

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>

OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT: An **OPTIONAL** site visit will be held on **January 8, 2025,**

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

Under the authority of §6

<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

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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.

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.**

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 each page.

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

The Offeror takes the risk that if the envelope

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-

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 D
VENDOR DATA SHEET**

Company:

Contact:

**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		

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			\$

