
#1 Wall Mount 6 filters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 Wall Mount 5 filters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3 Wall Mount 4 filters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4 Wall Mount 1 filter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

} 3 fans

STATUS DEFINITIONS:

Compliant: All accessible areas of this system were cleaned to bare metal.
 Satisfactory: Accessible areas of this system were cleaned to bare metal; however, there are inaccessible areas in the system which may be noted on the report.
 Unsatisfactory: Unable to satisfactorily clean the grease exhaust system, details of the compliance issues are noted on the report, please contact us for further information.
 N/A: Not applicable - Underpressure is not contracted to clean this portion of the system, due to inaccessible areas of ductwork or fans or at the request of customer

COMPLIANCE ISSUES: (for all systems that were not listed as Fully Compliant)

<input type="checkbox"/> No safe access to roof or fan (explain: _____):	Systems Affected:
<input type="checkbox"/> Unable to open/flip fan, hinge kit or flip kit should be installed:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Ductwork not properly welded / leaking / damaged / Type II ductwork:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input checked="" type="checkbox"/> Inaccessible portions of ductwork exist:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Hinge kit(s) needed for fan(s):	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Frequency of service is inadequate (should be every ___ months):	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input checked="" type="checkbox"/> We are unaware of access panels, or there are inaccessible/insufficient access panels:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>

OTHER:

<input type="checkbox"/> System has horizontal ductwork or ductwork that has turns in the horizontal or vertical runs:	Check if YES:
<input type="checkbox"/> Baffle filters missing/damaged/need replacement:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Grease containment needed or not working / grease on roof:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input checked="" type="checkbox"/> Fan(s) working before service:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input checked="" type="checkbox"/> Fan(s) working after service:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Fan(s) making noise / out of balance / not working properly:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Fan(s) have exposed wiring / electrical issues:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Pilot light reignited:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<input type="checkbox"/> Equipment (fryers, etc.) were plugged back in:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>

COMMENTS: _____

Technician Signature: [Signature] Date: 5-10-24

Customer Signature: [Signature] Date: 5-10-24

This form is intended to notify the customer of the condition of their kitchen exhaust system after it has been cleaned and to provide suggestions to improve service. Due to inaccessibility of some areas, this report may not include information on the entire system. Please contact our Commercial Services Center at (804)769-8035 with any questions. We have placed a Certificate of Performance on or near the kitchen exhaust hood with the date next service is due. The cleaning of exposed fire suppression parts, such as fusible links, detection brackets, detection cable, nozzles, and conduit housings in a kitchen hood is not the responsibility of Underpressure, Inc. This Courtesy After Service Report is not a paid consultation, it is provided as a customer service at no additional charge and may not include any or all deficiencies. Please notify Underpressure, Inc. of any concerns or damages within 48 hours of the date of this service.

7. Please provide a detailed description of how emergency calls will be handled by the Contractor, including anticipated response times.

Emergency calls may be made to Service@underpressure-inc.com or (804) 769-8035. Underpressure would prioritize Radford University with the goal of completing the service within 48 hours. Otherwise, service would be conducted as described above.

B. Contractor Qualifications

1. Information on the qualifications and experience of the Contractor and employees who will be providing services to the University.

Underpressure has been helping government facilities, military bases, prisons, hospitals, and universities such as yours keep their kitchen exhaust systems clean and safe for over 20 years. We would be honored to continue providing service to Radford University. The below personnel would be among those supporting Underpressure's kitchen exhaust cleaning efforts at Radford University:

- Robert Knauer — Owner/Operator
 - 20+ years of service in Marine Corps (Active & Reserve)
 - 7 years at the U.S. Department of State
 - Certified as a Kitchen Exhaust Cleaning Specialist and designated as a Professional Exhaust Cleaning Technician (PECT) by the International Kitchen Exhaust Cleaning Association (IKECA)
- Miguel Guzman — Operations Manager
 - Designated PECT
 - Marine Corps veteran
 - Prior management roles at UPS and Amstead Rail
- Christopher Jones — Lead Technician
 - 10 years with business
 - Honored as the 2024 Professional Kitchen Exhaust Cleaning Professional award by IKECA
 - Designated PECT
- Brian Walton — Lead Technician
 - 2 years with business
 - Designated PECT
- Logan League — Lead Technician
 - 1.5 years with business
 - Designated PECT
- Additional employees who have experience conducting kitchen exhaust cleaning

2. Information pertaining to the length of time in business, general business practices, and a general statement of skills and experience.

We believe that we could effectively fulfill Radford University's needs for the following reasons:

- Core Values. Our core values are Integrity, Professionalism, and Safety
- Experience. Our business has provided kitchen exhaust cleaning services since 2000
- Scale. We serve myriad large customers, to include the successful execution of a \$200,000+/year contract; multiple large military, prison system, and hospital contracts; and large university contracts
- Trust. Our customers include military installations and prisons, which have exacting specifications about who may carry our contracts at their facilities. Our employees undergo background checks
- Professionalism. Our business is a member of the International Kitchen Exhaust Cleaning Association. Our owner is a Certified Exhaust Cleaning Specialist and Professional Exhaust Cleaning Technicians. We have additional Professional Exhaust Cleaning Technicians on staff. We strive to leave facilities cleaner and safer than we found them. We provide service reports for all jobs, which include feedback on compliance issues, adequacy of the cleaning interval, and other maintenance suggestions
- Ownership. Our business is owner operated and closely held. It is an SBA-certified Veteran-Owned Small Business
- Equipment. We have top-of-the-line equipment, to include a young fleet of vehicles with mounted pressure washing machines as well as portable machines for hard-to-access kitchen exhaust system components
- Safety. We have a focus on safely executing our cleaning services

3. Provide copies of any licenses and certifications used by the Offeror in the performance of work included in this solicitation. Include copies of any certifications from the Department of Professional and Occupational Regulation (DPOR), and/or State Corporation Commission (SCC).

While kitchen exhaust cleaning is an unlicensed trade, Underpressure goes to great lengths to support industry-wide professionalization efforts, primarily through its membership in the International Kitchen Exhaust Cleaning Association (IKEACA). Please reference Enclosure 4 for supporting certifications. Underpressure is registered with the State Corporation Commission (SCC). Our SCC Entity ID is 05443221. Below is the SCC Certificate of Good Standing:

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That Underpressure, Inc. is duly incorporated under the law of the Commonwealth of Virginia;

That the corporation was incorporated on August 4, 2000;

That the corporation's period of duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

December 20, 2023

A handwritten signature in cursive script, appearing to read 'Bernard J. Logan'.

Bernard J. Logan, Clerk of the Commission

CERTIFICATE NUMBER : 2023122019617188

4. Provide a list of all service equipment to be used by the Offeror in the performance of the work included in this solicitation.

Underpressure uses the following service equipment:

- Box trucks;
- Truck-mounted, self-heating powerwashing machines;
- Electric-powered, portable powerwashing machines;
- Assorted hoses, spray guns, and other cleaning equipment; and
- Small tools including scrapers, steel wool, rags, and ladders to assist with cleaning and access.

C. Pricing Schedule — Please Reference Attachment E in Enclosure 1

D. References — Please Reference Attachment D in Enclosure 1

E. Participation of Small, Women-owned and Minority-owned business (SWaM) Business

Underpressure is a certified SWaM business and would be self-performing its work at Radford University. Our certification number is 669189. Should it enter into a future contract with Radford University, Underpressure agrees to maintain its certification for the life of the contract.



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Safety Data Sheet

1. Identification

Product identifier	Sodium Hydroxide, Solid
CAS number	01310-73-2
Synonyms	Caustic Soda Micropearls, Caustic Soda Prills.
Recommended use	Raw Material
Recommended restrictions	None known

Manufacturer/Importer/Supplier/Distributor information

Manufacturer

Company name	Formosa Plastics Corporation
Factory Address	100 Shui-Guan RD, Jen-wu Shiang, Kaohsiung County, Taiwan
Telephone	
Emergency phone number	+886-7-3711411 ext 5406
Product Information	+886-2-2712-2211 ext 6098
E-mail	Evenwang@fpc.com.tw

Distributor

Company name	Connection Chemical, LP
Address	126 South State Street, Suite 200 Newtown, PA 18940
Telephone	
Emergency phone number	Chemtrec – Domestic +1-800-424-9300
Product Information	+1-215-493-4240
E-mail	Orders@connectionchemical.com



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2. HAZARDS IDENTIFICATION

Physical hazards	Not classified.	
Health hazards	Skin corrosion/irritation	Category 1B
	Serious eye damage/eye irritation	Category 1
	Corrosive to Metals	Category 1
	Specific Target Organ Toxicity (Single Exposure)	Category 3
OSHA defined hazards	Not classified.	

GHS Label elements, including precautionary statements

Pictogram:



Signal word

Danger

Hazard statement(s)

May be corrosive to metals.
 Causes severe skin burns and serious eye damage.
 May cause respiratory irritation.

Precautionary statement(s)

Prevention

Keep only in original packaging.
 Do not breathe dust/fume/gas/mist/vapors/spray.
 Wash skin thoroughly after handling.
 Wear protective gloves/ protective clothing/ eye protection/ face protection.

Response

Use only outdoors or in a well-ventilated area.
 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 reuse.
 IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER or doctor/ physician.
 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continuerinsing. Immediately call a POISON CENTER or

Storage

Store in corrosive resistant container with a resistant inner liner.
 Store locked up.

Disposal	Sore in a well ventilated place. Keep container tightly closed. Dispose of contents/container in accordance with local/regional/national/international regulations.
Hazard(s) not otherwise classified (HNOC)	None known.
Supplemental information	None.



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3. Composition/information on ingredients

Substances

Chemical name	CAS No.	Wt. %
Sodium Hydroxide, Solid	1310-73-2	Approx.99

Percentage ranges of composition to protect confidentiality or due to batch variation.



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4. First-aid measures

Inhalation

Move to fresh air. Call a physician if symptoms develop or persist.

Skin contact

Take off immediately all contaminated clothing. Rinse skin with water. Call a physician or poison control center immediately. Chemical burns must be treated by a physician. Wash contaminated clothing before reuse.

Eye contact

Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Call a physician or poison control center immediately.

Ingestion

Call a physician or poison control center immediately. Rinse mouth. Do not induce vomiting. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs.

Most important symptoms/effects, acute and delayed

Burning pain and severe corrosive skin damage. Causes serious eye damage. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result.

Indication of immediate medical attention and special treatment needed

Provide general supportive measures and treat symptomatically. Chemical burns: Flush with water immediately. While flushing, remove clothes which do not adhere to affected area. Call an ambulance. Continue flushing during transport to hospital. Keep victim under observation. Symptoms may be delayed.

General information

Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.



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5. Fire-fighting measures

Suitable extinguishing media

Water fog. Foam. Dry chemical powder. Carbon dioxide (CO₂).

Unsuitable extinguishing media

Do not use water jet as an extinguisher, as this will spread the fire.

Specific hazards arising from the chemical

During fire, gases hazardous to health may be formed.

Special protective equipment and precautions for firefighters

Self-contained breathing apparatus and full protective clothing must be worn in case of fire.

Fire fighting equipment/instructions

Use water spray to cool unopened containers.

Specific methods

Use standard firefighting procedures and consider the hazards of other involved materials.

General fire hazards

No unusual fire or explosion hazards noted.



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6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Keep out of low areas. Wear appropriate protective equipment and clothing during clean-up. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.

Methods and materials for containment and cleaning up

Stop the flow of material, if this is without risk. Prevent entry into waterways, sewer, basements or confined areas. Following product recovery, flush area with water. For waste disposal, see section 13 of the SDS.

Environmental precautions

Avoid discharge into drains, water courses or onto the ground.



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7. Handling and storage

Precautions for safe handling

Do not get in eyes, on skin, or on clothing. Avoid prolonged exposure. Provide adequate ventilation. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.

**Conditions for safe storage,
including any incompatibilities**

Store locked up. Store in original tightly closed container. Store away from incompatible materials (see Section 10 of the SDS).



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8. Exposure controls/personal protection

Occupational exposure limits

1. US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

Material	Type	Value
Sodium Hydroxide, Solid (CAS 1310-73-2)	PEL	2 mg/m ³

2. US. ACGIH Threshold Limit Values

Material	Type	Value
Sodium Hydroxide, Solid (CAS 1310-73-2)	Ceiling	2 mg/m ³

3. US. NIOSH: Pocket Guide to Chemical Hazards

Material	Type	Value
Sodium Hydroxide, Solid (CAS 1310-73-2)	Ceiling	2 mg/m ³

Biological limit values

Appropriate engineering controls

No biological exposure limits noted for the ingredient(s).
 Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. Eye wash facilities and emergency shower must be available when handling this product.

Individual protection measures, such as personal protective equipment

Eye/face protection

Wear safety glasses with side shields (or goggles) and a face shield.

Skin protection

Hand protection

Wear appropriate chemical resistant gloves.

Other

Wear appropriate chemical resistant clothing.

Respiratory protection

In case of insufficient ventilation, wear suitable respiratory equipment.

Thermal hazards

Wear appropriate thermal protective clothing, when necessary.

General hygiene considerations

Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.



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9. Physical and chemical properties

Appearance

Physical state Solid.
Form Solid.
Color Not available.

Odor

Not available.

Odor threshold

Not available.

pH

12 0.05% wt/wt solution

Melting point/freezing point

613.4 °F (323 °C)

Initial boiling point and boiling range

2530.4 °F (1388 °C)

Flash point

Not available.

Evaporation rate

Not available.

Flammability (solid, gas)

Not available.

Upper/lower flammability or explosive limits

Flammability limit - lower (%) Not available.
Flammability limit - upper (%) Not available.
Explosive limit - lower (%) Not available.
Explosive limit - upper (%) Not available.

Vapor pressure

< 0.0000001 kPa at 25 °C

Vapor density

Not available.

Relative density

Not available.

Solubility(ies)

Solubility (water) 1110 g/l

Partition coefficient (n-octanol/water)

Not available.

Auto-ignition temperature

Not available.

Decomposition temperature

Not available.

Viscosity

Not available.

Other information

Density 2.13 g/cm³ estimated
Dynamic viscosity 4 mPa.s
Dynamic viscosity temperature 662 °F (350 °C)
Kinematic viscosity 1.878 mm²/s estimated
Molecular formula H-Na-O
Molecular weight 40 g/mol
Specific gravity 2.13 at 25 °C



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10. Stability and reactivity

Reactivity

Reacts violently with strong acids. This product may react with oxidizing agents.

Chemical stability

Material is stable under normal conditions.

Possibility of hazardous reactions

Hazardous polymerization does not occur.

Conditions to avoid

Do not mix with other chemicals. Contact with incompatible materials.

Incompatible materials

Acids. Oxidizing agents.

Hazardous decomposition products

No hazardous decomposition products are known.



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11. Toxicological information

Information on likely routes of exposure

Inhalation	May cause irritation to the respiratory system. Prolonged inhalation may be harmful.
Skin contact	Causes severe skin burns.
Eye contact	Causes serious eye damage.
Ingestion	Causes digestive tract burns.

Symptoms related to the physical, chemical and toxicological characteristics

Burning pain and severe corrosive skin damage. Causes serious eye damage. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result.

Information on toxicological effects

Acute toxicity

Not available.

Skin corrosion/irritation

Causes severe skin burns and eye damage.

Serious eye damage/eye irritation

Causes serious eye damage.

Respiratory or skin sensitization

Respiratory sensitization

Not available.

Skin sensitization

This product is not expected to cause skin sensitization.

Germ cell mutagenicity

No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.

Carcinogenicity

This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.

OSHA Specifically Regulated
 Substances (29 CFR
 1910.1001-1050)

Not listed.

Reproductive toxicity

This product is not expected to cause reproductive or developmental effects.

Specific target organ toxicity - single exposure

Not classified.

Specific target organ toxicity - repeated exposure

Not classified.

Aspiration hazard

Not available.

Chronic effects

Prolonged inhalation may be harmful.



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12. Ecological information

Ecotoxicity

The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.

Persistence and degradability

No data is available on the degradability of this product.

Bioaccumulative potential

No data available.

Mobility in soil

No data available.

Other adverse effects

No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.



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13. Disposal considerations

Disposal instructions	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents and container in accordance with government regulations.
Local disposal regulations	Dispose in accordance with all applicable regulations.
Hazardous waste code	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
Waste from residues / unused products	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
Contaminated packaging	Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.



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14. Transport information

DOT

UN number	UN1823
UN proper shipping name	Sodium hydroxide, solid
Transport hazard class(es)	
Class	8
Subsidiary risk	-
Label(s)	8
Packing group	II
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
Special provisions	IB8, IP2, IP4, T3, TP33
Packaging exceptions	154
Packaging non bulk	212
Packaging bulk	240

IATA

UN number	UN1823
UN proper shipping name	Sodium hydroxide, solid
Transport hazard class(es)	
Class	8
Subsidiary risk	-
Packing group	II
Environmental hazards	No.
ERG Code	8L
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
Other information	
Passenger and cargo aircraft	Allowed.
Cargo aircraft only	Allowed.

IMDG

UN number	UN1823
UN proper shipping name	SODIUM HYDROXIDE, SOLID
Transport hazard class(es)	
Class	8
Subsidiary risk	-
Packing group	II
Environmental hazards	
Marine pollutant	No.
EmS	F-A, S-B

Special precautions for user

Read safety instructions, SDS and emergency procedures before handling.
Not applicable.

Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code
DOT



IATA; IMDG





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15. Regulatory information

US federal regulations

This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

All components are on the U.S. EPA TSCA Inventory List.

TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)

Not regulated.

CERCLA Hazardous Substance List (40 CFR 302.4)

Sodium Hydroxide, Solid (CAS 1310-73-2)

Listed.

SARA 304 Emergency release notification

Not regulated.

OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Hazard categories

Immediate Hazard - Yes
Delayed Hazard - No
Fire Hazard - No
Pressure Hazard - No
Reactivity Hazard - No

SARA 302 Extremely hazardous substance

Not listed.

SARA 311/312 Hazardous chemical

Yes

SARA 313 (TRI reporting)

Not regulated.

Other federal regulations

Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List

Not regulated.

Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)

Not regulated.

Clean Water Act (CWA) Section 112(r) (40 CFR 68.130)

Hazardous substance

Safe Drinking Water Act (SDWA)

Not regulated.

Food and Drug

Total food additive

Administration (FDA)

Direct food additive , GRAS food additive

US state regulations

US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)

Not listed.

US. Massachusetts RTK - Substance List

Sodium Hydroxide, Solid (CAS 1310-73-2)

US. New Jersey Worker and Community Right-to-Know Act

Sodium Hydroxide, Solid (CAS 1310-73-2)

US. Pennsylvania Worker and Community Right-to-Know Law

Sodium Hydroxide, Solid (CAS 1310-73-2)

US. Rhode Island RTK

Sodium Hydroxide, Solid (CAS 1310-73-2)

US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.



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16. Other information, including date of preparation or last revision

Issue date	May 4 2015
Version #	Ver.1 2015
Disclaimer	This information was developed from information on the constituent materials. No warranty is expressed or implied regarding the completeness or continuing accuracy of the information contained herein, and FPC disclaims all liability for reliance thereon. The user should satisfy himself that he has all current data relevant to his particular use.

SAFETY DATA SHEET**ZEP INDUSTRIAL PURPLE DEGREASER & CLEANER QT_12CT**

Version 3.2

Revision Date 10/01/2023

Print Date 03/02/2024

SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

Material name : ZEP INDUSTRIAL PURPLE DEGREASER & CLEANER QT_12CT

Material number : R42310

Manufacturer or supplier's details

Company : Zep Inc.

Address : 350 Joe Frank Harris Parkway, SE
Emerson, GA 30137

Telephone : Compliance Services - 877-428-9937

Emergency telephone numbers

For SDS Information : Compliance Services - 877-428-9937

For a Medical Emergency : 877-541-2016 Toll Free - All Calls Recorded

For a Transportation Emergency : CHEMTREC: 800-424-9300 - All Calls Recorded.
In the District of Columbia 202-483-7616

Recommended use of the chemical and restrictions on use**SECTION 2. HAZARDS IDENTIFICATION****Emergency Overview**

Appearance	liquid
Colour	clear, purple
Odour	characteristic

GHS Classification

Skin corrosion : Category 1

Serious eye damage : Category 1

GHS label elements

Hazard pictograms :



Corrosion

Signal word : Danger

Hazard statements : H314 Causes severe skin burns and eye damage.

Precautionary statements : **Prevention:**
P264 Wash skin thoroughly after handling.
P280 Wear protective gloves/ protective clothing/ eye protection/ face protection.
Response:
P301 + P330 + P331 IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

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P303 + P361 + P353 IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water.
 P304 + P340 + P310 IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/doctor.
 P305 + P351 + P338 + P310 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/doctor.
 P363 Wash contaminated clothing before reuse.

Disposal:

P501 Dispose of contents/container in accordance with local regulation.

SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS

Substance / Mixture : Mixture

Hazardous components

Chemical name	CAS-No.	Concentration [%]
Alcohols, C9-11, ethoxylated	68439-46-3	>= 1 - < 3
Oxirane, methyl-, polymer with oxirane, mono(2-ethylhexyl) ether	64366-70-7	>= 1 - < 3

The exact percentages of disclosed substances are withheld as trade secrets.

SECTION 4. FIRST AID MEASURES

General advice : Move out of dangerous area.
 Get medical attention.
 Show this safety data sheet to the doctor in attendance.
 Do not leave the victim unattended.

If inhaled : If unconscious, place in recovery position and seek medical advice.
 If symptoms persist, call a physician.

In case of skin contact : Wash off immediately with plenty of water for at least 15 minutes.
 Remove contaminated clothing and shoes.
 Wash contaminated clothing before reuse.
 If skin irritation persists, call a physician.

In case of eye contact : Rinse immediately with plenty of water for at least 15 minutes.
 Remove contact lenses.
 Protect unharmed eye.
 Keep eye wide open while rinsing.
 If eye irritation persists, consult a specialist.

If swallowed : Keep respiratory tract clear.
 DO NOT induce vomiting unless directed to do so by a

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physician or poison control center.
 Do not give milk or alcoholic beverages.
 Never give anything by mouth to an unconscious person.
 Take victim immediately to hospital.

Most important symptoms and effects, both acute and delayed : Effects are dependent on exposure (dose, concentration, contact time).
 Effects are immediate and delayed.
 Symptoms may include blistering, irritation, burns, and pain.
 Causes severe skin burns and eye damage.
 Review section 2 of SDS to see all potential hazards.

Notes to physician : Treat symptomatically. Symptoms may be delayed.

SECTION 5. FIREFIGHTING MEASURES

Suitable extinguishing media : Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

Unsuitable extinguishing media : High volume water jet

Specific hazards during firefighting : Do not allow run-off from fire fighting to enter drains or water courses.

Hazardous combustion products : Carbon dioxide (CO2)
 Carbon monoxide
 Smoke

Specific extinguishing methods : Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Further information : Collect contaminated fire extinguishing water separately. This must not be discharged into drains.
 Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations.
 Standard procedure for chemical fires.

Special protective equipment for firefighters : Wear self-contained breathing apparatus for firefighting if necessary.

SECTION 6. ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures : Use personal protective equipment.

Environmental precautions : Prevent product from entering drains.
 Prevent further leakage or spillage if safe to do so.
 If the product contaminates rivers and lakes or drains, inform respective authorities.

Methods and materials for containment and cleaning up : Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust).
 Keep in suitable, closed containers for disposal.

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SECTION 7. HANDLING AND STORAGE

- Advice on safe handling : Do not breathe vapours or spray mist.
 Avoid contact with skin and eyes.
 For personal protection see section 8.
 Smoking, eating and drinking should be prohibited in the application area.
 Dispose of rinse water in accordance with local and national regulations.
- Conditions for safe storage : Keep container tightly closed in a dry and well-ventilated place.
 Observe label precautions.
 Electrical installations / working materials must comply with the technological safety standards.
- Materials to avoid : Do not store near acids.

SECTION 8. EXPOSURE CONTROLS/PERSONAL PROTECTION**Components with workplace control parameters**

Contains no substances with occupational exposure limit values.

Engineering measures : effective ventilation in all processing areas

Personal protective equipment

Respiratory protection : No personal respiratory protective equipment normally required.

Hand protection

Material

: Protective gloves

Remarks

: The suitability for a specific workplace should be discussed with the producers of the protective gloves.

Eye protection

: Access to clean water to rinse eyes must be available, options include: eye wash stations or showers, or eye wash bottles with pure water.

Wear safety glasses with side shields or goggles.

Skin and body protection

: Impervious clothing

Choose body protection according to the amount and concentration of the dangerous substance at the work place.

Hygiene measures

: When using do not eat or drink.

When using do not smoke.

Wash hands before breaks and at the end of workday.

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SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance	: liquid
Colour	: clear, purple
Odour	: characteristic
Odour Threshold	: No data available
pH	: 11.50
Melting point/freezing point	: No data available
Boiling point	: No data available
Flash point	: Not applicable
Upper explosion limit	: No data available
Lower explosion limit	: No data available
Vapour pressure	: No data available
Relative vapour density	: No data available
Density	: 1.007 g/cm ³
Bulk density	: No data available
Solubility(ies)	
Water solubility	: completely soluble
Solubility in other solvents	: not determined
Partition coefficient: n-octanol/water	: No data available
Auto-ignition temperature	: No data available
Thermal decomposition	: No data available
Viscosity	
Viscosity, dynamic	: No data available

SECTION 10. STABILITY AND REACTIVITY

Reactivity	: Stable
Chemical stability	: Stable under normal conditions.
Possibility of hazardous reactions	: No decomposition if stored and applied as directed.
Conditions to avoid	: Extremes of temperature and direct sunlight.
Incompatible materials	: Acids

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Hazardous decomposition products : Carbon monoxide, carbon dioxide and unburned hydrocarbons (smoke).

SECTION 11. TOXICOLOGICAL INFORMATION**Potential Health Effects**

Aggravated Medical Condition : None known.

Symptoms of Overexposure : Effects are dependent on exposure (dose, concentration, contact time).
Effects are immediate and delayed.
Symptoms may include blistering, irritation, burns, and pain.
Causes severe skin burns and eye damage.
Review section 2 of SDS to see all potential hazards.
Treat symptomatically. Symptoms may be delayed.

Carcinogenicity:

IARC No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

ACGIH No component of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by ACGIH.

OSHA No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

NTP No component of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

Acute toxicity**Product:**

Acute oral toxicity : Acute toxicity estimate : > 5,000 mg/kg
Method: Calculation method

Components:**Alcohols, C9-11, ethoxylated:**

Acute oral toxicity : LD50 Oral Rat: 1,400 mg/kg

Skin corrosion/irritation**Product:**

Remarks: Extremely corrosive and destructive to tissue.

Serious eye damage/eye irritation**Product:**

Remarks: Risk of serious damage to eyes.

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Respiratory or skin sensitisation

No data available

Germ cell mutagenicity

No data available

Carcinogenicity

No data available

Reproductive toxicity

No data available

STOT - single exposure

No data available

STOT - repeated exposure

No data available

Aspiration toxicity

No data available

Further information

Product:

Remarks: No data available

SECTION 12. ECOLOGICAL INFORMATION

Ecotoxicity

No data available

Persistence and degradability

No data available

Bioaccumulative potential

Product:

Partition coefficient: n-octanol/water : Remarks: No data available

Mobility in soil

No data available

Other adverse effects

No data available

Product:

Regulation 40 CFR Protection of Environment; Part 82 Protection of

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Remarks	Stratospheric Ozone - CAA Section 602 Class I Substances This product neither contains, nor was manufactured with a Class I or Class II ODS as defined by the U.S. Clean Air Act Section 602 (40 CFR 82, Subpt. A, App.A + B).
Additional ecological information	: No data available

SECTION 13. DISPOSAL CONSIDERATIONS

Disposal methods

Waste from residues	: Do not dispose of waste into sewer. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of in accordance with local regulations.
Contaminated packaging	: Empty remaining contents. Dispose of as unused product. Do not re-use empty containers.

SECTION 14. TRANSPORT INFORMATION

Transportation Regulation: 49 CFR (USA):
UN3266, Corrosive liquid, basic, inorganic, n.o.s., (SODIUM HYDROXIDE), 8, III - Limited quantity

Transportation Regulation: IMDG (Vessel):
UN3266, CORROSIVE LIQUID, BASIC, INORGANIC, N.O.S., (SODIUM HYDROXIDE), 8, III - Limited quantity

Transportation Regulation: IATA (Cargo Air):
UN3266, Corrosive liquid, basic, inorganic, n.o.s., (SODIUM HYDROXIDE), 8, III

Transportation Regulation: IATA (Passenger Air):
UN3266, Corrosive liquid, basic, inorganic, n.o.s., (SODIUM HYDROXIDE), 8, III

Transportation Regulation: TDG (Canada):
UN3266, CORROSIVE LIQUID, BASIC, INORGANIC, N.O.S., (SODIUM HYDROXIDE), 8, III - Limited quantity

The product as delivered to the customer conforms to packaging requirements for shipment by road under US Department of Transportation (DOT) regulations. Additional transportation classifications noted above are for reference only, and not a certification or warranty of the suitability of the packaging for shipment under these alternative transport regulations.

SECTION 15. REGULATORY INFORMATION

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TSCA list : No substances are subject to a Significant New Use Rule.
 No substances are subject to TSCA 12(b) export notification requirements.

EPCRA - Emergency Planning and Community Right-to-Know Act

CERCLA Reportable Quantity

Components	CAS-No.	Component RQ (lbs)	Calculated product RQ (lbs)
sodium hydroxide	1310-73-2	1000	*

*: Calculated RQ exceeds reasonably attainable upper limit.

SARA 304 Extremely Hazardous Substances Reportable Quantity

This material does not contain any components with a section 304 EHS RQ.

SARA 311/312 Hazards : Skin corrosion or irritation
 Serious eye damage or eye irritation

SARA 302 : No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

SARA 313 : This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

California Prop. 65

This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm.

The components of this product are reported in the following inventories:

DSL All components of this product are on the Canadian DSL
TSCA On TSCA Inventory

For information on the country notification status for other regions please contact the manufacturer's regulatory group.

Inventory Acronym and Validity Area Legend:

TSCA (USA), DSL (Canada), NDSL (Canada)

SECTION 16. OTHER INFORMATION

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Further information

NFPA:

HEALTH	3
FLAMMABILITY	1
INSTABILITY	0
SPECIAL HAZARD.	

0 = not significant, 1 = Slight,
2 = Moderate, 3 = High
4 = Extreme

HMIS III:

HEALTH	3
FLAMMABILITY	1
PHYSICAL HAZARD	0

0 = not significant, 1 = Slight,
2 = Moderate, 3 = High
4 = Extreme, * = Chronic

OSHA - GHS Label Information:

Hazard pictograms :



Corrosion

Signal word :

Danger:

Hazard statements :

Causes severe skin burns and eye damage.

Precautionary statements :

Prevention: Wash skin thoroughly after handling. 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. IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/doctor. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/doctor. Wash contaminated clothing before reuse.

Disposal: Dispose of contents/container in accordance with local regulation.

SAFETY DATA SHEET**ZEP INDUSTRIAL PURPLE DEGREASER & CLEANER QT_12CT**

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Revision Date:	10/01/2023
Print Date:	03/02/2024

We believe the statements, technical information and recommendations contained herein are reliable, but they are given without warranty or guarantee of any kind. The information in this document applies to this specific material as supplied. It may not be valid for this material if it is used in combination with any other materials. Users should make their own investigations to determine the suitability and applicability of the information for their particular purposes. This SDS has been prepared by the Compliance Services organization supporting this manufacturer, supplier or distributor.

Section 1 - Identification

Product Name: Hood Rat (26110)

Pressure Works Inc.
1704 Roseneath Rd.
Richmond, VA 23230
804-358-1129

Emergency Phone: 800-535-5053

Product Use: Designed to clean and degrease commercial kitchens

Section 2 - Hazards Identification

GHS Ratings:

Oral Toxicity	Acute Tox. 4	Oral>300+<=2000mg/kg
Skin corrosive	1A	Destruction of dermal tissue: Exposure < 3 min. Observation < 1 hour, visible necrosis in at least one animal
Eye corrosive	1	Serious eye damage: Irreversible damage 21 days after exposure, Draize score: Corneal opacity >= 3, Iritis > 1.5

GHS Hazards

H302	Harmful if swallowed
H314	Causes severe skin burns and eye damage
H318	Causes serious eye damage

GHS Precautions

P260	Do not breathe dust/fume/gas/mist/vapours/spray
P264	Wash hands thoroughly after handling
P270	Do not eat, drink or smoke when using this product
P280	Wear protective gloves/protective clothing/eye protection/face protection
P310	Immediately call a POISON CENTER or doctor/physician if you feel unwell after exposure of this product
P321	Specific treatment (see First Aid below or label)
P330	Rinse mouth
P363	Wash contaminated clothing before reuse
P301+P312	IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell
P301+P330+P331	IF SWALLOWED: Call a POISON CENTER or doctor/physician. Rinse mouth. Do NOT induce vomiting
P303+P361+P353	IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower
P304+P340	IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
P305+P351+P338	IF IN EYES: Rinse continuously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing
P405	Store locked up
P501	Dispose of contents/container in conformance with State, Local, and Federal regulations.

Signal Word: Danger



Section 3 - Composition, Information on Ingredients

Chemical Name	CAS number	Weight Concentration %
Caustic Potash	1310-58-3	20.00%

Section 4 - First Aid Measures

INHALATION: If inhalation of mists, vapors, or spray occurs and adverse effects result, remove to uncontaminated area. Evaluate ABC's (is Airway constricted, is Breathing occurring, and is blood Circulating) and treat symptomatically. GET MEDICAL ATTENTION IMMEDIATELY. There is no specific antidote, treat symptomatically.

EYE CONTACT: Immediately flush contaminated eyes with a directed stream of water for as long as possible. Remove contact lenses, if present and easy to do. Continue rinsing. GET MEDICAL ATTENTION IMMEDIATELY. Washing eyes within several seconds is essential to achieve maximum effectiveness.

SKIN CONTACT: Immediately flush contaminated areas with water. Remove contaminated clothing, jewelry, and shoes immediately. Wash contaminated areas with large amounts of water. GET MEDICAL ATTENTION IMMEDIATELY. Thoroughly clean and dry contaminated clothing before reuse. Discard contaminated leather goods.

INGESTION: If swallowed, do not induce vomiting. For definite or probable ingestion, do not administer oral fluids. If vomiting occurs spontaneously, keep airway clear. Monitor airway. Volume resuscitation (IV fluids) and circulatory support (CPR) may be required. Never give anything by mouth to an unconscious or convulsive person. GET MEDICAL ATTENTION IMMEDIATELY.

Notes to Physician: Medical observation and assessment is recommended for all ingestions, all eye exposures, and symptomatic inhalation and dermal exposures. For symptomatic ingestion, do not administer oral fluids and consider investigation by endoscopy, X-ray, or CT scan. Esophageal perforation, airway compromise, hypotension, and shock are possible. For prolonged exposures and significant exposures, consider delayed injury to exposed tissues. There is no antidote. Treatment is supportive care. Follow normal parameters for airway, breathing, and circulation. Surgical intervention may be required.

Section 5 - Fire Fighting Measures

Flash Point: N/A

LEL:

UEL:

Fire Hazard: Negligible fire hazard.

Flash point: Not flammable

Extinguishing Media: Use extinguishing agents appropriate for surrounding fire.

Sensitivity to Mechanical Impact: Not sensitive. **Sensitivity to Static Discharge:** Not sensitive. **GHS:Physical**

Hazards: - Corrosive to Metals

Hazardous Decomposition:

Toxic Vapors of Potassium Oxide

Fire Fighting: Move container from fire area if it can be done without risk. Cool containers with water. Avoid contact with skin. Do not apply water directly on this product. Heat is generated when mixed with water. Wear NIOSH approved positive-pressure self-contained breathing apparatus operated in pressure demand mode.

Section 6 - Accidental Release Measures

Personal Precautions: Do not get in eyes, on skin or on clothing. Avoid breathing mist, vapor, or spray. Do not ingest. Wear appropriate personal protective equipment recommended in Section 8 of the SDS.

Methods and Materials for Containment and Cleaning Up: In case of spill or leak, stop the leak as soon as possible, if safe to do so. Completely contain spilled materials with dikes, sandbags, etc. Shovel dry material into suitable container. Liquid material may be removed with a vacuum truck. Remaining material may be diluted with water and neutralized with dilute acid, then absorbed and collected. Flush spill area with water, if appropriate.

Environmental Precautions: Keep out of water supplies and sewers. Do not flush into surface water or sanitary sewer system. This material is alkaline and may raise the pH of surface waters with low buffering capacity. Releases should be reported, if required, to appropriate agencies.

Section 7 - Handling & Storage

Handling Procedures: Avoid breathing vapor or mist. Do not get in eyes, on skin, or on clothing. Wash thoroughly after handling. Do not ingest. Do not eat, drink or smoke in areas where this material is used. Wear personal protective equipment as described in Exposure Controls/Personal Protection (Section 8) of the SDS. NEVER add water to product. When mixing, slowly add to water to minimize heat generation and spattering.

Storage Conditions: Store and handle in accordance with all current regulations and standards. Keep container tightly closed and properly labeled. Do not store in aluminum container or use aluminum fittings or transfer lines, as flammable hydrogen gas may be generated. Keep separated from incompatible substances (see Section 10 of SDS).

Section 8 - Exposure Controls/Personal Protection

Chemical Name / CAS No.	OSHA Exposure Limits	ACGIH Exposure Limits	Other Exposure Limits
Caustic Potash 1310-58-3	PEL Ceiling 2mg/m3	Ceiling 2mg/m3	Not Established

ENGINEERING CONTROLS:

Provide local exhaust ventilation where dust or mist may be generated. Ensure compliance with applicable exposure limits.

Respiratory Protection: An approved respirator with N95 (dust, fume, mist) cartridges may be permissible under certain circumstances where airborne concentrations are expected to exceed exposure limits, or when symptoms have been observed that are indicative of overexposure. If eye irritation occurs, a full face style mask should be used. A respiratory protection program that meets applicable regulatory requirements must be followed whenever workplace conditions warrant use of a respirator.

PERSONAL PROTECTIVE EQUIPMENT:

Eye Protection: Wear chemical safety goggles with a faceshield to protect against eye and skin contact when appropriate. Provide an emergency eye wash fountain and quick drench shower in the immediate work area.

Skin and Body Protection: Wear chemical resistant clothing and rubber boots when potential for contact with the material exists. Contaminated clothing should be removed, then discarded or laundered.

Hand Protection: Wear appropriate chemical resistant gloves

Protective Material Types: Natural rubber, Neoprene, Nitrile, Polyvinyl chloride (PVC), Tyvek, Tychem.

Respiratory Protection: A NIOSH approved respirator with N95 (dust, fume, mist) cartridges may be permissible under certain circumstances where airborne concentrations are expected to exceed exposure limits, or when symptoms have been observed that are indicative of overexposure. If eye irritation occurs, a full face style mask should be used. A respiratory protection program that meets 29 CFR 1910.134 must be followed whenever workplace conditions warrant use of a respirator.

HYGIENE MEASURES: Handle in accordance with good industrial hygiene and safety practices. Wash hands and

affected skin immediately after handling, before breaks, and at the end of the workday . When using do not eat or drink. When using do not smoke.

Section 9 - Physical & Chemical Properties

Appearance Clear Liquid pH 13 - 14+	Color Light Red/Pink
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Section 10 - Stability & Reactivity

Reactivity/ Stability: Stable at normal temperatures and pressures.

Conditions to Avoid: Mixing with acid, or incompatible materials may cause splattering and release of large amounts of heat. Will react with some metals forming flammable hydrogen gas. Carbon monoxide gas may form upon contact with reducing sugars, food and beverage products in enclosed spaces.

STABLE

Incompatibilities:

Avoid contact with acids. Avoid strong acids and oxidizers. Never add water to this product.
 Avoid contact with Al, Zn, Sn, Cu and Al, Zn, Sn, Cu alloys. Contact with metals causes formation of flammable hydrogen gas. Avoid ether. Avoid water solutions. Avoid organic materials.

Hazardous Decomposition:

Toxic Vapors of Potassium Oxide

None Known

Hazardous polymerization will not occur.

Section 11 - Toxicological Information

Mixture Toxicity

Oral Toxicity LD50: 1,665mg/kg

Component Toxicity

ACUTE TOXICITY:

The severity of the tissue damage is a function of its concentration, the length of tissue contact time, and local tissue conditions. After exposure there may be a time delay before irritation and other effects occur . This material is a strong irritant and is corrosive to the skin, eyes, and mucous membranes. This material may cause severe burns and permanent damage to any tissue with which it comes into contact. Inhalation will cause severe irritation, possible burns with pulmonary edema, which may lead to pneumonitis. Skin contact with this material may cause severe irritation and corrosion of tissue. Repeated exposure may cause dermatitis. Eye contact can cause severe irritation, corrosion with possible corneal damage and blindness. Ingestion may cause irritation, corrosion/ulceration, nausea, and vomiting.

CARCINOGENICITY: This product is not classified as a carcinogen by NTP, IARC or OSHA.

CAS Number

Description

% Weight

Carcinogen Rating

Section 12 - Ecological Information

ECOTOXICITY DATA:

Aquatic Toxicity: This material has exhibited moderate toxicity to aquatic organisms. Data provided are for sodium hydroxide.

Fish Toxicity:

LC50 Brook trout: 25 ppm/ 24 hr

LC50 King salmon: 48 ppm

Invertebrate Toxicity:

LC50 Daphnia magna: 100 ppm

LC50 Shrimp: 33 - 100 ppm/48 hr

LC50 Cockle: 330 - 1000 ppm/48 hr

FATE AND TRANSPORT:

BIODEGRADATION: No information available

PERSISTENCE: Soluble in water, persistence is unlikely based on information available .

BIOCONCENTRATION: This material is not expected to bioconcentrate in organisms.

ADDITIONAL ECOLOGICAL INFORMATION: This material has exhibited slight toxicity to terrestrial organisms.

Component Ecotoxicity

Section 13 - Disposal Considerations

Waste from material: Reuse or reprocess, if possible. Dispose in accordance with all applicable regulations. May be subject to disposal regulations: U.S. EPA 40 CFR 261. Hazardous Waste Number(s): D002.

Section 14 - Transportation Information

<u>Agency</u>	<u>Proper Shipping Name</u>	<u>UN Number</u>	<u>Packing Group</u>	<u>Hazard Class</u>
DOT	Corrosive liquid, basic, inorganic, n.o.s. (Potassium Hydroxide),	UN3266	PGII	8

Section 15 - Regulatory Information

- None

Section 16 - Other Information

Hazardous Material Information System (HMIS)

HEALTH	<input type="text" value="2"/>
FLAMMABILITY	<input type="text" value="0"/>
PHYSICAL HAZARD	<input type="text" value="1"/>
PERSONAL PROTECTION	<input type="text" value="D"/>

HMIS & NFPA Hazard Rating

Legend

* = Chronic Health Hazard

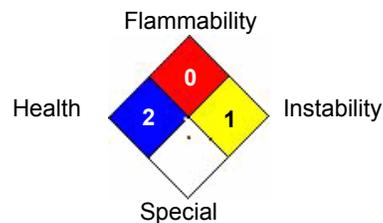
0 = INSIGNIFICANT

1 = SLIGHT

2 = MODERATE

3 = HIGH

National Fire Protection Association (NFPA)



The information above is believed to be accurate and represents the best information currently available to us. However, we make no warranty of merchantability or any other warranty, express or implied, with respect to such information, and we assume no liability resulting from its use. Users should make their own investigations to determine the suitability of the information for their particular purposes. In no way shall the company be liable for any claims, losses, or damages of any third party or for lost profits or any special, indirect, incidental, consequential or exemplary damages, howsoever arising, even if the company has been advised of the possibility of such damages.

Date Prepared: 3/4/2019



Underpressure, Inc.

*is hereby considered an Active North American Member
in good standing for the year*

2024

*and has agreed to provide
kitchen exhaust cleaning services
in accordance with established
IKECA Standards and Practices
and all other pertinent codes and regulations.*

A handwritten signature in black ink, reading 'Kathleen DeMarco', is written over a horizontal line.

*Kathleen DeMarco, CAE
Executive Director*

Member ID: 59767786

Expires: 03/01/2025



The International Kitchen Exhaust Cleaning Association

certifies

Robert Knauer

of

Underpressure, Inc.

as a Certified Exhaust Cleaning Specialist (CECS) who possesses and has demonstrated a comprehensive knowledge and thorough understanding of kitchen exhaust cleaning principles, kitchen exhaust fire safety, and applicable industry codes and standards, including those set forth in NFPA 96.

This certification number 200451 is fully recognized by the bylaws and policies and procedures of this professional organization. IKECA does not endorse the performance of any individual or company. This certificate is renewable on an annual basis and expires on 6/1/2025.



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Robert Knauer of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2027

200401

Expiration Date

PECT Number



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Miguel Guzman of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2028

200495

Expiration Date

PECT Number



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Chris Jones of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2028

200466

Expiration Date

PECT Number



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Logan League of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2028

200481

Expiration Date

PECT Number



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Drew Perry of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2028

200489

Expiration Date

PECT Number



Having successfully completed all program requirements the

International Kitchen Exhaust Cleaning Association

designates

Brian Walton of Underpressure, Inc.
as a

Professional Exhaust Cleaning Technician

June 1, 2028

200488

Expiration Date

PECT Number



202-205-8800 | sba.gov
409 3rd St, SW. Washington DC 20416

Oct. 7, 2024

UNDERPRESSURE, INC.
SAM UEI: RXRFY2Q4JR29
8272 MEADOWBRIDGE RD
MECHANICSVILLE, VA 23116

Veteran: Robert Knauer

Dear UNDERPRESSURE, INC.:

I am writing to inform you that the SBA has reviewed and accepted the material change(s) submitted on Oct. 7, 2024 for UNDERPRESSURE, INC.. Your business remains certified by the Veteran Small Business Certification Program (VetCert) at SBA. Your certification confirms your eligibility to compete for set-aside contracting opportunities, as well as other benefits, as a Veteran-Owned Small Business (VOSB).

What you need to know:

- UNDERPRESSURE, INC. remains certified as a Veteran-Owned Small Business (VOSB) and publicly listed at veterans.certify.sba.gov.
- This determination does not impact the dates of your current period of eligibility. Your certification remains valid until Feb. 16, 2028.
- You may visit [SBA's website to download SBA-approved digital icons](https://sba.gov) that indicate your certification status.
- SBA may conduct a program examination at your office or work site during your certification period to verify the accuracy of your certification.
- You may apply for recertification 120 days prior to your expiration date by logging in to your Veteran Small Business Certification profile.

What to do if you have additional business changes:

You must inform SBA of any changes to the business that could affect its eligibility for the program, such as:

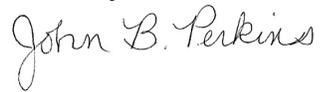
- a closure
- a change to the firm's ownership, business structure, or control
- filing of a bankruptcy
- a change in a Veteran-owner's active duty status

You can inform SBA of changes through the VetCert website at veterans.certify.sba.gov. Failure to report eligibility changes within 30 days of the change could result in:

- Civil and criminal penalties
- A referral to the Debarment and Suspension Committee
- Decertification and removal from the Veteran Small Business Certification Program

Please keep a copy of this letter to confirm UNDERPRESSURE, INC.'s continued program eligibility. Thank you for your service to our country and for continuing to serve the United States through small business ownership.

Sincerely,



John B. Perkins
Director Veteran Small Business Certification Program



All SBA programs and services are extended to the public on a nondiscriminatory basis.

Underpressure Inc Capability Statement



Robert Knauer, President
8272 Meadowbridge Rd
Mechanicsville, VA 23116
rknauer@underpressure-inc.com
(804) 769-8035

Core Competencies

Underpressure Inc is a Veteran-Owned Small Business based outside of Richmond, VA that has a 20+ year history of performing quality work for many respected customers, including the U.S. military, premier educational institutions, world-class hospitals, and some of America's largest corporations.

Underpressure Inc's core business offering is kitchen exhaust cleaning. Additional services include tiled floor cleanings and exterior pressure washing.

CAGE Code: 5P8U3

Differentiators

- In business since 2000
- Capable and committed staff
- Employee background checks
- Liability insurance coverage to \$4,000,000
- High-quality equipment and vehicles
- Longstanding customer relationships
- SBA-Certified Veteran-Owned Small Business
- Virginia-Certified Small and Micro Business
- Active Member of International Kitchen Exhaust Cleaning Association with certifications to include Certified Exhaust Cleaning Specialist

Underpressure Inc is a fire and life safety business that customers trust to remove combustible material from kitchen exhaust systems in accordance with internationally-recognized standards.

Past Performance

- Virginia Commonwealth University — kitchen exhaust cleaning for academic campus since 2019
- Country Club of Virginia — kitchen exhaust cleaning for country club restaurants since 2020
- Fort Eustis — kitchen exhaust cleaning of base facilities 2019-24
- Capital One (subcontract via JLL) — kitchen exhaust cleaning of corporate campus since 2001
- Multiple Bon Secours Mercy Hospitals — kitchen exhaust cleaning of kitchens and cafeterias since 2020



BON SECOURS MERCY HEALTH



Negotiation Points

Radford University RFP #R24-010

As allowed in **Section 11.B – 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 that the terms and conditions as published in the RFP solicitation 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 year?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does UnderPressure Inc. agree that the contract may be renewed by Radford University upon a written agreement by both parties for four additional one-year terms, under the terms of the current contract?

VENDOR: Yes

5. **RADFORD UNIVERSITY:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

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

Negotiation Points

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:** Does UnderPressure Inc. agree to provide invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

VENDOR: Yes

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

VENDOR: Yes

3. **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, all items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3.5%, whichever is less?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Are there any improvements that can be made to your total price schedule? If yes, please provide an amended pricing schedule.

VENDOR: No, but we agree to limit price increases to no more than 3.0% or the increase in the Consumer Price Index - CPI, all items category for the latest twelve (12) months for which statistics are available at the time of renewal, whichever is less.

5. **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:

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

Negotiation Points

VENDOR: We generally send four employees to each cleaning, and they would be drawn from the following current employees subjected to any intervening personnel changes:

- Dustin Bevins,
- Celitta Boatwright,
- Philip Campos,
- Trevor Gooch,
- Miguel Guzman,
- Monica Harris,
- Grayle Hunley,
- Christopher Jones,
- Caleb Justice,
- Robert Knauer,
- Logan League,
- Drew Perry,
- Zach Perry,
- Kyle Rusch,
- Kathleen Seeley,
- Dalton Sheldon, and
- Colby Sydnor.

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

VENDOR: We appreciate the support that Radford University has been providing to this contract and do not have any expectations that exceed the current level of support. We would highlight the following expectations as playing an important role in helping us to effectively execute the current contract:

- That Radford University will provide Underpressure with access to the facilities requiring cleaning, to include kitchens, fan access, and access to the kitchen exhaust system ductwork;
- That Radford University will provide Underpressure with access to water to conduct cleanings;
- That Radford University will scheduling a block of two consecutive days during which Underpressure may access the facilities requiring cleaning;
- That Radford University will advise Underpressure as to any changes in the scope of the contract so that Underpressure can ensure enough personnel are on hand; and
- The availability of Radford University facilities and fire safety personnel to conduct a walk-through following cleanings to ensure that the work performed meets Radford University's expectations.

