

MAGGIE L. WALKER GOVERNOR'S SCHOOL
REQUEST FOR PROPOSAL
HOUSEKEEPING SERVICES

RFP No. MLWGS-RFP-2019-1

RELEASE DATE:

February 1, 2019

MAGGIE L. WALKER GOVERNOR'S SCHOOL
1000 N. LOMBARDY STREET
Richmond, Virginia 23220

MAGGIE L. WALKER GOVERNOR'S SCHOOL
1000 N. LOMBARDY STREET
Richmond, Virginia 23220

PROPOSAL REGISTRATION

**ALL VENDORS SHALL COMPLETE AND RETURN TO TROY MITCHELL
AT THE ABOVE ADDRESS OR FAX TO 804-354-6939**

Proposal Number: MLWGS-RFP-2019-1

Title: Housekeeping Services

Complete the information below and fax this sheet immediately to Troy Mitchell at 804-354-6939 or mail to the address noted above.

Amendments will be posted on the Governor's School website at www.mlwgs.com/welcome-to-mlwgs/purchasing (click on RFP No. MLWGS-RFP-2019-1). It is the responsibility of all participants to monitor this site for new or changing information.

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Signed: _____

Date: _____

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**SECTION I
GENERAL INFORMATION**

1.01 Purpose

The purpose of this Request for Proposal (RFP), #MLWGS-RFP-2019-1, is to attract written proposals from responsive and responsible vendors to establish a one (1) year term contract with three (3) optional one-year renewals to provide Housekeeping Services at the Maggie L. Walker Governor's School (MLWGS) for eligible users in accordance with the Scope of Services at Exhibit A. It is anticipated that the contract will be effective July 1, 2019 through June 30, 2020. MLWGS's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Regional Board of the Maggie L. Walker Governor's School.

1.02 Issuing Office

- a. The points of contact with MLWGS for purposes of this RFP are the Assistant Director, Operations or the Facilities Manager, defined as follows:

Max Smith, Assistant Director, Operations
Maggie L. Walker Governor's School
1000 N. Lombardy Street
Richmond, Virginia 23220
Telephone: 804-354-6800 ext. 1001
Fax: 804-354-6939
E-mail: msmith@gsgis.k12.va.us

Troy Mitchell, Facilities Manager
Maggie L. Walker Governor's School
1000 N. Lombardy Street
Richmond, Virginia 23220
Telephone: 804-354-6800 ext. 1401
Fax: 804-354-6939
E-mail: tmitchell@gsgis.k12.va.us

- b. Vendors shall not contact any other office or employee of MLWGS for information with respect to this RFP. MLWGS shall not be bound by any information from whatever source that is not expressly contained within this RFP.

1.03. Definitions

The following definitions shall apply throughout this Contract:

a. **Contract:** An executed document between the Contractor and MLWGS, including any and all Exhibits, Modifications or revisions thereto, and any Purchase Orders issued under this Contract that constitutes the binding agreement between the Parties.

b. **Contractor:** The vendor performing the services set forth in this contract to MLWGS.

c. **Housekeeping Services:** The performance of providing housekeeping services to MLWGS, as specified in the Scope of Services attached hereto, and incorporated herein as Exhibit A.

d. **Purchase Order.** A document used by MLWGS to formalize a purchase transaction with the Contractor, which shall include, among other things, the contract number, description, price of goods and services ordered, payment, discount, date of performance, and other applicable factors relevant to the purchase.

e. **Vendor.** Any qualified private sector business entity, not-for-profit or for-profit organization that has timely responded to all of the applicable provisions of this RFP. By explicit statement within the Introduction, "vendor" is synonymous with "qualified vendor" in that all vendors must be qualified in order to participate in the RFP process.

SECTION II SPECIAL CONDITIONS

2.01. Overview

This RFP contains instructions for the submission of a proposal, content requirements, descriptions of the services to be provided, eligibility requirements and other requirements to be met by the vendor, timeline for the selection process, deadline for proposals, and a description of proposal evaluation criteria.

2.02. Reservations and Responsiveness of Proposals

MLWGS reserves the right to accept or reject any or all proposals received. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of MLWGS's official file, without obligation to MLWGS.

a. Responsiveness of Proposals.

Proposals will not be considered if not received by MLWGS on or before the date and time specified. A vendor that submits a proposal by mail should allow sufficient mail handling time to ensure timely delivery. No extension of time will be granted for submissions by mail or any other type of submission.

(1) No electronic mail or facsimile proposals will be accepted.

(2) A proposal may be found to be non-responsive by reasons, that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, improper and/or undated signatures.

(3) MLWGS reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of MLWGS.

b. Multiple Proposals.

Proposals may be rejected if more than one proposal is received from a vendor. Such duplicate interest may cause the rejection of all proposals in which such vendor has participated.

c. Other Conditions.

Other conditions that may cause rejection of proposals include, but are not limited to, evidence of collusion among vendors, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts.

2.03. Withdrawal of Proposal.

Requests for withdrawal may be considered if received by MLWGS, in writing, within seventy-two (72) hours after the proposal opening date and time. Requests received may be granted by MLWGS upon proof of the impossibility to perform based upon an obvious error on the part of the vendor.

2.04. Interpretation/Questions.

Any technical questions arising from this RFP must be forwarded, in writing, to the Facilities Manager, no later than 2:00 p.m. (EST) February 15, 2019. Written questions may be submitted by mail, email or facsimile. No further technical questions regarding this RFP will be entertained after 2:00 p.m. (EST) February 15, 2019. Only written inquiries from potential vendors, which are signed by persons authorized to contractually bind the vendor, will be recognized by MLWGS as duly authorized expressions on behalf of the potential vendors. Written responses to questions will be posted February 14, 2019 on the Maggie L. Walker Governor's School web site at www.mlwgs.com >About >Purchasing (RFP's)>RFP No. MLWGS-RFP-2019-1, click on QUESTIONS AND ANSWERS on the same page when updated). Answers to questions that constitute an amendment to this RFP will be identified as such. It is the vendors' responsibility to check the web page for the answers to this RFP.

2.05. Timetable.

MLWGS's anticipated effective date for award of contract is April 18, 2019.

DATE PROCESS

February 1, 2019 RFP Released and Appears on MLWGS website
February 15, 2019 Last Date for Submission of Vendor Questions
February 22, 2019 Response to Vendor Questions Posted on MLWGS website
March 7, 2019 Proposals Due by 11:00 A.M. (EST)
March 8, 2019 Evaluations of Proposals to Commence
March 12, 2019 Price Proposals Opened
March 15, 2019 Results of Evaluations posted on MLWGS website.
March 22, 2019 Presentation of RFP results to the Regional Board (first reading)
April 18, 2019 Adoption of winning RFP (if accepted by the Regional Board)

2.06. Oral Instructions/Amendments to the RFP.

No decisions or actions will be initiated or executed by a potential vendor as a result of any oral discussions with a MLWGS employee. Only those communications that are in writing from MLWGS will be considered as a duly authorized expression on behalf of MLWGS. If it becomes necessary to amend any part of this RFP, amendments will be posted on the MLWGS website. It is the responsibility of all potential vendors to monitor this site for any changing information prior to submitting your proposal.

2.07. Term.

The term of this Contract shall be for a period of one (1) year for the base period, (commencing on July 1, 2019 and terminating on June 30, 2020), with three (3) additional one-year renewals, unless terminated as provided herein.

2.08. Renewal.

Upon mutual agreement of the Parties, this Contract, or any portion thereof, may be renewed, on the same terms and conditions. MLWGS shall consider several factors including, but not limited to, satisfactory performance evaluations of the Contractor by MLWGS, and legislative appropriation, in determining whether to renew the Contract. MLWGS shall provide written notice to the Contractor regarding its intent to renew the Contract prior to the expiration of the Contract. The deliverables specified in this contract must be received and accepted in writing by MLWGS's Director before contractor is entitled to payment. To complete this contract, all services must be performed and/or goods received on or before the dates specified in the contract.

2.09. Legal Requirements.

a. Insurance.

(1). The Contractor shall maintain during the life of this contract such Public Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage, which may arise from operations under this contract whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such Public Liability Insurance shall be as follows:

(a). Bodily Injury Limits:

\$ 500,000 Each Person
\$1,000,000 Each Occurrence

(b). Property Damage Limits:

\$ 500,000 Each Occurrence
\$1,000,000 Aggregate

2). The Public Liability Insurance required by the preceding subparagraph (a.) shall include the following extensions of coverage:

(a). The coverage shall be provided under a Comprehensive General Liability form of policy or similar thereto.

(b). The property damage coverage shall include a Broad Form Property Damage Endorsement.

(c). Products Liability and/or Completed Operations coverage shall be included.

(d). Maggie L. Walker Governor's School for Government and International Studies and the Regional Board of Maggie L. Walker Governor's School for Government and International Studies shall be named as additional insured.

(3). Certificate of Insurance

The Contractor shall furnish the Maggie L. Walker Governor's School for Government and International Studies with two (2) copies of a certificate of insurance evidencing policies required in the above Paragraphs 2 and 3. Such certificate shall specifically indicate that the Public Liability Insurance includes all extensions of coverage required in Paragraph 3, Subparagraph (b.) above. Such certificate shall specifically state that the insurance company or companies issuing such insurance policies shall give the Maggie L. Walker Governor's School at least thirty (30) days written notice in the event of cancellation of, or material change in, any of the policies. If coverage on said certificate(s) is shown to expire prior to completion of all terms of this contract, the Contractor shall furnish a certificate of insurance evidencing renewal of such coverage to the Maggie L. Walker Governor's School. The certificates of insurance shall clearly show this contract number.

(4). Insurance Company

All insurance policies herein required of the Contractor shall be written by a company duly authorized and licensed to do business in the State of Virginia.

b. Performance Bond.

The vendor agrees to provide MLWGS with a performance bond guaranteeing that the vendor will perform all Housekeeping operations and services in accordance with the contract scope of services. Amount of bond will be sufficient to cover the cost of operations and housekeeping services for a minimum of sixty (60) days. Said bond will be issued from a reliable surety company, licensed to do business in the Commonwealth of Virginia. Vendor will furnish a copy to MLWGS prior to contract start date.

2.10. Prime Contractor.

The selected vendor shall be required to assume responsibility for all services offered in its proposal whether the vendor proposes to provide the services directly or through a subcontractor. Further, the selected vendor shall be the sole point of contact for MLWGS with regard to all contractual matters.

If failure to uphold responsibilities of the contract, the vendor may first receive a warning. If the vendor does not adhere to the warning, MLWGS can terminate the vendor.

SECTION III CONTRACTUAL OBLIGATIONS

3.01. Indemnity.

The Contractor, at all times during the Term of this Contract, shall indemnify, save free, and hold harmless MLWGS and its agents and employees from any and all costs, loss, damage, liability, expense, claim, demand, judgments, court costs and attorneys' fees, that may arise from or be claimed against MLWGS by any person(s) for injuries, death, damage to property, or damage of whatever kind or character consequent upon or arising from the neglect or fault of the Contractor in the provision of services under this Contract, and to comply with all laws, statutes, rules and regulations of the Commonwealth of Virginia and the United States of America, now or thereafter in force. The Contractor further agrees to hold harmless MLWGS from any claim or damage, including reasonable attorney's fees and costs, or from any fine or penalty imposed as a result of an improper disclosure by the successful Contractor of confidential records, whether public record or not, and promises to defend MLWGS against the same, at its expense. The Contractor shall maintain all records required to be maintained pursuant to the resulting contract in such manner as to be accessible by MLWGS upon demand. Where permitted under applicable law, access by the public shall be permitted without delay. If any suits or proceedings relating to this Contract, are brought against MLWGS, its agents or employees, the Contractor, upon request of MLWGS, shall defend the same and shall pay whatever judgment(s) that may be obtained against MLWGS, its agents and/or employees.

3.02. Confidential Information.

Each Party may have access to confidential information made available by the other. Each Party shall protect such confidential information in the same manner as it protects its own confidential information of like kind.

3.03. Records Retention.

Unless a greater retention period is required by state or federal law, all documents pertaining to this contract shall be retained by the Contractor for a period of five (5) years after the termination of the contract, including renewals and extensions. If an investigation or audit is in progress, records shall be maintained until stated matter is closed. MLWGS, its agents and/or state representatives shall have full access to and the right to examine any of said materials during said period. During the records retention period, the Contractor agrees to furnish to MLWGS all documents as requested. Records provided by the Contractor shall be in MLWGS's standard word processing format, which is currently Microsoft Word 2016. Data files shall be provided in a format readable by MLWGS.

3.04. Appropriations.

MLWGS's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the General Assembly and the Regional Board of the Maggie L. Walker Governor's School.

3.05. Additions/Deletions.

MLWGS reserves the right to add or to delete any Housekeeping Service to or from this Contract when deemed to be in the best interest of MLWGS. This contract may not be modified unless in writing signed by the Assistant Director, Operations and the Contractor.

3.06. Waiver.

The delay or failure by MLWGS to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of MLWGS's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

3.07. Applicable Law.

The laws of the Commonwealth of Virginia shall govern the construction, interpretation and performance of this Contract, and all transactions under it. The Contractor agrees to abide by any and all Federal statutes, laws, rules and regulations as well as state statutes, laws, rules and regulations. If any dispute arises out of this Contract, which results in litigations, the venue of such litigation shall be the City of Richmond, Virginia.

3.08. Termination for Convenience.

MLWGS, by written notice to the Contractor, may terminate the contract in whole or in part when MLWGS determines, in its sole discretion, that it is in its interest to do so. The Contractor shall not furnish any product or service after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

3.09. Termination for Cause.

MLWGS is entitled to the remedies set forth in paragraph 3.10 below if the Contractor fails to (1) deliver Housekeeping Services within the time specified in the Contract, purchase orders or any extension, (2) maintain adequate progress, thus endangering performance of the Contract or Purchase Order, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. The contractor shall continue to work on any work not terminated.

3.10. Default Remedies.

In the event of default, MLWGS may immediately terminate this Contract without notice and re-procure the services to be provided under this Contract. The Contractor shall be responsible for paying all re-procurement costs. MLWGS reserves the right in addition to the above, to exercise any and all other remedies in contract and tort in the event of default.

SECTION IV VENDOR QUALIFICATIONS

4.01. General.

MLWGS will determine whether the vendor is qualified to perform the required services based upon their proposal demonstrating satisfactory experience and capability in the work area. The vendor shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

4.02. Response Date.

All proposals must be received on or before 11:00 a.m. (EST), March 7, 2019. Proposals received after the submission deadline will not be considered. No electronic mail or facsimile replies will be accepted.

4.03. Licensing and Authorization to do business.

All vendors who wish to do business with MLWGS shall be licensed to work in the Commonwealth of Virginia and shall maintain all insurance requirements set forth in this RFP.

**SECTION V
INFORMATION REQUIRED FROM VENDORS**

5.01. Proposal Content, Format and Submission.

a. General.

(1). To be considered for evaluation, a vendor's proposal must conform to the content and format requirements described in this part of the RFP. Proposals must also be concise and should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Vendors should be cognizant of the fact that excessive information in response to a question may impair MLWGS's ability to understand and properly evaluate the vendor's proposal. Sections must be tabbed and pages numbered consecutively for ease of review. All supporting documentation shall be clearly referenced within the technical responses.

(2). Originals and Copies: There shall be one (1) "original" technical and one (1) original price proposal, unlimited pages, dimensions of paper are 8 ½ x 11 inches. Typing is permitted on both sides of the sheet, head to head with the spacing being either single-spaced, 1 ½ spaced or double spaced. This requirement also applies to any proposed subcontractors'/team members. Additionally, vendors are responsible for delivery of one (1) copy of their technical and price proposal, in a separate envelope clearly labeled "Duplicate Copy" no later than the date and time in which all proposals must be submitted. Each complete proposal must be in a separate sealed envelope and one of them must be identified as the vendor's Original Proposal. If there are discrepancies in the material or content between the "original" proposal and the "duplicate" proposal, the information contained in the original shall prevail. The face of each envelope shall contain the following information:

(a). ORIGINAL/DUPLICATE COPY

(b). Part I – Technical Proposal Number MLWGS-RFP-2019-1 or
Part II – Price Proposal Number MLWGS-RFP-2019-1

(c). Vendor's Name

(d). Opening Date and Time

b. The specific format requirements for a proposal are as follows:

(1). The vendor must submit one (1) original and (1) copy of the technical proposal, plus one digital copy (CD, jump drive, etc.), compatible with Microsoft Word 2016, which are to be divided into the sections described below. Digital

media shall be virus scanned and virus free. If files are compressed, they must be self-extracting archives, meaning no software needed to compress. Since MLWGS will expect all technical proposals to be in this format, failure of the contractor to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked Part I, Technical Proposal Number RFP MLWGS-2019-1.

a. EXECUTIVE SUMMARY. The vendor shall provide an Executive Summary to be written in non-technical language to summarize the vendor's overall capabilities and approaches for accomplishing the services specified herein. The vendor is encouraged to limit the summary to no more than three (3) pages.

b. MANAGEMENT PLAN. The vendor shall provide a management plan which describes administration, management and key personnel.

1. Administration and Management Plan. The vendor should include a description of the organizational structure and management style established and the methodology to be used to control costs, services reliability and to maintain schedules, as well as the means of coordination and communication between the organization and MLWGS. The vendor shall explain the roles and responsibilities of the management and administrative staff in terms of how they apply to the activities in the Scope of Work.

2. Contractor's Business History/Experience. The vendor should provide a brief statement concerning the length of time the firm has been in business and describe its experience level in performing housekeeping services, to include volume of work performed and current workload. Additionally, the vendor shall address the types of janitorial services the firm is capable of performing with its own employees and any services that must be subcontracted.

3. Approach to Hiring, Training, and Retaining Qualified Staff. The vendor shall address its hiring policies and procedures, programs to train new personnel, and efforts to retain qualified personnel.

c. TECHNICAL PLAN. The vendor shall provide a technical plan that explains technical approach and facility capabilities.

1. Technical Approach. The vendor shall explain the approach, capabilities, and means to be used in accomplishing the

tasks in the Scope of Work and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed.

2. Availability of Staff/Equipment. The Vendor shall address the availability of staff and equipment necessary to perform the work under this contract. This shall include the number of employees that will be assigned, the number of daily hours each employee will work, and list of equipment that will be made available to perform the work set forth in the Scope of Work. Any employees and equipment that are being provided by subcontractors should be identified by name of the subcontractor.

3. Quality Control Plan. The vendor shall provide a proposed Quality Control Plan with sample checklists.

d. The vendor shall submit one (1) original and (1) copy of the Price Proposal in separately sealed packages marked "Part II Price Proposal Number MLWGS-RFP-2019-1". The price proposal information shall be submitted on the price sheet provided in the Request for Proposal at Exhibit B.

5.02. Vendor Certification.

a. The vendor, by signing the RFP Acknowledgment Form and submitting its proposal, certifies that it has carefully examined its proposal after the same was completed, and has verified each item placed thereon, and the proposal in all respects is in compliance with the requirements of this RFP. The vendor agrees to indemnify, defend, save, and hold harmless, MLWGS against any cost, damage, or expense which may incur or be caused by any error in the provider's preparation of its proposal.

b. By signing and submitting the proposal, the vendor declares and certifies that: (1) The person signing the proposal has the authority to bind the vendor. (2) That the proposal, and all statements, offers, and representations therein shall be valid for a minimum of one hundred eighty (180) calendar days or until a contract is executed between the vendor and MLWGS as a result of this RFP. (3) No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from proposing in response to this RFP, or to submit a complimentary proposal. (4) The vendor has made a diligent inquiry of all members, officers, employees, and agents of the provider with responsibilities relating to the preparation, approval or submission of its proposal on this project and has been advised by each of them that he or she has not participated in any communications, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in its proposal.

SECTION VI EVALUATION AND SELECTION CRITERIA

6.01. Evaluation/Selection Process

After receipt of proposals, the Owner will use the following criteria in selecting the firms to be interviewed:

- a. Special experience, technical capabilities, professional competence, and qualifications of the firm to meet the scope of services.
- b. Expertise and experience in providing custodial management services to comparable institutions.
- c. Review of current clientele and record of performance in similar contracts.
- d. Cost of services shall be strongly considered, but shall not be the sole determining factor in awarding a contract.
- e. Clearly demonstrated understanding of the work to be performed, and completeness and reasonableness of the proposing firm's plan for accomplishing the tasks.

Selection shall be made of two or more bidders deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in Request for Proposal, including price. Negotiations shall then be conducted with each of the bidders so selected. Price shall be considered, but need not be the sole determining factor.

Proposals over \$155,000 will not be considered. After negotiations have been conducted with each bidder so selected, the Maggie L. Walker Governor's School shall select the bidder which, in its opinion, has made the best proposal, and shall award the contract to that bidder. Should the Maggie L. Walker Governor's School determine in writing and in its sole discretion that only one bidder is fully qualified or that one bidder is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that bidder.

6.02. Selection Criteria.

Proposals will be evaluated and graded in accordance with the criteria detailed below.

- a. Special experience, technical capabilities, professional competence, and qualifications of the firm to meet the scope of services.
- b. Technical Proposal. (50 Points) Technical evaluation is the process reviewing the Vendor's Executive Summary, Management Plan and

Technical Plan for understanding of project, qualifications, approach and capabilities, to assure a quality product. The following point system is established for scoring the technical proposals:

(1). Management Plan Point Value

- (a) Administration and Management 15
 - (b) Business History/Experience 10
 - (c) Approach to Hiring, Training and Retaining Qualified Staff 5
- Total Points 30

(2). Technical Plan Point Value

- (a) Technical Approach 10
 - (b) Availability of Staff/Equipment 5
 - (c) Sample Quality Control Plan 5
- Total Points 20

- c. Price Proposal. (50 Points) Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential vendor. Price analysis is conducted through the comparison of price quotations submitted. The criteria for price evaluation shall be based on the following formula: $(\text{Low Price}/\text{Vendor's Price}) \times \text{Price Points} = \text{Vendor's Awarded Points}$

6.02. Award of Contract

The contract will be awarded by the Regional School Board to the bidder whose proposal, as evaluated and recommended, is deemed to be in the best interest of Maggie L. Walker Governor's School.

This RFP shall become a part of the contract. The contract shall be administered and governed by the laws of the Commonwealth of Virginia.

EXHIBIT A
SCOPE OF WORK

Maggie L. Walker Governor's School

Housekeeping Services
Scope of Work (SOW)

1. Definitions of Terms

a. Contract Terms

(1) Contract Administrator: The Assistant Director, located at MLWGS, will be responsible for administering the terms and conditions of the initial contract and exercising any optional renewals. The Contract Administrator will be the central point of contact for all contractual matters, as well as any contract disputes between the contractor and MLWGS. The Contract Administrator shall serve as a liaison between the Contractor and MLWGS during the Term of this Contract.

(2) MLWGS: This term includes officers, agents, and employees of MLWGS.

(3) External Communications: Any exchange of information regarding this request for proposal (RFP) that originates outside of MLWGS and its employees.

(4) Performance Remedy: A means of redress imposed in the event the Contractor fails to meet or provide a contract level of service, such as an agreed upon performance outcome.

(5) Facilities Manager: The Facilities Manager will be responsible for all functional/technical aspects of this contract and through whom all Quality Assurance Monitor (QAM) reports are forwarded and who shall also serve as a liaison between the Contractor and the Contract Administrator. The Facilities Manager will be responsible for reviewing and assessing all written surveys and reports and forwarding these to the Contract Administrator.

(6) MLWGS's Quality Assurance Monitor (QAM): Appointed Quality Assurance Monitors will participate in the administration of this contract specifically to evaluate contractor performance, inspect the services for MLWGS, and provide a report of inspection to the Contract Administrator through the Facilities Manager.

(7) Vendor: Any qualified private sector business entity, not-for-profit or for-profit organization that has timely responded to all of the applicable provisions of this RFP. By explicit statement within the Introduction, "vendor" is synonymous with "qualified vendor" in that all vendors must be qualified in order to participate in the RFP process.

(8) End User: An individual or organization utilizing the facilities of MLWGS.

(9) Supplies: Vendors are responsible for all supplies and consumables needed to complete scope of work.

b. Program or Service Specific Terms

(1) Housekeeping Services: Overall cleaning of interior and twelve feet from exterior of building.

(2) Clean: Classes shall be defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.

(3) Contractor-Furnished Items: All equipment, materials, tools and supplies provided by Contractor to perform the requirements of this contract. (Note: All furniture and equipment that is "Contractor Owned" must be marked in such a manner to readily identify it as such.)

(4) Disinfect: Cleaning in order to destroy any harmful microorganisms by application of an approved chemical agent.

(5) MLWGS-Furnished Property or Equipment: Furnished to the Contractor on an "as is" condition and shall be used only for the performance of work related to this contract.

(6) Space: A space is an area to receive custodial services that may or may not be considered a room by common definition. Examples of spaces are definable sections of hallways, stairwells, lobbies, commons, offices, entrances, foyers, closets and elevators.

(7) Waste Containers: Waste containers are defined as trash receptacles, wastebaskets, trashcans, wastepaper baskets, ashtrays, or any container holding trash, paper or refuse of any type.

(8) Periodic Services: All service tasks scheduled on a quarterly or annual basis according to Schedule of Services at Attachment 2.

2. General Description

- a. **The Purpose:** This contract is to provide housekeeping services to MLWGS in such a manner as to assure the facilities are maintained in a clean, attractive, and sanitary condition. The facilities consist of the square footage referenced at Attachment 1.
- b. **Scope of Service:** This is a MLWGS term. The term of this contract is one (1) year with three (3) one-year renewal options.
- c. **Major Program Goals**
 - (1) The primary goal of MLWGS is to provide a clean, safe and well-maintained environment for the education of advanced placement high school students.
 - (2) Compliance with all applicable federal and state licensure and regulatory guidelines is another program goal.

3. Description of Services

- a. **The Contractor shall furnish all labor, transportation, supplies, supervision, tools, materials and equipment (except those provided by MLWGS in Attachment 3) required in performing housekeeping services. MSDS sheets must be logged and maintained onsite for all disinfectant, antiseptic, cleaning and mildew retardant solutions and/or materials used within the facility.**
- b. **Service Tasks**
 - (1) **Basic Cleaning Services.** The Contractor shall accomplish all cleaning tasks to meet the requirements of this Scope of Work (SOW) and the Performance Standards. The minimum cleaning frequencies are established in Attachment 2, Schedule of Services under Daily, Weekly and Twice Weekly frequencies.
 - (a) **Maintain Floors.** All floors shall have a uniform, glossy appearance and be free from dirt, debris, scuff marks, stains, discoloration, and other foreign matter. Baseboards, corners, and wall/floor edges shall also be clean.
 - (b) **Vacuum Carpets.** Vacuumed carpeted area shall be free of all visible dirt, debris and other foreign matter to include interior and exterior floor mats. All tears, burns, and raveling shall be brought to the attention of the Facilities Manager. The Contractor shall move any light item such as chairs, trashcans, plants etc. in order to vacuum the entire carpet. Any item moved shall be placed back to its original position after vacuuming.

(c) Clean and sanitize all classrooms, offices, common areas, bathrooms, meeting rooms, windows and window treatments and exterior of building up to twelve feet from building. The kitchen is not the responsibility of Contractor.

(d) Trash removal. The Contractor shall remove trash/waste from each individual trash can or waist container and replace worn, torn or otherwise soiled plastic trash bags suitable for the type of trash container throughout MLWGS, with the exception of kitchen waste.

(e) Clean Interior Glass/Mirrors. Clean all interior glass, including glass in doors, partitions, walls, mirrors, display cases, directory boards, etc.

(f) Clean Drinking Fountains. Clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain.

(g) General Spot-Cleaning. Perform spot cleaning using germicidal detergent. Spot cleaning includes, but is not limited to removing, or cleaning smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, fixtures, restrooms, break areas, drinking fountains. Spots must be removed immediately. After spot cleaning, the surface shall have a clean, uniform appearance.

(h) Low Dusting. Completely dust or clean all horizontal surfaces of desks, chairs, tables, file cabinets, other types of office furniture, window sills, baseboards, door frames, or other items which collect dust that are lower than seven (7) feet from the floor. After dusting, all items will have a uniform appearance.

(i) High Dusting. Completely clean all surfaces of items above seven (7) feet from the floor. These items can include, but are not limited to, windowsills, supply and return air grilles, ceiling fans, door frames, ledges, beams or other horizontal surfaces. After dusting, all items will have a uniform appearance.

(j) Whiteboards, Blackboards, Pen Trays and Pencil Sharpeners. Dust and clean whiteboards/blackboards, empty pencil sharpeners, erase whiteboards, and clean whiteboard erasers.

(k) Metal Work. Clean, polish, and maintain all bright metal work.

(l) Laboratories - Biology, Chemistry, Science. Contractor shall perform items *a* through *j* above, however, equipment, chemical sink hoods, shelves, and countertops will be cleaned by MLWGS personnel.

(m) Art Rooms. Contractor shall perform items *a* through *j* above, however, kilns, ovens, countertops, and sinks will be cleaned by MLWGS personnel.

(2) Basic Restroom Cleaning Services. The Contractor shall accomplish all cleaning tasks to meet the requirements of this SOW and the Performance Standards. The minimum cleaning frequencies are established in Attachment 2, Schedule of Services.

(a) Clean and Disinfect. Completely clean, descale and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles will be free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

(b) Sweep and Mop Floor. After sweeping and mopping, the floor, including grout, shall be free from dirt and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance. Floors shall be stripped, scrubbed, waxed, etc., as necessary to maintain sanitary conditions and a clean, uniform appearance.

(c) Stock Restroom Supplies. Contractor shall ensure restrooms are stocked sufficiently so that supplies do not run out. If supplies run out prior to the next service date, Contractor shall refill within one (1) hour of notification.

(d) Remove Trash. All trash containers shall be emptied, clean, free of foreign matter, and free of odors. The Contractor shall replace worn, torn or otherwise soiled plastic trash bags suitable for the type of trash container.

(3) Periodic Cleaning Services. The Contractor shall accomplish all cleaning tasks to meet the requirements of this SOW and the Performance Standards. The minimum cleaning frequencies are established in Attachment 2, Schedule of Services under Quarterly, Twice Annually and Annual frequencies.

(a) Strip, Scrub, Seal, and Wax Floors. Strip, scrub, seal, and wax floors to maintain a uniform glossy appearance.

(b) Clean Interior Glass. Clean glass surfaces to include over seven (7) feet high.

(c) Clean Exterior Glass. Glass surfaces shall be cleaned to maintain a uniformed appearance. (For the purposes of this contract, "exterior glass" shall be limited to door and transom glass.)

(d) Clean/Shampoo Carpets. All cleaning/shampooing shall be accomplished by steam cleaning methods in accordance with standard commercial practice. After shampooing, the carpeted area will be uniform in appearance and be free of stains and discoloration.

(e) Clean Light Fixtures. Completely clean light fixtures to include the interior and exterior of the fixture and lamps. After cleaning, light fixtures shall be free of bugs, dirt, dust, grease, or other foreign matter on either side of the lens.

(f) Deep Cleaning and Degreasing of Kitchen.

1. Wash all tile and brick walls to remove dust, stains and grease. Spot clean and dust any painted drywall to remove dirt, dust and stains.
2. Wash all ceiling tiles and grid work to remove dust, stains and grease.
3. Wash all light diffusers to remove dust, stains and grease.
4. Wash all air diffusers to remove dust, stains and grease.
5. Wash all doors to remove dirt, stains and grease.
6. Clean and degrease the exhaust canopy and removable grease baffles. Wipe down glass bulb covers to remove dust, stains and grease.
7. Clean behind and under the hot line (oven, stove and fryer) to remove grease build up. Use a degreaser on the floor and rinse. Next use a suitable detergent to remove all stains from the floor tile and grout.
8. Clean and degrease fryer, splashguards, cover, top and sides. Rinse compartment thoroughly to remove all cleaner and degreaser. Be certain to close drain valve after cleaning.

9. Clean interior walls of walk-in fridge and freezer. Wipe down all shelving units to remove dirt, dust and debris. Sweep floor and then wash thoroughly to remove dirt and stains from flooring tile and grout.

10. Use a degreaser on the entire kitchen floor and rinse. Next use a suitable detergent to remove all stains from floor tiles and grout.

11. Wipe down the exterior and interior of kitchen equipment to remove stains, grease, deposits and dirt including from the tops of equipment. Wipe down all door gaskets to remove dust, dirt and grease. Clean all equipment racks and shelving.

12. Wipe down all stainless steel serving line countertops, prep areas, dishwashing areas and Hobart dishwasher to remove grease, dirt and stains. This includes three-compartment sink (with shelf) and the two-compartment sink (with shelf.)

13. Degrease the inside of Hobart dishwasher, removing strainers to degrease them and the compartment below them. Rinse thoroughly to remove all grease and then use a descaler to remove all calcium and hard water stains.

(4) Security. The housekeeping staff shall have the responsibility of securing the interior of the building, locking all exterior doors and arming the facility's burglar alarm. Classrooms shall not be left unlocked or unoccupied during housekeeping periods. At the completion of each room's cleaning, housekeeping shall turn off all lights, lock all doors, and lock all windows.

- c. Tasks List: The Contractor shall be responsible for complete and total operation of housekeeping services for MLWGS. Contractor will perform, as a minimum, the scheduled tasks, according to the Schedule of Services at Attachment 2, to this Scope of Work.
- d. Additional Requirements.

Care and Cleanliness of Supplies and Equipment: The Contractor shall ensure that custodial employees clean, sanitize and rinse mops, sponges and similar tools and cleaning gear after each use. Mops, sponges and similar tools and cleaning gear shall be replaced with new or clean items when rinsing does not restore them to a reasonable state of cleanliness. Cleaning and janitorial services shall be performed on a regular schedule and must meet the highest standards of cleanliness. Storerooms shall be kept clean, orderly and litter-free. Items stacked on shelves neatly, opened cartons shall be discarded and extra items are to be removed from

the large container and neatly placed on the shelf or pallet. All supplies and equipment shall be properly secured. Space shall be routinely provided around and under shelves and pallets to provide access for cleaning. No equipment or supplies may be staged in exit alcoves. Care shall be exercised to prevent retention of excess equipment/items not needed.

4. Staffing Requirements

- a. **Staffing Levels:** Contractor shall provide a sufficient qualified staff to meet all requirements of this scope of work and perform any necessary administrative duties associated with this contract. MLWGS is not responsible for training contractor personnel. Contractor will provide a project manager who will be responsible for the overall operation of the contracted housekeeping services and who will function as the liaison between MLWGS and the Contractor.

- b. **Qualifications:**

- (1) Contractor must have in their possession evidence that a Statewide Criminal History Check has been completed through the Virginia State Police before allowing an individual to begin working. A copy of this report shall be submitted to the Contract Administrator.

- (2) Contractor employees qualified under the Statewide Criminal History Check who have not maintained continuous residency within the Commonwealth for the five (5) years immediately preceding the date of request for background screening must complete a Federal Bureau of Investigation screening. Such employees may work in a conditional status up to one hundred eighty (180) days pending the receipt of written findings evidencing the completion of the FBI screening. A copy of the FBI screening shall be submitted to the Contract Administrator.

- (3) Supervision of contractor personnel. The Contractor shall at all times provide adequate supervision of their employees to ensure complete and satisfactory performance of all work in accordance with the terms of the contract. The contractor's supervisor, or alternate representative, will be available at all times when the work of the contract is being carried out. The Contractor shall provide additional telephone and pager numbers where the supervisor and alternate can be reached.

- (4) Staffing Changes: The provider shall replace any supervisor or employee within thirty (30) days whose continued presence would be detrimental to the success of the project as determined by MLWGS. The replacement must be an employee of equal or superior qualifications. In the event an employee must be removed immediately, the Contractor will replace staff within twenty-four (24) hours. The MLWGS Facilities Manager, in

consultation with the MLWGS Contract Administrator, will exercise exclusive judgment in this matter.

(5) Communication: Contractor staff will be able to communicate verbally in English.

(6) All personnel assigned to this contract must be professionally uniformed with name of employee and the contractor's name clearly visible for easy recognition.

5. Reports

- a. Quality Control Reporting: The Contractor shall produce a monthly Quality Control Report, detailing the percentage of acceptance, based on daily internal inspections in identified areas throughout the building, to include office areas, public bathrooms, common areas, hallways, stairwells and classrooms. **The Contractor shall submit a sample of their own Quality Control Report as part of its submittal package for this RFP.**
- b. Work Schedule: Contractor shall submit its work schedule to the Facilities Manager, in writing, within the first 30 days of contract performance. The work schedule must show specific dates for all periodic services scheduled for the first contract year and then annually, thereafter. The scheduled service days shall not be changed without prior coordination with the Facilities Manager. The Contractor shall perform all weekly requirements within the first week of the contract.

6. Performance Standards

The Contractor warrants that all work performed, pursuant to this Contract, complies with customary, reasonable, and prudent standards of care in accordance with industry standards. Moreover, the Contractor must meet or exceed the acceptable level of service for each of the key performance outcomes listed below.

- a. End User Satisfaction: The Contractor shall conduct surveys of the End Users that indicate, at a minimum, the quality of service operations is satisfactory or better. Surveys will be coordinated with the Quality Assurance Monitor.

(1) Frequency: Conducted Monthly

(2) Acceptable Level of Service: 95%

- b. Basic Cleaning Services. The Contractor shall perform satisfactorily all basic cleaning services referenced in Attachment 2, Schedule of Services, as daily, and weekly frequencies, and in accordance with paragraph 3 (b) 1.

(1) Frequency: Inspected Monthly

(2) Acceptable Level of Service: No more than ten (10) unsatisfactory tasks per month.

- c. Restroom Cleaning Services. The Contractor shall perform satisfactorily all restroom cleaning services in accordance with the SOW, paragraph 3 (b) 2 and referenced in Attachment 2, Schedule of Services, as Daily.

(1) Frequency: Inspected Monthly

(2) Acceptable Level of Service: No more than five (5) unsatisfactory tasks per month.

- d. Periodic Cleaning Services. The Contractor shall perform satisfactorily all periodic cleaning services referenced in Attachment 2, Schedule of Services, as quarterly and annual frequencies, and in accordance with paragraph 3 (b) 3.

(1) Frequency: Quarterly/Twice Annually/Annually per contractor's work schedule

(2) Acceptable Level of Service: No more than one (1) unsatisfactory task per quarter.

7. Monitoring and Performance Evaluation Methodology. (Quality Assurance.)

MLWGS's Facilities Manager will evaluate the contractor's performance via inspection reports submitted by the MLWGS Quality Assurance Monitors, as well as conducting periodic inspections of the facility. Methodology will include but will not be limited to, a review of work schedule, safety inspection reports, quality control inspections and reports, and End User surveys. A quality assurance evaluation will be completed, at a minimum, on a monthly basis, and forwarded to the Contract Administrator.

8. Performance Remedies

- a. Re-performance of Service. When service performed does not conform to contract requirements, or when service was not performed in a specific area, the Contractor shall re-perform the service in conformity with contract specifications at no additional cost to the department. Re-performance of these services shall commence immediately upon notification by the Facilities Manager or the QAM. The Contractor shall have a sufficient workforce dedicated to ensure corrections are accomplished before 8:00 a.m. the next workday without degradation to normal scheduled services. If MLWGS affords the Contractor an opportunity to comply with contract standards, and the Contractor fails to do so within the

specified timeframe, MLWGS may terminate the contract in the absence of any extenuating or mitigating circumstances. The determination of the extenuating or mitigating circumstances is the exclusive determination of MLWGS.

9. Contractor Responsibilities

a. Coordination with Other Entities

- (1) Progress Meetings. Contractor will be required to attend periodic progress meetings scheduled by the Contract Administrator to discuss the provisions/performance of this contract.
 - (2) Contractor will provide direction of the program on-site, through policies and procedures and in-service training.
 - (3) Contractor will provide services to MLWGS under the terms and conditions of the contract, and applicable requirements of federal and state laws.
 - (4) Contractor will participate and cooperate with all inspections, survey and evaluations of the housekeeping services in MLWGS performed by any internal or external agency, group or team and shall be responsible for the correction of all applicable deficiencies, tags, citations, etc.
 - (5) Contractor shall provide all consumable supplies on site and in plain view. The contractor will notify the Facilities Manager of all supply orders prior to purchase. MLWGS must to agree with all supply orders made.
- b. Quality Control. The Contractor shall develop and maintain a quality control program to ensure custodial services are performed in accordance with these specifications. The Contractor shall develop and implement procedures to track, identify, prevent, remedy and ensure non-recurrence of defective services. The Contractor is responsible for quality control and specification compliance.
- c. The contractor shall provide all labor, supervision, supplies, tools, material, and equipment (except those listed in Attachment 3) necessary to provide housekeeping services as specified in this contract.

10. MLWGS Responsibilities

a. MLWGS Obligations.

- (1) MLWGS will provide storage space for the Contractor.
 - (2) MLWGS will make available applicable training, policies and procedures that apply to Contractor staff.
- b. The equipment and supplies provided by MLWGS will at all times remain the property of MLWGS. Any equipment, supplies, and materials, provided by contractor will remain the property of Contractor.
 - c. MLWGS agrees that it will fully cooperate with provider in the removal of all provider's equipment, supplies, and materials.

11. Method of Payment

Contractor shall submit an invoice to MLWGS within five (5) days from the end of each calendar month. Invoices shall be paid (net thirty days) upon delivery of a properly submitted invoice. Invoices shall contain detail sufficient for a proper pre-audit and post-audit thereof and shall contain the contract number, contract line item number, purchase order number and the contractor's Federal Employer Identification. All other conditions for invoicing and payment found in "General Information" apply. Invoices shall be submitted to:

Maggie L. Walker Governor's School
1000 N. Lombardy Street
Richmond, Virginia 23220
Attention: Karen Hoover, Accounts Payable

**EXHIBIT B
PRICE SHEET**

The Contractor shall provide all labor, materials, equipment and transportation necessary to perform Housekeeping Services for MLWGS. This service is for one (1) year with three (3) optional one-year renewals.

CONTRACT PERIOD OF PERFORMANCE: JULY 1, 2019 – JUNE 30, 2020

Annual contract price: \$ _____
Monthly contract price: \$ _____
Hourly rate supervisor: \$ _____ (additional services)
Hourly rate housekeeper: \$ _____ (additional services)

OPTION ONE PERIOD OF PERFORMANCE: JULY 1, 2020 – JUNE 30, 2021

Annual contract price: \$ _____
Monthly contract price: \$ _____
Hourly rate supervisor: \$ _____ (additional services)
Hourly rate housekeeper: \$ _____ (additional services)

OPTION TWO PERIOD OF PERFORMANCE: JULY 1, 2021 – JUNE 30, 2022

Annual contract price: \$ _____
Monthly contract price: \$ _____
Hourly rate supervisor: \$ _____ (additional services)
Hourly rate housekeeper: \$ _____ (additional services)

OPTION TWO PERIOD OF PERFORMANCE: JULY 1, 2022 – JUNE 30, 2023

Annual contract price: \$ _____
Monthly contract price: \$ _____
Hourly rate supervisor: \$ _____ (additional services)
Hourly rate housekeeper: \$ _____ (additional services)

NOTICE:

CONTRACTORS MUST PROPOSE A PRICE FOR EACH CONTRACT LINE ITEM FOR THE ENTIRE CONTRACT PERIOD (July 1, 2019 – June 30, 2023). FAILURE TO SUBMIT PRICES FOR ALL CONTRACT LINE ITEMS MAY BE CAUSE FOR REJECTION OF PROPOSAL.

EXHIBIT C
CERTIFICATION OF DRUG FREE WORKPLACE

EQUIVALENT RESPONSES – Preference shall be given to businesses with drug free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received, a proposal received from a business that certifies that it has implemented a drug free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied Providers has a drug free workplace program. In order to have a drug free workplace program a business shall:

A. Publish a statement, notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

B. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

C. Give each employee engaged in providing the contractual service that are under contract a copy of the statement specified in subsection B.

D. In the statement specified in subsection B, notify the employees that, as a condition of working on the contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere, for a violation occurring in the workplace no later than five (5) days after such conviction.

E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

F. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor Name: Signature of Authorized Representative
(Print or Type)

EXHIBIT D
CERTIFICATION REGARDING SEX OFFENSES

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the Regional School Board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor Name: Signature of Authorized Representative
(Print or Type)

EXHIBIT E
STATEMENT OF NON-DEBARMENT

Debarment:

I _____, representing _____,
(Company Official) (Company)

do hereby state that _____ is not debarred,
(Company)

suspended, or otherwise prohibited from providing janitorial services by any Federal,
State or local agency.

Contract Completion:

I _____, representing _____,
(Company Official) (Company)

do hereby state that _____ has not been stopped
(Company)

by any Owner from completing a contracted project for cause.

Company Official's Signature

Date

EXHIBIT F
STATEMENT OF NO INVOLVEMENT

I, as an authorized representative of the aforementioned company, certify that no member of this firm nor any person having any interest in this firm has been involved with Maggie L. Walker Governor's School to assist it in:

- (1) Developing this RFP; or,
- (2) Performing a feasibility study concerning the scope of work contained in this RFP.

Signature

Company Name

Date

**ATTACHEMENT 1
BUILDING INFORMATION**

**Maggie L. Walker Governor's School
1000 N. Lombardy Street
Richmond, Virginia 23220**

150,025 gross square feet

48 Toilets	48 Toilet Paper Dispensers	24 Sinks
24 Mirrors	14 Urinals	15 Water Fountains
5 Janitor Sinks	4,071 Sq. Ft. of Locker Rooms/ Toilets/Showers	132 Wood Doors with No Glazing
125 Wood Doors with Glazing	25 Hollow Metal Doors	26 Hollow Metal Doors with Glazing

Floor Surfaces:

113,182 sf VCT	18,094 sf Carpet	1,875 sf rubberized flooring
7,571 sf Concrete	900 sf Bluestone Slate	5,800 sf wood flooring
	2,603 sf Ceramic Tile	

12 public restrooms
8 staff restrooms
7 stairwells
13 public entrances
6 computer labs (Room 109, 121, 123, 201, 242, 318)

Staff/office areas are carpeted with some VCT.
Classrooms have VCT flooring.
Bathrooms are ceramic tile.
Hallways and common areas are mostly VCT or have rubber flooring.
Computer labs have carpet and VCT.

**N. Douglas Hunt Pavilion (Athletic Pavilion)
Athletic Field**

1,130 gross square feet (884 usable square feet)

5 Toilets	5 Toilet Paper Dispensers	6 Sinks
4 Mirrors	2 Urinals	2 Water Fountains
1 Janitor Sinks	6 Hollow Metal Doors	

Floor Surfaces: Concrete

**ATTACHMENT 2
SCHEDULE OF SERVICES**

Frequency	Task Description	Area
Daily Monday - Friday	Dust - Low Interior Areas	Entire Facility
	Sweep – Floor & Carpet Care	Entire Facility
	Mop & Spray Buff – Floor & Carpet Care	Entire Facility
	Clean – Whiteboards and chalkboards	Entire Facility
	Dust – Whiteboard and chalkboard pen trays	Entire Facility
	Clean – tables and work surfaces	Entire Facility
	Clean - Low Interior Areas	Entire Facility
	Polish – Low Interior Areas	Entire Facility
	Trash/Refuse/Debris Disposal & Cleanup	Entire Facility
	Vacuum – Upholstered Furniture	Entire Facility
	Clean – Outside areas	Entire Facility
	Empty – Pencil sharpeners	Entire Facility
	Dust – Windows, Blinds & Curtains	Entire Facility
	Clean/Disinfect – Drinking Fountains & Sinks	Entire Facility
	Spot Clean – glass and windows	Entire Facility
	Sweep and mop floors after lunch	Cafeteria
Clean/Disinfect/Sweep/Mop/Stock Restrooms	Entire Facility	
Twice Weekly	High/Overhead Areas	Entire Facility
	Dust – High/Overhead Areas	Entire Facility
Weekly	Disinfect Tile Floors	Entire Facility
	Dust – Light Fixtures	Entire Facility
	Dust - HVAC Registers & Vents	Entire Facility
	Spot Clean/Shampoo – Upholstered Furniture	Entire Facility
Quarterly	Clean - HVAC Registers & Vents	Entire Facility
	Clean - Exterior/Interior Windows/Light	Entire Facility
	Clean – Fixtures	Entire Facility
Twice Annually	Shampoo – Floor & carpet care	Entire Facility
	Strip, scrub, seal, & wax – Floor & carpet care	Common Areas
	Deep cleaning and degreasing (summer: full)	Kitchen
	Deep cleaning and degreasing (winter: 1, 7 & 10)	Kitchen
Annually	Strip, scrub, seal & wax – Floor & carpet care	Entire Facility
	Upholstered Furniture – Shampoo	Entire Facility
Additional Services	As scheduled under the Special Events Policy	Entire Facility

ATTACHMENT 3
MLWGS-OWNED EQUIPMENT/PROPERTY

Quantity	Unit	Description
30	ea	44-gallon Brute trashcans
90	ea	classroom/office trashcans
1	ea	upright vacuum cleaner
1	ea	wet/dry vacuum
1	ea	shop broom
3	ea	dust mop
5	ea	dustpans
2	ea	mop bucket and wringer
2	ea	wet mop

ATTACHEMENT 4 FLOORING COMPOSITIONS



