

REQUEST FOR PROPOSAL

City of Virginia Beach

ISSUING OFFICE:
PURCHASING DIVISION
2401 COURTHOUSE DRIVE, STE. 3097
VIRGINIA BEACH, VA 23456
TELEPHONE: (757) 385-4438 FAX: (757) 385-5601

DATE: February 7, 2025

Attention of Offeror is Directed To Section
2.2-4367 – 2.2-4377 of Virginia Public
Procurement Act (VPPA) (Ethics In Public
Contracting)

LAST DAY FOR QUESTIONS:
February 24, 2025, at 3:00pm

**THERE WILL BE NO PUBLIC OPENING
OF
THIS SOLICITATION**

RFP ITEM NO. COVB 25-101508
CLOSING DATE: MONDAY, MARCH 10, 2025
CLOSING TIME 3:00 PM EST
PROCUREMENT OFFICER Kathleen M. Lindback, CPPB

THE CITY OF VIRGINIA BEACH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATION PROCESS. FURTHER, THE CITY RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

DESCRIPTION OF REQUEST FOR PROPOSAL

THIS DOCUMENT CONSTITUTES A REQUEST FOR SEALED PROPOSALS FROM QUALIFIED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE:

HOUSING RESOURCE CENTER JANITORIAL AND MAINTENANCE SERVICES

A PRE-PROPOSAL MEETING WILL BE HELD ON February 17, 2025, at 10:00AM AT THE PURCHASING DIVISION CONFERENCE ROOM, 2401 COURTHOUSE DRIVE, BUILDING 1, STE. 3096, VIRGINIA BEACH, VA 23456

THIS OFFER IS MADE ON BEHALF OF:

LEGAL BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED SIGNER NAME: _____

DATE: _____

PHONE: _____

EMAIL: _____

ANTICOLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE CLAUSE

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID OFFEROR DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.8 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED OFFEROR HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THERE FROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF VIRGINIA BEACH HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY OFFEROR SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR SHALL AGREE AS FOLLOWS:
 - A. THE OFFEROR, 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/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE OFFEROR. THE OFFEROR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE OFFEROR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE OFFEROR, WILL STATE THAT SUCH OFFEROR 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 THE REQUIREMENTS OF THIS SECTION.
 - D. OFFEROR WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of Offeror:

Date: _____

By: _____

Signature in Ink

E-mail Address: _____
Telephone Number: _(____) _____
Fax Phone Number: _(____) _____
FIN/SSN #: _____

Printed Name

Title

Is your firm a "minority" business? Yes No If yes, please indicate the "minority" classification bellow:
 African American Hispanic American American Indian Eskimo Asian American Aleut
 Other; Please Explain: _____

Is your firm Woman Owned? Yes No

Is your firm a Small Business? Yes No

Is your firm Service Disabled Veteran Owned? Yes No



**City of Virginia Beach - Purchasing Department
Small Business Subcontracting Participation Plan**

Form CVAB - E2

Project Name: _____

Bid Number: _____

Prime Contractor: _____

Address: _____

City, State, Zip: _____

Contact Telephone: _____

Contact Email: _____

Total Bid Amount

Total Subcontracting Amount

Total SWaM-certified
Subcontracting Amount

*must be at least 50%
of the total subcontracting amount*

Intent to utilize subcontractors YES NO (indicate selection by circling correct option)

*****Participation Plan and/or Good Faith Efforts MUST be submitted with the bid*****
Include all subcontractors, regardless of whether they are SWaM certified

Vendor Name	SWaM Certified (Y/N)	Certification Number	SWaM Status (M, S, or W)	Scope of Work to be Performed	Estimated Subcontract Dollar Amount	MBE Coordinator Approval (FOR OFFICE USE ONLY)	Verified

IMPORTANT: THIS PARTICIPATION PLAN MUST BE COMPLETED AND SUBMITTED WITH YOUR SEALED BID, NO EXCEPTIONS
By signing below, you attest that the above information is true and accurate to the best of your knowledge. In addition, you certify your intent to fully engage each SWaM-certified firm listed.

Authorized Representative (Prime) Print Name

Title

Authorized Representative (Prime) Signature

Date



Prime Contractor Workforce Composition Form

Prime Contractor: _____

Submittal Date: _____

	# Employees	% Employees	% Managers	% Supervisors	% Professionals	% Non-Professionals
Woman						
Minority						
Woman Minority						
Other						
Total						

Descriptions
<p>Manager: Responsible for directing and controlling the work and staff of a business, or of a department within it.</p>
<p>Supervisor: Oversees and guides the work or activities of a group of other employees.</p>
<p>Professional: Requires extensive education in their field (undergraduate degree or higher) or a specialized certification from an accredited agency.</p>
<p>Non-Professional: Not in one of the above categories.</p>



**City of Virginia Beach - Purchasing Department
Monthly Subcontractor Payment Data Sheet**

Form CVAB - E

Project Name: _____
 Bid/Contract Number: _____
 Prime Contractor: _____

Total Contract Amount

Total Subcontracting Amount

*Total SWaM-certified
 Subcontracting Amount

**Total MBE-certified
 Subcontracting Amount

*must be equal to or greater than 50%
of total subcontracting amount

**% of total contract amount must be equal
to or greater than MBE goal, if applicable

PAYMENT DATA SHEET - CITY FORM E

Include all subcontractors, regardless of whether they are SWaM/MBE certified

Vendor Name	SWaM Certified (Y/N)	Certification Number	SWaM Status (M, S, or W)	Race/Ethnicity (if MBE)	Scope of Work Performed	Contact Information (name and telephone number)	Total Subcontract Amount	Amount Paid this Month	Total Amount Paid to Date

IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED MONTHLY WITH YOUR FIRM'S INVOICE

By signing below, you attest that the above information is true and accurate to the best of your knowledge, in addition you certify your intent to fully engage each SWaM-/MBE-certified firm listed.

 Authorized Representative (Prime) Print Name

 Title

 Authorized Representative (Prime) Signature

 Date

For Office Use Only: Request to Withhold Payment

Date of Request: _____
 Requestor Initials: _____
 Dept Approval: _____

For Office Use Only: Request to Resume Payment

Date of Request: _____
 Requestor Initials: _____
 Dept Approval: _____

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I. PURPOSE

The City of Virginia Beach (herein referred to as “the City”) is soliciting proposals from qualified firms to provide Janitorial and Building Maintenance Services for the Housing Resource Center (HRC) located at 104 N. Witchduck Road, Virginia Beach, Virginia 23462, as shown in Attachment A: Vicinity Map. The successful offeror will work in partnership with the City to effectively and efficiently provide:

1. Janitorial and maintenance and repair of the HRC facility including all systems, equipment and finishes.
2. Support, as outlined in this RFP, for City offices located in the HRC.
3. Assistance to the City in providing interim shelter housing services and supportive services for the City’s homeless population.

II. BACKGROUND

In the Hampton Roads, Virginia area, there is a homeless population of approximately 1,500 people. This population includes male and female individuals of all ages as well as families with children. Homelessness can range from a very short term (few days) issue to a long term continuous issue.

The HRC is a three-story 63,500 square foot (SF) building that opened in September of 2018. The HRC was designed and constructed primarily to support the City’s homeless population with:

1. day support services
2. shelter for singles
3. interim housing for families
4. supportive services including:
 - a) food services
 - b) medical clinic services
 - c) counseling and housing referral services
 - d) education and training services

In the HRC, approximately 23 employees of the City’s Department of Housing and Neighborhood Preservation (DHNP), with other service providers and volunteers as needed (1st and 2nd floor) provide a variety of homeless support services, including counseling, training, medical services, family units, housing and day support. It is estimated that approximately 40 personnel (DHNP, other service providers and volunteers) work in the HRC on a typical day.

Accessed by a separate entrance are 30 low-cost, efficiency apartments on the 1st and 2nd floor of the HRC. These apartments will be managed and operated by a separate contractor, under contract to the City. However, building equipment and systems supporting the Apartments (HVAC, water, fire protection, elevators, and other maintenance requirements as requested, will be operated and maintained under the HRC contract/Contractor.

In addition to the homeless support services and apartments, the 3rd floor of the HRC will also contain the City’s offices for some staff of the Department of Human Services.

Public and City personnel regularly visit these offices to meet with City personnel. The City also utilizes the HRC conference rooms and classrooms for meetings and training.

The HRC is designed to accommodate a unique mix of personnel and services. The City desires a Contractor to provide janitorial work and provide building maintenance.

III. SCOPE OF WORK

A. General Requirements

1. The Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide performance-based services to include, but not be limited to; custodial and

housekeeping services; facility maintenance and repair services; and pest control services, as specified herein.

2. Definitions and Acronyms. A listing of Definitions and Acronyms is provided in Attachment B.
3. City's Regular Working Hours and Holidays. The City's regular working hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except observed City holidays. Exceptions to the regular hours of operation are provided in Attachment A and subsequent sections of this specification.

For the Contractor, work in certain technical sections requires continuous operations, 24 hours a day, 365 days per year including holidays.

The performance of other work requirements shall be accomplished within the City's regular working hours unless the specific work requirement specified herein necessitates otherwise. City holidays include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, June 19th, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Day After Thanksgiving, Christmas Eve Day and Christmas Day.

4. Extreme Weather Policy. In the event of extreme or hazardous weather condition, the City's Inclement Weather Policy and/or Municipal Facilities Closure Act may be enacted. The purpose of these policies is to establish guidelines for the continuation of essential City services during periods of emergency or inclement weather conditions and the release from duty of those employees not performing these vital services. Contractor must verify the status of these policies, when applicable, by contacting the designated Contracting Officer.
5. Conferences and Meetings. The Contractor shall arrange and attend regularly scheduled meetings with the City to facilitate the execution of this contract.
6. City-Furnished Property, Materials and Services. The City will furnish or make available to the Contractor the City-owned building spaces, utilities, materials, and equipment for use in connection with this contract listed in Attachment C. The Contractor shall obtain written approval from the Contracting Officer prior to making any modifications or alterations to the spaces. Any such modifications or alterations approved by the City will be made at the expense of the Contractor. At the completion of the contract, all spaces shall be returned to the City in the same condition as received, except for reasonable wear and tear. The Contractor shall maintain all spaces furnished for the performance of this contract in a clean, neat, orderly, and like-new condition at the Contractor's expense.
7. Contractor Furnished Items. Except for items identified as City-Furnished above, the Contractor shall provide all equipment, materials, consumables, parts, supplies, components, and facilities to perform the requirements of this contract. Energy efficient tools/equipment and sustainable/environmentally friendly materials/supplies shall be used where available.
8. Management. The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to supervision, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, safety, and quality management. The Contractor shall provide a staff with the necessary management expertise to ensure all performance objectives and standards are met.

Additionally the Contractor's management team shall work and coordinate closely with the City personnel and other service providers in the HRC to maximize the effectiveness of all services and activities in the HRC.

- a) Work Schedule. The Contractor shall schedule their work so as to ensure its impact and interference with the City's normal business is minimized. The Contractor shall provide advance access of all of its work schedules to the City. Any work which may negatively impact the operations and services of the HRC must be clearly identified

and approved by the City prior to execution.

- b) Deliverables. Records and reports are specified herein and listed as deliverables in Attachment D. The Contractor shall submit accurate and complete documents within the required timeframes specified.
 - c) Quality Management. The Contractor shall establish, maintain, and submit per Attachment D, a complete quality management program. The Contractor's quality management program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations and shall address:
 - (1) accurate documentation of work processes, procedures, and output measures
 - (2) a systematic procedure for assessing compliance with performance objectives and standards
 - (3) accurate documentation of quality inspections and surveillance conducted throughout the execution of work
 - (4) assessment-driven corrective actions and process adjustments as appropriate in a timely manner
9. Key Personnel. The Contractor shall maintain a List of Key Personnel and an Organizational Chart showing lines of authority of the key personnel and on-site supervisor(s) for this contract. As a minimum, include the Project Manager and on-site supervisor(s) and who they will report directly to for this contract.

Project Manager (PM). The Contractor shall provide a PM and designated alternate, as applicable, who has the full authority to act for the Contractor on all matters relating to this contract. The PM or a designated alternate shall be on-site during the City's regular working hours and shall be available on-site within two hours after the City's regular working hours when requested by the City.

10. Employee Requirements. These employee requirements apply to all personnel working under this contract – both Contracted employees and all subcontracted employees.

The Contractor shall provide properly certified/licensed, experienced, qualified, and capable personnel to perform the work under this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform.

- a) Employee Screening/Background Investigation/Approval. At the Contractor's expense, and prior to performing work in the HRC, all Contractor's proposed employees shall submit to a drug and alcohol screening performed by a third, non-partial party which shall indicate that no drugs or alcohol was discovered. In addition, the Contractor shall perform a National Criminal Background Check to ensure that each of their employees comply with the following criminal history conditions:
 - (1) never been convicted of a felony
 - (2) never been convicted of a theft related offense
 - (3) never been convicted of a violence related offense
 - (4) never been convicted of a firearms related offense
 - (5) never been convicted of a drug related offense during the past seven (7) years
 - (6) never been convicted of an offense involving City property during the past seven (7) years

These drug and alcohol screening and background check results shall be made available to the City upon request. Additionally, the City may, at its sole discretion and at any time, refuse to allow a Contractor's employee access to any area for the

following reasons, including, but not limited to, conviction of a felony, misdemeanor (not including traffic or parking violations), under current investigation pending trial involving criminal activity, any outstanding warrants (including parking and traffic violations), or currently on parole or probation.

All Contractor personnel must successfully complete a City background check prior to starting work at the HRC. For all new hires, the Contractor shall plan for the time required for the Employee Screening/Background Investigation/Approval process. The Contractor shall anticipate vacancies that may occur and have a plan to fill the vacancies with personnel with approved screenings/background investigations.

If there is an unexpected vacancy, requiring an immediate hire/replacement, and the Employee Screening/Background Investigation cannot be completed in time, the Contractor will advise the City and request approval for an interim placement while the Employee Screening/Background Investigation/Approval proceeds. For an interim replacement, the contractor will use the services of the City's contractual staffing firm, ABACUS, in coordination with DHNP.

- b) Employee Listing. The Contractor shall maintain a current listing of all employees who perform work under this contract which shall identify the employee's full name, aliases, social security number, hire date, and termination date. The Contractor shall submit this listing per Attachment D for approval prior to performing work in the HRC. Changes to this listing shall be submitted at least twenty-four (24) business hours in advance of an employee entering the HRC unless prior approval is provided by the City.
 - c) Employee Conduct and Appearance. All employees of the Contractor shall conduct themselves in a proper, efficient, courteous and businesslike manner. All employees, except for site project management, shall wear a neat, clean uniform having a recognizable company logo and nametag/patch.
 - (1) Televisions, Radios, CD Players, Headsets, Cell Phones. All employees of the Contractor shall not use televisions, radios, CD players, headsets, cell phones, or similar devices during City regular working hours. After regular working hours, use of headsets are acceptable.
11. Contractor Safety Program. The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the City without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards and regulations identified in Public Law 91-596, Occupational Safety and Health Act, and Occupational Safety and Health Laws of Virginia (VOSH).
- a) Accident Prevention Plan (APP). The Contractor shall develop and implement an APP which shall be followed by all Contractor employees, subcontractors, and vendors at the HRC. The Contractor shall submit an APP for acceptance per Attachment D. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include accident and damage reporting and an emergency response plan, fall prevention and protection plan, and fire prevention plan.
 - b) Safety Data Sheets (SDS). The Contractor shall furnish to the City's Contract Administrator copies of SDS for all products used prior to beginning service in facilities. The Contractor shall update SDS on an annual basis. Each time a new chemical or cleaning product is introduced to the HRC, a copy of that product's SDS shall be provided to the Contract Administrator prior to the product being used in the building. The Safety Data Sheets shall be in compliance with OSHA Requirements.
 - c) Labeling of Hazardous Materials. The Contractor shall comply with OSHA

- Requirements concerning the labeling of all chemical containers.
- d) Caution Signs. The Contractor shall use caution signs as required by OSHA at no additional cost to the City. Caution signs shall be on-site on commencement of Contract.
 - e) OSHA Guidelines of Blood Pathogens. The Contractor shall comply with OSHA Standards of Blood Borne Pathogens as it pertains to the training, safety and equipment needed for all employees engaged in custodial services. Contractor shall be responsible for compliance on date of Contract acceptance and shall submit proof to the City's Contract Administrator per Attachment D.
12. Environmental Management and Sustainability. The Contractor shall comply with all applicable Federal, state, and City laws, regulations, and executive orders, standards, and permit requirements.
13. Business Continuity and Disaster Preparedness. The Contractor shall develop and be able to execute a business continuity and disaster preparedness plan in the event of an emergency. The Contractor shall comply with the requirements specified in the City of Virginia Beach Emergency Operations Plan. The Contractor shall submit a business continuity and disaster preparedness plan for acceptance per Attachment D.
14. HRC Building Commissioning. Occurred in August of 2018. The building is six (6) years old.
15. Firm-Fixed Price (FFP) Work Procedures
- a) FFP Work. The Contractor is fully responsible for work identified in the FFP Exhibit Line Item Numbers (ELINs). If the Contractor identifies work that is not included in the FFP ELINs, the Contractor shall notify the Contracting Officer within eight hours of identification for further direction.
 - b) FFP Quantity Variation. Quantities supporting specific contract requirements in this RFP, represent the best information available. A contract modification will not typically be processed for quantity fluctuations up to and including plus or minus 15 percent. The Contractor shall provide a quantity update when requested and annually, at the end of each contract period, the City and Contractor will jointly verify the change in inventory amounts. Should a quantity supporting a contract ELIN be validated to exceed plus or minus 15 percent of the original amount, a contract modification may be executed for the increase or decrease in quantity.
 - c) FFP Exhibit Line Item Numbers (ELINs). FFP ELINS are provided in Attachment E.1, Firm-Fixed Price (FFP) Exhibit Line Item Numbers (ELINs).
16. Indefinite Delivery Indefinite Quantity (IDIQ) Work. IDIQ work is identified in IDIQ ELINs provided in Attachment E.2, Indefinite Delivery/Indefinite Quantity (IDIQ) Exhibit Line Item Numbers (ELINs), grouped by Specific Requirements in Section III.B as applicable. For pricing purposes, an IDIQ work item includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of an ELIN shall be included within the respective exhibit line item prices. IDIQ work may be ordered by the City as separate items or in combinations of items from the IDIQ ELINs on an as needed basis.

B. Specific Requirements

Specific requirements are separately identified for the three major categories of services being provided by the Contractor:

- Management of Contractor Staff & Contractor Subcontractors
- Custodial and Housekeeping Services
- Facility Maintenance and Repair Services
- Pest Control Services

1.

- a) HRC Interface Services. HRC interface services includes scheduling and attending meetings with, coordinating with, and supporting services provided by City employees, non-profit organization volunteers and other contractors performing work outside of this contract at the HRC, and developing and managing building use plans to ensure existing space is properly assigned and coordinated to meet City and other organizational and functional requirements.

The Contractor shall receive requests for, coordinate, plan, and schedule utility outages with construction and service work providers to minimize building occupant operational impact and shall notify affected customers no later than seven calendar days prior to a scheduled outage.

Attachment C, City-Furnished Property, Materials and Services, lists other services which may be performed by the City or other contractors in the HRC. The Contractor shall interface with these service providers/contractors to ensure effective support is provided for HRC operations.

Specifically, coordination/interface with the Efficiency Apartment Rental and Management Services contractor will be necessary. Under this contract, the Contractor operates and maintains equipment and systems (HVAC, water, fire protection, elevators, etc) which support the Efficiency Apartments. Coordination is necessary to ensure the Efficiency Apartment Rental and Management Services contractor is aware of any HRC operations or maintenance issues which could impact their residents.

- b) Work Identification, Reception and Workforce/Subcontractor Management Services. Work reception and workforce/subcontractor management services includes response to inquiries for status of work, work request reception (trouble desk), identification, prioritization, tracking, reporting of requests for scheduled and unscheduled services, recordkeeping and maintaining metrics for work performed by the Contractor's workforce and any subcontractors.
- (1) Work Identification. The Contractor, as the City's partner and Building Manager, will continuously inspect the HRC for work requirements and identify and submit service calls and work requests to maintain the HRC in a like-new condition. It is expected that the Contractor will be the primary source of service calls.
 - (2) Work Reception. The Contractor shall receive requests for unscheduled work, e.g., service calls, 24 hours per day, seven days per week, respond to by acknowledging receipt of such requests within 60 minutes following reception by a knowledgeable person, and properly classify the request by definition.
 - (3) Work Management System. The Contractor shall provide a work management system to schedule/track inspections, permits, tests, certifications, work requests, service calls, and maintenance work orders; track historical maintenance and repair activities; and maintain equipment inventories.

The minimum performance data to be provided for FFP work requests, including service calls, preventive maintenance and repairs, and IDIQ work, shall be categorized in the following fields: Work Type, Description, Location, Work Receipt Date, Requestor, Status, Status Date, Priority, Actual Start, Actual Finish, Labor Hours (Actual), Labor Cost (Actual), and Material and Equipment Cost (Actual).

- c) Warranty Management and Technical Library Services. Warranty management and technical library services includes establishment and maintaining current warranty records and a technical library.
- (1) Warranty Management. The Contractor shall develop and maintain a list of equipment and expiration dates for items covered by manufacturer's and construction contractor's warranties. Prior to performing repair work, the Contractor shall report to the Contracting Officer all defects in workmanship, material, parts, or improper installation and found by the Contractor to be covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The Contracting Officer will provide available warranty documents within 30 days following award.
- (2) Technical Library. The Contractor shall establish and maintain a technical library (electronic and hard copy) to include, but not be limited to, facility drawings, operation and maintenance manuals, warranties, record drawings, permits and inspections, and log of equipment tests and certifications. Available construction plans, specifications and as-built drawings will be made available to the Contractor by the City within 30 days following award. The Contractor shall continually update the technical library to ensure all data is current, complete, accurate and suitable for intended use. The technical library contents (electronic and hard copy) are the property of the City and shall not be removed without consent of the Contracting Officer.
- d) Building Automation System (BAS). The HRC is controlled by a Siemens Building Technologies, Inc. Desigo System which will interface with the City's Siemens Desigo System. The Contractor in coordination with the City shall operate and maintain the HRC BAS to ensure the most effective and efficient operations of the facility and all equipment and systems. The Contractor shall maintain data from the BAS and utilize the data to make recommendations to facilitate reduced energy consumption, equipment/ system improvements, and other facilities operations improvements.
- e) Employment and Training Opportunity Service. The Contractor, in coordination with the City/DHNP may choose to pro-actively support, develop and offer training and employment opportunities to the job-seeking homeless population. Both training and work assignments could be offered on-site at the HRC. This would be consistent with the mission of the DHNP and increase the effectiveness of the HRC's program.

This service would be viewed favorably, but must be a no-cost, value add to the Contractor's proposal.

This is NOT a contract requirement. Contractors do not have to propose on this service.

If the Contractor chooses to provide Employment and Training Opportunity Services, the details of the program/approach must be clearly spelled out in the Contractor's proposal.

If the Contractor elects to implement employment/training services for the homeless

population, the Contractor shall still be responsible for executing all contract requirements and meeting all schedule and quality standards.

2. Custodial and Housekeeping Services

- a) General Requirements. Custodial and housekeeping services consist of scheduled and unscheduled requirements that ensure the cleanliness and sanitization of working and living environments, both interior surfaces of the HRC and exterior perimeter surfaces in areas adjacent to the HRC. In addition, custodial and housekeeping requirements include removal of waste material from interior and adjacent exterior containers; collection and removal of recyclable material from designated containers; and deposit of waste and recyclable material into the appropriate designated exterior commercial waste material containers (dumpsters) located in the vicinity of the HRC; and clinic regulated medical waste receipt and disposal. The Contractor shall furnish trash can liners, paper towels, toilet tissue, hand soap, hand cleanser, and feminine hygiene products and shall fill associated dispensers. The Contractor's cleaning techniques, equipment and products shall protect the integrity of building surfaces, finishes and floor coverings and maintain them in a like-new condition. If the Contractor's cleaning products do not, in the City's opinion, effectively sanitize, disinfect, and clean the facilities, the City reserves the right to specify products by brand. The Contractor shall implement a green cleaning program to incorporate the use of green cleaning products and processes including recycled content, environmentally preferable products and services, vacuum cleaners with HEPA filtration, United States Department of Agriculture (USDA) bio-based products, Green Seal Certified (Standard GS-37 for Commercial and Institutional Cleaners, Comprehensive Procurement Guidelines (CPG)), and products and services that minimize the use of energy, water and other resources. In addition to these requirements, the Contractor shall follow all applicable industry practices including, but not limited to, National Institute of Building Sciences (NIBS), American Society of Testing and Materials (ASTM), and Carpet and Rug Institute (CRI). The Contractor's paper products and liners shall meet LEED standards for recyclable content. The Contractor shall not use propane or gas powered equipment. Playing of radios/music during the performance of work shall not be allowed. As stated in Attachment C, the Contractor will manage and utilize all Janitorial Closets. The inventory of facility spaces and other areas to receive custodial and housekeeping services is provided in Attachment G.1. Cleaning specifications and standards are provided in Attachment G.2. The projected loading data for linen/laundry services is provided in Attachment G.3. An inventory of plumbing fixtures and other equipment is located in Attachment J.2. An FF&E inventory is located in Attachment J.3.

NOTE: Custodial services are not required for the 30 efficiency apartments operated by separate contract.

- (1) Performance Objective: The Contractor shall provide custodial and housekeeping services to ensure building spaces and other designated areas are clean, sanitary, sightly, and in a like-new condition.
- (2) Performance Standard: Building spaces and other designated areas are cleaned, sanitized, sightly and maintained in a like-new condition as specified, consistent with the Contractor's approved schedule and work plan.

- b) Scheduled Custodial Services. Scheduled services include space cleaning, floor care, restroom services, perimeter area services, and clinic regulated medical waste receipt and disposal services. The Contractor shall be responsible for the scheduling of cleaning requirements needed to maintain the cleanliness standards specified herein. The City reserves the right to approve and require changes to schedules established by the Contractor as well as specify when cleaning of any facility, or any area in a facility shall start and complete daily.
- (1) Space Cleaning. Space cleaning includes waste and recyclable material container emptying, low and high area cleaning, interior glass surfaces cleaning, window blinds cleaning, building entrance cleaning, and drinking fountain cleaning.
 - (2) Floor Care. Floor care includes sweeping, dust mopping, and damp mopping vinyl and tile floors, vacuuming carpets and rugs, and cleaning walk-off mats, stripping, coating, and buffing vinyl floors, and carpet and rug deep cleaning. For up to three snow/ice events per winter season, the Contractor shall remove ice melt, residual stains and sand materials from interior surfaces of building entrances including walk-off mats, carpeted and non-carpeted floors once the danger of personal slips has passed. The Contractor shall provide all interior and exterior walk-off mats. The Contractor may furnish and place additional walk-off mats as necessary to minimize accumulation of water and tracked-in debris. Stripping and coating floors, and carpet cleaning are to be performed during non-operating hours of the facility and shall be prescheduled with the assigned City Contract Administrator.
 - (3) Restroom Services. Restroom services includes cleaning and sanitizing of all restroom surfaces, e.g., floors, walls, partitions, fixtures, countertops, mirrors, waste container emptying, removal of graffiti removal from all surfaces, restocking and refilling all existing toilet paper, antibacterial soap, hand sanitizer, paper towel and feminine hygiene product dispensers, and inspection and correction of malfunctioning dispensers including battery replacement where required.
 - (4) Perimeter Services. Perimeter services includes policing and removal of all debris from perimeter areas, sidewalks and parking lots and any wastes adjacent to waste containers; emptying waste containers and ash urns; cleaning of paved surfaces within twenty feet of building entrances; and cleaning of exterior equipment, e.g., benches, picnic tables, tables and chairs. For up to three snow/ice events per season, the Contractor shall clean ice melt and sand materials from perimeter area surfaces once the danger of personal slips has passed.
 - (5) Regulated Medical Waste (RMW) Receipt and Disposal Services. RMW receipt and disposal services includes receipt and weekly removal/disposal of RMW from the clinic and associated records management. The Contractor shall comply with all Federal, state and local statutes, regulations and environmental policies including, but not limited to, Virginia Administrative Code 9VAC20-120, Regulated Medical Waste Management Regulations; 9VAC20-120-210, Packaging Prior to Storage, Treatment or Transport (RMW); 9VAC20-220, Labeling Requirements (RMW); 9VAC20-120-310, Recordkeeping Requirements; and 16VAC25-90-1910.1030, Occupational Exposure to Bloodborne Pathogens.

- c) Unscheduled Custodial Services. Unscheduled services are cleaning tasks that occur between scheduled service intervals including, but not limited to, cleanup of overflowed restroom fixtures, accidental fluid and food spills, bodily fluid spills, wet floors, dirty or wet building entrances, broken glass, and carpet spot cleaning requested and reported by building occupants or by discovery by the Contractor. The Contractor shall respond to requests for unscheduled services within 15 minutes following notification and complete all work or mitigate dangerous conditions within 30 minutes following notification.
- d) Housekeeping Services. Housekeeping services includes requirements for change of occupancy services in resident sleeping areas, laundry services, and linen services to support the clean and sanitary housing of temporary residents.
 - (1) Change of Occupancy Services. Change of occupancy services include space cleaning, floor care and restroom services in sleeping spaces of the Day Center respite care rooms, men's and women's dormitory rooms. It also includes the space cleaning, floor care and restroom services for the family units. The family units' change of occupancy services shall occur within four hours of the time a family vacates the HRC. The Contractor shall perform space cleaning, floor care and restroom services as specified in Section III.B.2.(b).
 - (2) Linen Services. The Contractor shall furnish linens and provide linen services including storage, inventory management, and issuance of clean linens, including mattress pads, blankets, bottom sheets, top sheets, pillowcases and pillows used on resident beds, as well as towels and washcloths.
 - (3) Laundry Services. Laundry services includes laundering and sanitization of towels and washcloths and soiled mattress pads, blankets, bottom sheets, top sheets, and pillowcases used to make resident beds.
 - (4) Hot Box Operation. Prior to occupancy of an efficiency apartment, the Contractor shall operate the Hot Box to ensure all infestations of bedbugs are eliminated. The Contractor shall place the resident's belongings in the Hot Box unit and heat them to a minimum of 140 degrees for at least two hours.
- e) Emergency Action/Response. The Contractor shall develop and maintain emergency action plans to ensure proper responses when an unsafe or questionable or emergency situation occurs. The action plans will be reviewed and approved by the city. The Contractor will coordinate with the City and provide training to all personnel (city, contractor, volunteer, etc.) involved in the emergency action plans on a routine and scheduled basis. Additional emergency action plans may be required to be developed as risks are identified. Emergency drills and training may be required, and will be coordinated and approved by the city prior to scheduling.

3. Facility Maintenance and Repair Services

- a) General Requirements. Facility maintenance and repair services consists of requirements to perform service calls, maintenance, repair and alteration of the HRC building, ground structures, furnishings, fixtures and equipment (FF&E), and installed equipment and systems to ensure they are in normal working condition and function properly per specified standards. The Contractor shall develop, implement, and execute a preventive maintenance program; inspection, testing, and certification program; and other recurring services program to maintain and repair facilities, ground structures, personal property equipment, and installed equipment and systems. The Contractor shall maintain all performed maintenance, testing, inspection, repair, and alteration data and warranty records in the technical library and work management system as specified in Section III.B.1(b) and (c). The Contractor shall provide all necessary test instruments, equipment, and tools

required to perform maintenance and repair services. As shown in Attachment C, the Contractor shall have offices assigned for their use and will manage/utilize all Janitor's Closets, Mechanical, and Electrical rooms. The Contractor shall perform work per the City equipment and systems minimum maintenance requirements listed in Attachment J.1.

- (1) Performance Objective. The Contractor shall inspect, maintain, test, repair, and alter the HRC building, ground structures, personal property equipment and installed equipment and systems to ensure they are fully functional, performing optimally, and meet equipment lifecycles.
 - (2) Performance Standard. The HRC building, ground structures, personal property equipment and installed equipment and systems are in normal working condition and function properly per specified standards.
- b) Service Calls. Service calls include response and performance of emergency and routine requests for unscheduled maintenance and repair work and are categorized as emergency and routine service calls. The Contractor shall maintain sufficient materials and equipment on hand to support service call work requirements. Lack of availability of material or equipment will not relieve the Contractor from the requirement to complete service call work within the time limits specified. A service call is defined as repairs up to 16 hours of direct labor and \$500 in direct material and equipment rental charges or \$500 in specialty sub-contractor costs. Service call materials and equipment are estimated to be \$3,000 per month as indicated in Attachment E.2 and will be reimbursed on an IDIQ basis. The Contractor shall invoice for actual costs for materials and equipment monthly and shall notify the Contracting Officer at any time during the month if this limit is expected to be exceeded.
- (1) Emergency Service Call. The Contractor shall perform emergency service calls 24 hours a day, seven days a week throughout the contract period. The Contractor shall respond to emergency service calls with the appropriate service personnel and equipment to commence work immediately within one hour of receipt of the call during normal working hours and within two hours after normal working hours. The Contractor shall remain at the work site until the emergency has been arrested. Any follow-on work related to the incident may be initiated under a separate routine service call.
 - (2) Routine Service Call. Performance of routine service calls is not required outside of City regular working hours. The Contractor shall complete routine service calls within 7 calendar days following receipt or within 7 days receipt of any special order materials.
- c) Preventive Maintenance (PM) Program. The Contractor shall develop and implement a PM Program in compliance with accepted industry practices, OEM standards and recommendations, required to satisfy equipment warranties and maintain the building, ground structures, installed equipment and systems, and FF&E in like-new, working condition. Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the City. A listing of items included in the PM Program is provided in Attachment J.2.

- d) Inspection, Testing and Certification Program. The Contractor shall develop and implement an inspection, testing, and certification program for vertical transportation equipment (elevators) and backflow prevention devices per City code. The Contractor is fully responsible for and shall perform any repairs, including replacement, discovered during inspection, testing, and certification work up to \$500 per occurrence in direct material cost or total sub-contract cost under FFP portion of the contract. Incidental repair work performed is not considered a service call.
- e) Other Recurring Services Program. The Contractor shall develop and implement an other recurring services program for the grease trap, exhaust hoods and ducts, and HVAC seasonal start-up and shut down.
- f) Change of Occupancy Maintenance. Concurrent with the change of occupancy housekeeping services, the Contractor shall inspect vacated Day Center respite care room, men's and women's dormitory rooms, and family units/rooms and identify all work necessary to be accomplished (by service call or repair) to maintain the rooms in a like-new condition and make ready for follow-on occupants. These service calls and repairs should be scheduled to allow for minimal impact to occupants and maximize the availability of these rooms. Change of Occupancy maintenance/services are not required to be performed after normal working hours.
- g) Repair Work Management. therefore, no major repair or renovation work is planned or anticipated. Other services performed under this contract are expected to keep the HRC operational and in a like-new condition.

, if repair or renovation is required because of some unscheduled event or unforeseen condition, the City may direct the Contractor to execute the repair work using subcontractors. Repair/renovation work is work that exceeds the value and effort of a service call. A repair project may range from \$500 up to a maximum of \$50,000 and may include a single trade or the repair or installation of a single piece of equipment or it may be a project that includes multiple trades and a variety of material. It is estimated that there will be approximately five large repair projects (\$5,000-\$50,000) per year with a total value of \$50,000.

For a repair/renovation project, upon direction from the City, the Contractor will:

- define the scope of the repairs
- develop a subcontract for solicitation
- solicit pricing from a minimum of three qualified subcontractors
- assist the City in evaluating the proposals
- develop a subcontract with the firm that offers the best value to the City
- provide the necessary project management, oversight and inspection to ensure the work is accomplished safely and per the City's quality standards

For each of the above steps, the Contractor will get approval from the City prior to the Contractor proceeding with the next step.

Management of Repair Work is included in the FFP portion of this contract. The Contractor will work with the City to contract for and successfully manage the work, however, the Contractor is not "at risk" for the cost of the of the repair project(s). The Contractor will be reimbursed for the cost of the repair project under the IDIQ portion of the contract. Upon completion and acceptance of the work, the Contractor will include the cost of the repair project as a line item(s) in the monthly invoice to the City. The Contractor will then be responsible for paying the subcontractor(s) who performed the work.

The Repair Work Management process allows the City to efficiently and effectively execute small repair projects using the expertise of the Contractor, and allows the Contractor to minimize the impact of the repair projects on the operations of the HRC. However not all repair work at the HRC will be executed using this process. For any repair work, the City may elect to contract directly with another contractor(s) to accomplish the work. For those projects, the Contractor will coordinate with the City and the other contractor(s) to facilitate the work and minimize the impact on HRC operations.

4. Pest Control Services

- a) General Requirements. Pest control services consists of requirements to provide scheduled and unscheduled services to prevent and control the following pests: nuisance, structure damaging, disease vector and health arthropod and invertebrate pests including cockroaches, termites, bees, wasps, ants, fleas, silverfish, stored product pests, and bedbugs; and vertebrate pests including mice, rats, squirrels, pigeons, geese and other nuisance birds. The Contractor shall develop and execute a Contractor's Work Plan (CWP) for pest control which includes pest surveys, establishes control thresholds, and maintains documentation to track the effectiveness and safety of control efforts. The Contractor shall report conditions that promote or are conducive to pest infestations including, but not limited to, sanitation problems, improper food storage practices, inadequate exclusion policies, or damaged or missing exclusion devices. The Contractor shall comply with all applicable city, state, and Federal regulations.
 - (1) Performance Objective. The Contractor shall provide scheduled and unscheduled pest control services to ensure the appearance and infestation of pests are controlled in a proper and timely manner.
 - (2) Performance Standards. Pest surveys are conducted at the spaces, areas and frequencies, and pests are controlled to acceptable levels, per the accepted Contractor's Work Plan.
- b) Scheduled Pest Control Services. Scheduled pest controlled services includes conducting surveys of building spaces and perimeter areas at the frequencies using the treatment specified in the CWP.
- c) Unscheduled Pest Control Services. Unscheduled pest control services includes response to trouble calls and change of occupancy pest control to treat reported infestations. The Contractor shall adjust their CWP to minimize the occurrence of recurring similar trouble calls.

IV. GENERAL TERMS AND CONDITIONS

A. Term of Agreement

This Agreement shall commence from Date of Award and continue thereafter for a base period of 12 months.

B. Contract Extension

Upon mutual agreement of all parties and based on the original contract terms and conditions, this contract may be extended three (3) additional twelve (12) month periods (option periods). Extensions shall not be automatic and any and all extensions shall by written agreement and signed by both parties in the same manner as the Agreement was executed.

C. Escalation/De-Escalation

The City may consider price adjustments. Successful Offeror shall provide to the City a written request for any such increases/decreases. Such requests shall be addressed to the Issuing Office and shall be accompanied by written verifications of said price increases. A minimum thirty-day (30-day) advance notice period shall be required for such requests. Requests for price

increases adjustments are subject to the review and approval of the City Purchasing Agent. Successful Offeror shall apply and implement immediately upon notification from manufacturer any and all price decreases for items included under any contract resulting from this Request for Proposal.

Any increase in cost shall not increase by a greater percentage than the percentage change in the Consumer Price Index of the U.S. City Consumer Price Index for Urban Consumers published by the United States Department of Labor during the previous twelve months or 5% whichever is lower.

D. Termination with Cause/Default/Cancellation

In the event that Contractor shall for any reason or through any cause be in default of the terms of this Agreement, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in association contract or in Vendor's RFP response.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Agreement as of the mailing date of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Agreement, and turn over to the City any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, this Agreement may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

E. Nondiscrimination (in accordance with VPPA 2.2-4310)

Employment discrimination by Contractor shall be prohibited. During the performance of this Agreement, Contractor agrees as follows:

1. 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/consideration reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. Contractor will include the provisions of the foregoing Sections 1, 2, and 3 in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

F. Drug Free Workplace

During the performance of this Agreement, Contractor agrees as follows:

1. Contractor will provide a drug-free workplace for Contractor's employees.
2. Contractor will post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is

prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

3. Contractor will state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace.
4. Contractor will include the provisions of the foregoing Sections 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

G. Faith Based Organizations

The City of Virginia Beach does not discriminate against Faith-Based Organization.

H. Compliance with Immigration Laws

Contractor does not currently, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien, as defined in the federal Immigration Reform and Control Act of 1986.

I. Business Entity Registration

Foreign and domestic businesses authorize to transact business in the Commonwealth. The Contractor shall be registered and authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. The Contractor shall submit proof of such registration to the City. Additionally, the Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or canceled at any time during the term of the contract.

J. Non-Exclusivity

The City reserves the right to procure goods or services covered under this contract from a third party when, in the City's sole discretion, it is deemed to be in the City's best interest.

K. Compliance with All Laws

Contractor shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of scope of work set forth herein. Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this Agreement prior to the initiation of work.

L. Venue

Any and all suits for any claims or for any and every breach or dispute arising out of this Agreement shall be maintained in the appropriate court of competent jurisdiction in the City of Virginia Beach, or the U.S. District Court for the Eastern District of Virginia, Norfolk District.

M. Agreement interpreted under laws of Virginia

This Agreement shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Agreement shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

N. Business License Requirement

If the Contractor is a business, located in the City of Virginia Beach or at any time during the performance of this Agreement obtains situs for purposes of business license taxes, it shall be unlawful for such business to conduct or engage in such business, trade or occupation without having first obtained the proper license from the Commissioner of the Revenue of the City, and

the Contractor covenants that it has a business license where one is required to perform this Agreement.

O. Independent Consultant

The Contractor shall agree and covenant that it is and shall be at all times, an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither the Contractor nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant of the City. Nothing in this section shall be deemed to absolve or otherwise limit the Contractor's liability and responsibility to safely and correctly perform its duties under this Agreement.

P. Representation Regarding City Employment; Conflict of Interest

Contractor represents at the time of contracting and through the pendency of this Agreement that no one with an ownership interest in the Contractor or the Contractor's corporate entity, if applicable, or other employee of the Contractor is also an employee of the City of Virginia Beach, specifically in the City Department initiating or overseeing this Agreement. Contractor further represents that no individual with an ownership interest in the Contractor or the Contractor's corporate entity, if applicable, or other employee has a spouse, other relative or person who resides with the individual that is currently an employee of the City of Virginia Beach, specifically in the City Department initiating or overseeing this Agreement. Should the Contractor have reasonable belief of a possible conflict of interest, that issue should immediately be brought to the attention of the City's Purchasing Division for review.

Q. Integration/Merger

This Agreement and any appendices attached hereto constitute the entire agreement of the parties and supersedes all prior agreements, understandings and negotiations, whether written or oral, between the parties. This Agreement may not be modified, except in a writing signed by both parties that is expressly stated to be an amendment hereto.

R. Severability

The provisions of this Agreement shall be deemed to be severable, and should any one or more of such provisions be declared or adjudged to be invalid or unenforceable, the remaining provisions shall be unaffected thereby and shall remain in full force and effect.

S. Environmental Liability

Any costs or expenses associated with environmentally related violations of the law, the creation or maintenance of a nuisance, or releases of hazardous substances, including, but not limited to, the costs of any cleanup activities, removals, remediations, responses, damages, fines, administrative or civil penalties or charges imposed on the City, whether because of actions or suits by any governmental or regulatory agency or by any private party, as a result of the storage, accumulation, or release of any hazardous substances, or any noncompliance with or failure to meet any federal, state or local standards, requirements, laws, statutes, regulations or the law of nuisance by Contractor (or by its agents, officers, employees, subcontractors, consultants, subconsultants, or any other persons, corporations or legal entities employed, utilized, or retained by Contractor) in the performance of this Contract or related activities, shall be paid by Contractor. This paragraph shall survive the termination, cancellation or expiration of this Contract.

T. Waiver

No failure of the City to exercise any right or power given to it by law or by this Agreement, or to insist upon strict compliance by Contractor with any of the provisions of this contract, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of the City's right to demand strict compliance with the terms of this Agreement.

U. Interpretation

Whenever the context hereof shall require, the singular shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

V. Descriptive Headings

The descriptive headings appearing in this Agreement are for convenience only and shall not be construed either as a part of the terms, covenants, and conditions hereof or as an interpretation of such terms, covenants, and conditions.

W. Non-appropriation

It is understood and agreed between the Parties hereto that the City shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this Agreement. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this Agreement, the City shall immediately notify Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the City of any kind whatsoever.

X. Assignment of Agreement

The Contractor shall not, without the prior written consent of the City, assign, delegate, or otherwise transfer, in whole or in part, the Agreement or any of the Contractor's rights or obligations arising hereunder. The City may, in its sole discretion, consent or decline to consent to any such assignment, delegation, or transfer, or may give its conditional consent thereto. In the event the City conditionally consents to such an assignment, delegation, or transfer, such consent may, without limitation, be conditional upon Contractor's remaining fully and unconditionally liable to the City for any breach of the terms of this Agreement by Contractor's transferee and for any damage or injury sustained by a third party or parties as a result of the intentional act or omission, negligence, or breach of warranty by Contractor's transferee.

Y. Termination without Cause

The City may at any time, and for any reason, terminate this Agreement by written notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in this Agreement.

In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination.

If the City terminates this Agreement without cause, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Agreement, and turn over to the City any work completed or in process for which payment has been made.

Z. Hold Harmless/Indemnification

It is understood and agreed that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor, its subcontractors, agents or employees under or in connection with this Agreement or the performance or failure to perform any work required by this Agreement. Contractor agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Agreement, and (c) the performance of the work by Contractor or those for whom Contractor is legally liable. Upon written demand by the City, Contractor shall assume and defend at Contractor's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

AA. Insurance

Contractor agrees to secure and maintain in full force and effect at all times during the term of this Agreement, the following policies of insurance:

1. Workers' Compensation Insurance of not less than \$500,000.
2. Comprehensive General Liability Insurance, including contractual liability and products and completed operations liability coverages, in an amount not less than one million dollars (\$1,000,000) combined single limits (CSL). Such insurance shall name the City of Virginia Beach as an additional insured.
3. Automobile Liability Insurance including coverage for non-owned and hired vehicles in an amount not less than one million dollars (\$1,000,000) combined single limits (CSL).

All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to the City, and shall carry the provision, that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the City. In certain cases, where coverage is unavailable through licensed carriers, certificates of insurance written by a Surplus Lines Carrier authorized by the Virginia State Corporation Commission to transact the business of insurance in Virginia and acceptable to the City of Virginia Beach may be approved. Contractor shall list the City of Virginia Beach as an additional insured, and furnish the City with certificate of insurance showing Contractor's compliance with the foregoing requirements.

BB. Notice

All notices and requests required or permitted hereunder shall be sent by United States certified mail, return receipt requested and to be effective, shall be postmarked not later than the final date for giving of such notice; or such notices may be sent by commercial messenger service, in which event, to be effective, such notices shall be delivered to a commercial messenger service not later than the final date for giving such notice.

Notices for the City of Virginia Beach shall be addressed as follows:

City of Virginia Beach
Purchasing Divison
2401 Courthouse Drive,
Building 1, 3rd Floor, Ste. 3097y
Virginia Beach, VA 23456

Notices for Contractor shall be addressed in accordance with address provided in signed contract, or address shown in the Contractor's RFP submittal.

Such addresses may be changed at any time and from time to time by like written notice given by either party to the other.

CC. Offset/Setoff

The City may withhold the payment of any claim or demand by any person, firm or corporation against the City until any delinquent indebtedness or other liability, including taxes, due to the City from such person, firm or corporation shall first have been settled and adjusted.

DD. Audits

The City shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Agreement (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Contractor, including, but not limited to those kept by Contractor, its employees, agents, assigns, successors and subcontractors. Contractor shall maintain such books and records, together with such supporting or underlying

documents and materials, for the duration of this Agreement and for at least three years following the completion of this Agreement, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to the City, through its employees, agents, representatives, contractors or other designees, during normal business hours at Contractor's office or place of business in Virginia Beach, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Virginia Beach, Virginia, which is convenient for the City. At a minimum, an audit will be performed annually.

This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

EE. Submission and Disposition of Contractual Claims

Prompt knowledge by the City of an existing or impending claim for damages or other relief may alter the plans, scheduling, or other action of the City and/or result in mitigation or elimination of the effects of the claim. Therefore, a written statement providing the City with notice of the Contractor's intention to file a claim which (i) describes the act or omission by the City or its agents that the Contractor contends caused it damages or entitles it to other relief; and (ii) provides a description of the nature and amount of the claim. Such written statement shall be submitted to the City within 20 days of the time of the occurrence or beginning of the work upon which the claim is based; provided, however, if such damage is deemed certain in the opinion of the Contractor to result from its acting on an order from the City, it shall immediately take written exception to the order. For purposes of this provision, "claim" shall include, without limitation, any request for an increase in the contract price or time and any request for equitable adjustment. Submission of a notice of claim as specified shall be mandatory, and failure to submit such notice shall be a conclusive waiver to such claim for damages or other relief by the Contractor. Neither an oral notice or statement, nor an untimely notice or statement will be sufficient to satisfy the requirements herein.

The City will review the claim and render a final decision in writing within thirty (30) days of receipt of Contractor's written request for a final decision. Such decision shall be final and binding to the fullest extent allowed by law.

FF. Payments to Subcontractors

In accordance with Title 2.2, Chapter 43, Article 4 of the Code of Virginia (Virginia Public Procurement Act), the Contractor shall make payment to all subconsultants, as defined in the Code, within seven (7) days after receipt of payment from the City; or, shall notify the City and the subconsultant in writing of the intention to withhold all or part of the amount due with the reason for nonpayment. In the event payment is not made as noted, the Contractor shall pay interest at the rate of one percent (1%) per month, unless otherwise provided in the contract, to the subconsultant on all amounts that remain unpaid after seven (7) days except for the amounts withheld as provided herein.

These same requirements shall be included in each subcontract and shall be applicable to each lower tier subconsultant. The Contractor shall provide the City with its social security number or federal taxpayer identification number prior to any payment being made under this Agreement.

The Contractor's obligation to pay an interest charge to a subconsultant pursuant to the payment clause in this section may not be construed to be an obligation of the City. A contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

Notwithstanding the preceding and in accordance with Virginia Code § 2.2-4354(1), the Contractor, in the event that the contractor has not received payment from the City for work

performed by a subconsultant, shall be liable for the entire amount owed to such subconsultant and to pay such subconsultant within 60 days of the receipt of an invoice following satisfactory completion of the work for which the subconsultant has invoiced. The Contractor shall not be liable for amounts otherwise reducible due to the subconsultant's noncompliance with the terms of the contract. In the event the Contractor withholds all or a part of the amount invoiced by the subconsultant under the terms of the contract, the contractor shall notify the subconsultant within 50 days of the receipt of such invoice, in writing, of his intention to withhold all or a part of the subconsultant's payment with the reason for nonpayment, specifically identifying the contractual noncompliance, the dollar amount being withheld, and the lower-tier subconsultant responsible for noncompliance. Payment by the City to the Contractor shall not be a condition precedent to payment to any lower-tier subconsultant, regardless of the Contractor's receiving payment for amounts owed to the Contractor. Nothing in this section shall be construed to (i) apply to or prohibit the inclusion of any retainage provision or (ii) apply to contracts with an architectural and engineering firm.

GG. Subcontractors

The use of subcontractors and the work they are to perform shall receive prior written approval of the contract administrator. The Contractor shall be solely responsible for all work performed and materials provided by subcontractors. The Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

HH. Compliance with the Virginia Human Rights Act

The Virginia Human Rights Act, as amended, includes protections against discrimination based on an individual's race, color, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, status as a veteran, or national origin. During the performance of this Agreement, Consultant shall comply with the Virginia modification Act, as amended.

V. SPECIAL TERMS AND CONDITIONS:

A. Payment Schedule

1. Payment for services rendered by the Offeror, shall be billed in accordance with the following schedule:
 - a) Monthly for Firm-Fixed Price services and any IDIQ completed and accepted by the City
2. Payment on invoices shall be Net 30 days after receipt of invoice.

B. Modification

There may be no modification of any resulting Contract, except in writing, executed by the authorized representatives of the City and the Contractor.

C. Company Personnel Standards

1. Personnel shall be trained/qualified to perform requested services. If any of the successful Offeror's personnel are not satisfactory in the performance of services to be furnished hereunder in a proper manner and satisfactory to the City, the Offeror shall remove any such personnel and replace them with satisfactory personnel.
2. Offeror shall use all reasonable care, consistent with its rights to manage and control its operations, not to employ any persons or use any labor or have any equipment or permit any condition to exist which shall or may cause or be conducive to pose any liability to the general public as well as any activity to be construed as a nuisance. The City retains the right to require the successful Offeror to halt all work activities until such conditions are resolved.

D. Claims for Extra Compensation

If Contractor encounters work and services not included in the resulting Contract or any supplement thereto but which in the opinion of Contractor is necessary for the successful completion of the Contract and requires extra compensation, Contractor shall, before it begins the work on which it bases its claim, promptly notify the City in writing of its intention to perform the work and to make claim for extra compensation. Notification by Contractor under the terms of this paragraph shall not be construed as proving the validity of the claim. No claim for extra compensation will be filed or considered unless notification is given as herein set forth.

Upon notification, the City shall promptly review any claim for extra compensation. If a claim is accepted by the City, it shall be paid as extra work in accordance with the terms of a supplemental agreement executed by the parties before such work is begun.

The amounts claimed as extra compensation by Contractor shall be separately itemized, become a part of the claim, and serve as documentation thereto. The amounts itemized shall be in sufficient detail to enable the City to analyze the need for the extra work and the costs claimed for the work.

E. Ownership

All intellectual property rights and other proprietary rights in any work resulting from the performance of services under any resulting Contract shall vest and be held in the name of the City.

F. Independent Contractor

The Contractor shall agree and covenant that it is and shall be at all times, an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither the Contractor nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant of the City. Nothing in this section shall be deemed to absolve or otherwise limit the Contractor's liability and responsibility to safely and correctly perform its duties under this contract.

VI. SPECIAL INSTRUCTIONS TO THE OFFEROR:

A. Contract Administrator

Whenever used in the Request for Proposal and for purposes of any notices under this contract, Contract Administrator shall be as described below:

City of Virginia Beach
Department of Housing & Neighborhood Preservation
Cindy M. Walters
(757) 385-5754

B. Pre-Proposal Conference

A pre-proposal conference will be held at 2401 Courthouse Drive, Building 1, Suite 3096, Virginia Beach, Virginia 23456 on February 17, 2025 at 10:00am. The purpose of the conference is to provide an overview of the Proposal and if necessary, schedule a site tour of the building. Attendance of this conference is not mandatory but is advisable.

VII. GENERAL SUBMITTAL TERMS AND CONDITIONS:

A. Definitions of Terms

The following definitions of terms are used herein:

1. The term "City" refers to the City of Virginia Beach.
2. The term "Offeror" refers to the person, firm, or company that provides a proposal in response to this Request For Proposal (RFP) and who may or may not be successful in achieving an opportunity to negotiate for the final award of a contract.
3. The term "Contractor" means the Offeror to which the contract will be awarded. References

to the Contractor in this RFP shall also apply in full to any subcontractor for the named Contractor.

B. Submittal of Proposals

1. The proposal and required documentation shall be placed in a sealed envelope or package that shall be identified with the Request for Proposal's item number, the Date and Time of closing, and the name and address of the Offeror.
2. One (1) **ORIGINAL** of the proposal shall be submitted. In addition, the Offeror shall provide their proposal in an electronic/digital read only format on a flash drive. The original proposal should be clearly marked "**ORIGINAL**" on its outside cover.
3. All proposals shall be received and time-stamped in the office location described below no later than **3:00P.M.** local time, **March 10, 2025**. Proposals received after the specified date and time (time-stamped 3:01p.m. or later) shall not be considered and shall be returned unopened to the Offeror.
4. Issuing Office:
City of Virginia Beach
Purchasing Division
2401 Courthouse Drive
Building 1, 3rd Floor, Ste. 3097
Virginia Beach, VA 23456
Phone: (757) 385-4438
5. Proposals received by email, telephone, telegraph, facsimile or any other means of electronic transfer shall not be accepted.

C. Examination

Offeror shall carefully examine the contents of this Request for Proposal and any subsequent addenda.

D. Questions

1. Questions concerning this proposal shall be made in writing. Questions should be addressed to the Purchasing Division not less than **ten** (10) working days prior to the closing date of the Request for Proposal.
2. All questions should be directed to the Purchasing Division: Kathleen M. Lindback, at klindback@vbqgov.com or (757) 385-4911.
3. Any material changes to the proposal document will be addressed by issuance of a written addendum to all Offerors of Record that will become part of the proposal documentation. It is the responsibility of the Offeror to acknowledge any addendums issued for this Proposal within their submittal.
4. Oral instructions do not form a part of the proposal documents.

E. Conditions of Work

Each Offeror shall inform himself/herself fully of the conditions relating to the project and the employment of labor therein. Failure to do so will not relieve a successful Offeror of his obligation to furnish all materials and labor necessary to carry out the provisions of this agreement.

F. Anticollusion/Nondiscrimination//Drug-Free Workplace Form

The attached Anticollusion/Nondiscrimination/Drug-Free Workplace form incorporated herein (page 2) should be executed and returned with the proposal documents.

G. Subcontracting Participation Plan Form:

Offeror shall execute and return the Subcontracting Participation Plan (CVAB—E2), of this Request for Proposal. If the form is not returned with the Offeror's proposal, the form will be

provided within three (3) days after notification that the Offeror has been shortlisted for further evaluation by the City.

H. Good-Faith Efforts – Certified Small, Woman, Minority, Service Disabled Veteran or Employment Services Organization

It is the policy of the City of Virginia Beach to encourage the participation of Small, Woman, Minority and Service Disabled Veteran owned businesses, or Employment Services Organizations in its procurement processes. The City expects Offerors to embrace these goals to the maximum extent possible. To the extent practicable, the submitted proposal should provide for the fair inclusion of these businesses in their proposal. The businesses shall be certified by the Virginia Department of Small Business and Supplier Diversity.

The list of certified businesses may be found at the Virginia Department of Small Business and Supplier Diversity Directory at: <https://directory.sbsd.virginia.gov/#/directory>.

I. Proposal Binding for One Hundred Twenty (120) Days

The Offeror agrees that this proposal shall be good and may not be withdrawn for a period of one hundred twenty (120) calendar days after the scheduled closing time for the Request For Proposal.

J. Proprietary Information

Offerors are advised that Section 2.2-4342 of the Code of Virginia, i.e., the Virginia Public Procurement Act, shall govern public inspection of all records submitted by the Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342.

Offeror shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is needed. Furthermore, the Offeror shall submit proprietary information under separate cover, and the City reserves the right to submit such information to the City Attorney for concurrence of the Offeror's claim that it is in fact proprietary. References may be made within the body of the proposal to proprietary information; however, all information contained within the body of the proposal not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes.

K. Proposal Costs

Prospective Offerors shall be responsible for all costs incurred in the development and submission of a proposal. The City assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a proposal by an Offeror, any cost associated with interviews and travel, or any other Offeror cost involved in a response.

L. Exceptions

Proposals should be as responsive as possible to the provisions stated herein, however, an Offeror may take exceptions to the provisions without their proposal being disqualified. During the evaluation process, the City will consider whether the impacts of any such exceptions are positive or negative. The Offeror should clearly indicate when exceptions or deviations are being taken and state the reason why. Notwithstanding the above, proposals received late shall be rejected.

M. Award

The award of a contract shall be the sole discretion of the City. The award shall be based upon the evaluation of all information as the City may request. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informalities in the bidding. Further, the City reserves the right to enter into any contract deemed to be in the best interest of the City.

The award of this contract will include the incorporation of the Contractor's proposal. All

information, general and specific, provided in the Contractor's proposal, including, but not limited to, personnel staffing levels and organization; employee and subcontractor qualifications; technical approaches; and pricing shall be made part of the contract requirements.

N. Fraud, Waste and/or Abuse

The City of Virginia Beach is committed to eliminating fraud and maintaining a highly ethical environment throughout our organization. The City's Fraud, Waste and Abuse Prevention Program, coordinated by the Office of the City Auditor, consists of a Fraud Hotline, web site, awareness training and investigation services. While this program is designed to assist City employees, departments, agencies and programs in preventing and detecting incidents of fraud, waste and abuse in the City of Virginia Beach, it is also available to City contractors for this same purpose. This program focuses on dishonest acts by City employees or its contractors. Therefore, if you suspect any Fraud, Waste and/or Abuse regarding a City employee or contractor please call the Fraud Hotline at (757)468-3330.

O. Public Notice of Award or Decision to Award

Public notice of the award or the announcement of the decision to award shall be provided by posting the appropriate notice on the "bid board" located on the Purchasing Division website.

P. Preparation Guidelines

For consideration, all proposals should be as responsive as possible to the solicitation. In order to adequately evaluate the proposals, all Offerors should use the following format:

1. Experience (no more than 6 pages):

Offeror shall provide a concise description of their work experiences as it relates to the scope of work outlined herein.

- a) Offeror's established experience record in providing comparable services;
- b) Number of years the Offeror has been providing these types of services;
- c) A minimum of five (5) references for whom Offeror has provided services comparable to those described in this RFP. For each reference, detail:
 - Name of project, location, value of service, period of performance, dates, etc.
 - Client/owner name, with name, e-mail address, phone, and of a contact for the firm;
 - Brief summary of scope of services provided.

2. Capability and Skills (no more than 6 pages):

Offeror shall provide a description of the qualifications and skills of the organization and all personnel who shall be responsible for performance of the services. Such description shall, at a minimum, include the following:

- a) A description of the Offeror's company history and current operating characteristics to include the number of years in business, philosophy, ownership, number of employees, organizational chart, annual sales, geographic coverage.
- b) A description of the Offeror's financial stability and other resources that most adequately ensures the delivery of acceptable services to the City. The Offeror shall indicate the type of organization they represent, i.e. individual, partnership or corporation. If the Offeror represents a corporation or partnership, the names of the President, Vice-President, Secretary, Treasurer and all principals or partners shall be listed.

Prior to award the Offeror will be required to provide financial statements – i.e. audited annual financial reports, for the previous three (3) years. This financial information will not be included in the original proposal.

- c) Offeror shall submit an organization chart, detailing the personnel and subcontractors who will be responsible for managing and executing the services required in the contract. Reporting relationships should be clearly defined. The organization chart should be as complete as possible and be consistent with the pricing of the work and the technical approach for each function.
- d) A listing of the key personnel and key subcontractor personnel who will be assigned to the project along with a summary of their qualifications and specific responsibilities for the project and licensing and certifications.
- e) Resources available to the organization for performance of the contract; including major subcontractors, work they will perform, approximate percentage of the total contract, term of agreement between Contractor and the subcontractor, and whether they are SWAM certified by the Virginia Department of Small Business and Supplier Diversity (SBSD).

Resources for locating SBSWAM certified businesses may be found at the following link:

[Virginia Department of Small Business and Supplier Diversity](#)

3. Services to be Provided (no more than 30 pages):

- a) Offeror should describe the management and technical approach for the accomplishment of all of the services outlined in the scope of work. Specifically the offeror shall submit a thorough technical approach for each of the following major categories of services:
 - (1) Contractor Staff & Subcontractor Management
 - (2) Custodial and Housekeeping Services
 - (3) Facility Maintenance and Repair Services
 - (4) Pest Control Services
- b) Each description should provide the following information: Offeror's understanding of the function and requirements.
 - (1) Listing and annotation as to the approach the Offeror proposes to meet the requirement stipulated in the Statement of Work section of this proposal.
 - (2) Discussion and details of pricing of the approach.
 - (3) Listing of major tasks to be performed by the Contractor and Subcontractor(s) and the deliverable products associated with each task.
 - (4) Who are key personnel and/or Subcontractors required.
 - (5) How the work will be scheduled to meet requirements.
 - (6) Acknowledgement of Requirements.
 - (7) List of any exceptions taken to the provisions of this proposal.

4. Price:

Offeror shall provide a detailed description of the total cost to perform the services. The cost break down shall identify in separate detail the charges associated with each deliverable item and major task, e.g., Software Licenses, Installation, Data Conversion,

Training, Implementation Support, Maintenance and Support Services, travel etc. The Offerors shall complete Attachment E.1 Firm-Fixed Price ELINs and Attachment E.2 Indefinite Delivery/Indefinite Quantity (IDIQ) ELINs.

Q. Evaluation Criteria:

The City shall select all proposals deemed to be fully qualified and best suited among those submitting proposals utilizing the evaluation criteria listed as follows:

#	Criteria	Weight
1	Experience	20
2	Capability and Skills	20
3	Price	20
4	Responsiveness	40
	Total	100

Once a shortlisting is held, negotiations may be conducted with the Offeror so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror, which in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in its sole discretion that one Offeror is qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract shall be negotiated and awarded to that Offeror. The City of Virginia Beach is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

R. Presentation/Demonstration:

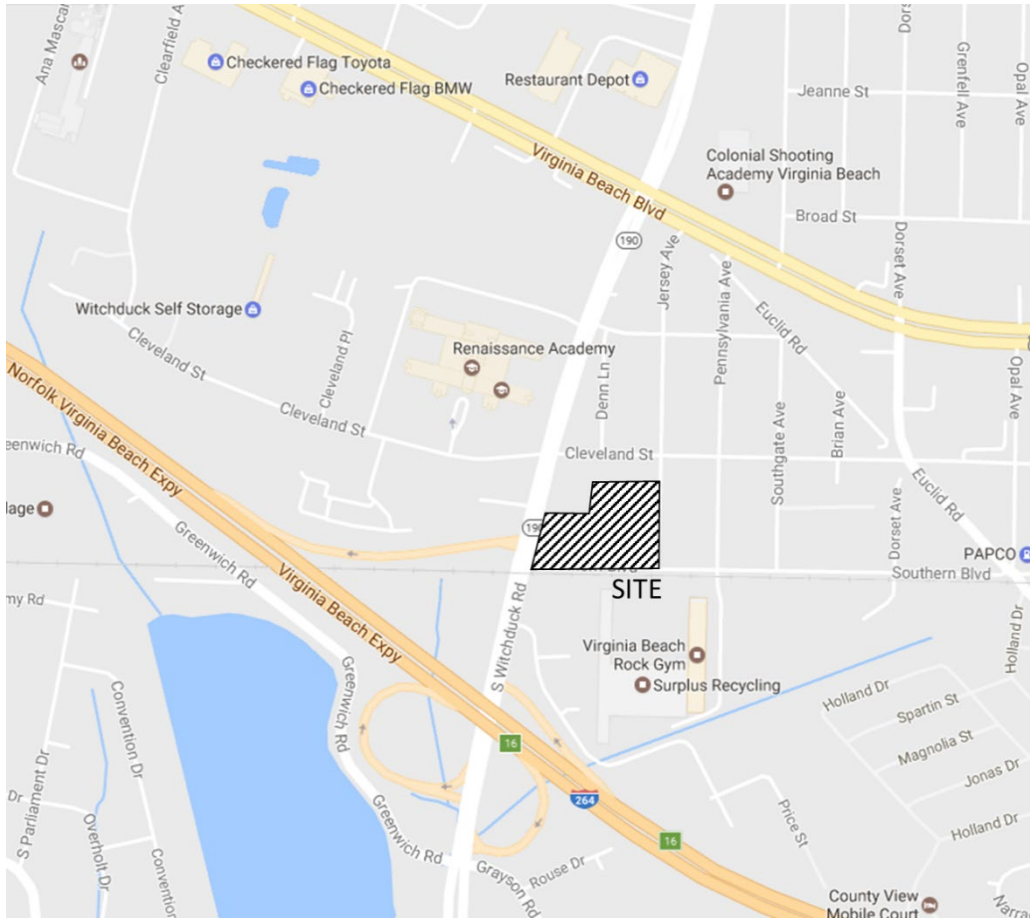
The City may request all Offerors, or just the anticipated best value Offeror, to conduct a presentation/demonstration of their proposal(s), focusing on the evaluation factors listed above. The City may ask questions at the conclusion of the presentation/demonstration. Offeror(s) presentations/demonstrations shall be at a City site, at a date and time mutually agreed to between the City and Offeror, and shall be at the Offeror's expense.

S. Submittal:

The Offeror shall submit the following documents/information:

1. Cover page of Request for Proposal with signature, title, and date;
2. Completed Anticollusion/Nondiscrimination/Drug-free Workplace form (page 2);
3. Completed SwAM forms (3 pages);
4. Proposal as requested herein under Section VII, Subsection P, entitled "Proposal Preparation Guidelines"

ATTACHMENT SECTION A
MAP, PLANS AND BUILDING UTILIZATION
ATTACHMENT A.1
VICINITY MAP



ATTACHMENT A.2 BUILDING FUNCTIONAL LAYOUT



LEGEND

- Day Use
- Family
- Administration
- Office
- Class
- Kitchen
- Clinic
- Efficiency Apt
- Storage
- Service
- Circulation
- Public Area



VIRGINIA BEACH HOUSING RESOURCE CENTER - FIRST FLOOR PLAN
VIRGINIA BEACH, VIRGINIA



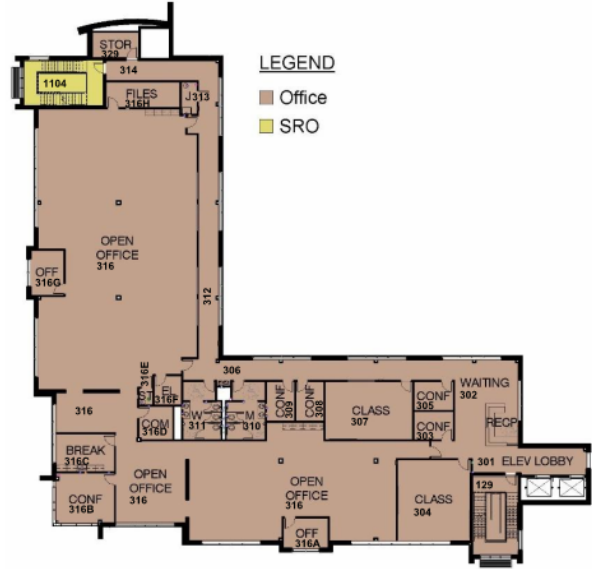
LEGEND

- Singles
- SRO
- Service
- Circulation



LEGEND

- Office
- SRO



VIRGINIA BEACH HOUSING RESOURCE CENTER - SECOND AND THIRD FLOOR PLANS
VIRGINIA BEACH, VIRGINIA



**ATTACHMENT A.3
OCCUPANCY LEVELS AND USEAGE DATA**

1. HRC Hours of Operation:
 - a. City Offices (Departments of Human Services, Housing and Neighborhood Preservation) 8:00 a.m.--5:00 p.m., Mon-Fri
 - b. Day Support Center 7:00 a.m.--5:00 p.m., Mon-Fri
 - c. Single Overnight Shelter 24 Hour, Mon-Sun
 - d. Counseling and Other City Support services 8:00 a.m.--5:00 p.m., Mon-Fri
 - e. Health Clinic 8:00 a.m.--5:00 p.m., Mon-Fri
 - f. Family Overnight Shelter 24 Hour, Mon-Sun
 - g. Main Lobby Front Desk 8:00 a.m.- 7:00 p.m., Mon-Fri

2. Projected Personnel Loading:
 - a. No. of DHNP, Service Providers, Volunteers on 1st & 2nd Floor (avg. per day) 40
 - b. No. of City Office regular employees housed on 3rd Floor (avg. per day): 65
 - c. No. of City Office visitors (avg. per month): 100
 - d. No. of Group events in training rooms (avg. per month): 12
 - e. No. of Homeless persons supported in:
 - a. Day Shelter (avg. per day): 50
 - b. ADA Overnight Shelter in 2 rooms (avg. per day): 7
 - c. Singles Dormitory in 3 dorms (avg. per day): 18
 - f. Family Shelters (10 Units):
 - a. Occupancy Rate: 90%
 - b. Average length of stay (days): 90
 - g. Medical waste receipt and disposal services (containers/wk) 1
 - h. Hot Box operation (avg. per day) 3

**ATTACHMENT SECTION B
LISTING OF DEFINITIONS AND ACRONYMS**

Term	Definition
Clean	To be free of all film, dust, dirt, debris, streaks, stains, marks, smears, scuff marks, graffiti, foreign matter including gum, tar, carbon and grease; trash, mildew, mold, fungus, soap scum, lime deposits, standing liquids, chemical and food residue.
Debris	Undesirable or discarded material including but not limited to rocks, paper, cans and bottles, otherwise referred to as trash and litter, cut, trimmed, or fallen vegetation, e.g., grass clippings, twigs, leaves, seedlings; does not include hazardous waste.
Defect	One or more documented deficiencies of unsatisfactory work performance caused by either poor performance or nonperformance; a failure to comply with a contract requirement.
Equipment, Collateral	Encompasses built-in and large substantially affixed equipment/property that is normally acquired and installed as part of a facility project.
Equipment, Installed	Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property, and is normally acquired and installed as part of a facility project. Installed equipment is normally required to make a facility useful and operable. Removing such equipment would impair the usefulness, safety, or environment of the facility or the facility restoration work required after its removal, is substantial.
Equipment, Personal Property	Personal property equipment includes all equipment other than collateral equipment. Such equipment, when acquired and used in a facility or a test apparatus, can be severed and removed after erection or installation without substantial loss of value or damage thereto or to the premises where installed.
High Areas (Cleaning)	Interior building areas including, but not limited to, wall surfaces, light fixtures, ledges, piping, ductwork, above 12 feet in height from floor level.
Housing Resource Center (HRC)	The entire Housing Resource Center including the 63,500 SF three-story building, interior courtyards, and perimeter areas.
Incidental Engineering	The responsibility to ensure that each project meets the minimum industry standards, applicable building and safety codes, and adequate design for systems and construction to ensure that it functions according to industry standards and contract specifications.
Maintenance, Preventive	Maintenance designed to increase the availability of equipment by reducing the number of unexpected breakdowns or service interruptions.
Maintenance, Routine	Maintenance includes repair or replacement of obsolete, worn, broken, or inoperative building components or systems. This type of work may be scheduled repetitive work or may be a request of a non-emergency nature initiated by a building user.
Perimeter Areas	Areas exterior to the HRC building including building entrances, playground, patio, trash dumpster enclosure, food and supplies delivery enclosure, adjacent sidewalks and parking lot.
Regulated Medical Waste (RMW)	Regulated medical waste is defined by the Commonwealth of Virginia in Virginia Administrative Code 9VAC20-120, Regulated Medical Waste Management Regulations, which can be found at: (http://law.lis.virginia.gov/admincode/title9/agency20/chapter120/section140/).

Repair	Repair is the restoration of facilities or equipment to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance. This term also applies to replacement of the entire unit or system if beyond economical repair. The intent of repair is to have the equipment at normal working condition.
Replacement	Replacement, as a distinct work element, is confined to a program of planned replacement of a facility or its components. It may be further limited to major components such as air conditioning compressors, furnaces or hot water heaters. Replacement is performed when the equipment has reached the end of its useful life; when it no longer can perform due to degradation of its internal components and repair is no longer cost effective. Included under the replacement would be the major rebuilding of any component, since rebuilding also restores performance.
Restoration	Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.
Service Call– Emergency	Any facility deficiency that immediately compromises the mission or life, health and safety; always includes, but is not limited to, failure of any utility, fire protection, environmental control, or security alarm systems.
Service Call– Routine	Any deficiency that does not qualify as emergency, but is needed to maintain the agreed upon facility condition. Maintain means to repair to such a condition that it may be used for its intended purpose and to normal working condition. Does not include improvements.
Sustainment	Maintenance and repair activities necessary to keep a typical inventory of facilities in “normal working condition”. Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
Acronym	Title
APP	Accident Prevention Plan
BTUH	British Thermal Units per Hour
CD	Compact Disc
CFM	Cubic Feet per Minute
CO	Contracting Officer
CPG	Comprehensive Procurement Guidelines
CRI	Carpet and Rug Institute
CWP	Contractor’s Work Plan
DHNP	Department of Housing and Neighborhood Preservation
EA	Each
ELIN	Exhibit Line Item Number
EPA	Environmental Protection Agency
FFP	Firm-Fixed Price
GAL	Gallon
HEPA	High Efficiency Particulate Arrestance
HP	Horse Power
HVAC	Heating, Ventilation, and Air Conditioning
HRC	Housing Resource Center
IDIQ	Indefinite Delivery/Indefinite Quantity
LB	Pound
LEED	Leadership in Energy and Environmental Design

LF	Linear Feet
LS	Lump Sum
MBH	Thousand British Thermal Units per Hour
MO	Month
NIBS	National Institute of Building Sciences
NTE	Not to Exceed
OEM	Original Equipment Manufacturer
OSHA	Federal Occupational Safety and Health Administration
PM	Project Manager; also Preventive Maintenance
RTU	Roof Top Unit
RMW	Regulated Medical Waste
SDS	Safety Data Sheets
SF	Square Feet
SRO	Single Room Occupancy
TN	Ton
USDA	United States Department of Agriculture
VAV	Variable Air Volume
VFD	Variable Frequency Drive
VOSH	Occupational Safety and Health Laws of Virginia
VRF	Variable Refrigerant Flow
VTE	Vertical Transportation Equipment

**ATTACHMENT SECTION C
CITY-FURNISHED PROPERTY, MATERIALS AND SERVICES**

CITY-FURNISHED BUILDING SPACES

The Contractor will be assigned two spaces, Room #150 and Room #126. In addition to these rooms, the Contractor shall also manage/utilize all Janitorial Closets, Mechanical, and Electrical rooms. Storage rooms will be managed and utilized by both the Contractor and the City for storage.

**OTHER CITY-FURNISHED SERVICES IN THE HRC NOT PART OF THIS RFP
(WILL BE PERFORMED BY CITY EMPLOYEES OR SEPARATE CONTRACT)**

Internet Services

City internet services in the HRC may be utilized by Contractor

Landscape Services

exterior grounds maintenance
interior courtyard grounds maintenance

Snow and Ice Removal Services

snow and ice removal on parking lot and sidewalks

Pavement Sweeping Services

pavement sweeping of parking lot and sidewalks

Security Systems Maintenance and Repair

Lenel security system monitoring and door entry access equipment maintenance and repair

Exterior Pest Control Services

exterior pest control, e.g., mosquitoes and filth flies (around dumpsters)

Dumpster and Waste Removal Services

Health Clinic Services (EXCEPT Transporting Bio-Medical Waste from the Health Clinic collection point to off-site will be the responsibility of the O&M Contractor)

Information Technology Systems Support and Communications Wiring

Efficiency Apartment Rental and Management Services

Contractor managing, operating and maintaining 30 low-cost efficiency apartments of the 1st floor (5 efficiency apartments) and the 2nd floor (25 efficiency apartments)

**ATTACHMENT SECTION D
SUBMITTALS AND DELIVERABLES**

Table of Deliverables						
Spec Item	Form Attachment Number	Deliverable Title	Date(s) of Submission	Distribution		Frequency
				Orig / Copies	No. Copies (incl orig)	
III.A General Requirements						
III.A.8	N/A	Quality Management Program	Within 45 calendar days after award and within 7 calendar days of changes	CO	1	As specified
III.A.10	N/A	Employee Listing	Within 45 calendar days after award and at least twenty-four (24) business hours of changes	CO	1	As specified
III.A.11(a)	N/A	Accident Prevention Plan	Within 45 calendar days after award and within seven calendar days of changes	CO	1	As specified
III.A.11(b)	N/A	Safety Data Sheets (SDS)	Prior to performing work and within 7 calendar days of changes	CO	1	As specified
III.A.11(e)	N/A	OSHA Guidelines of Blood Borne Pathogens	Within 45 calendar days after award and within seven calendar days of changes	CO	1	As specified
III.A.13	N/A	Business Continuity and Disaster Preparedness Plan	Within 45 calendar days after award and within seven calendar days of changes	CO	1	As specified

III.B.1 HRC Management Services						
III.B.1(c)	N/A	Utility Outage Notification	No later than 7 calendar days prior to scheduled outage	Affected Customers	N/A	As specified
III.B.1(d)	N/A	Work Request Response	Within 30 minutes following reception	Work Requestor	N/A	As specified
III.B.1(d)	N/A	Work Management System	Prior to performing work and within 7 calendar days of changes	CO	N/A	As specified
III.B.1(e)	N/A	Warranty Management Equipment Listing	Prior to performing work and within 7 calendar days of changes	CO	N/A	As specified

III.B.1(e)	N/A	Warranty Documents	Within 45 calendar days after award and within seven calendar days of changes	CO	N/A	As specified
III.B.1(e)	N/A	Technical Library	Prior to performing work and within 7 calendar days of changes	CO	N/A	As specified

III.B.2 Custodial and Housekeeping Services

III.B.2(b)	N/A	Cleaning Schedule	Prior to performing work and within 7 calendar days of changes	CO	N/A	As specified
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III.B.3 and B.4 – LEFT BLANK

III.B.5 Facility Maintenance and Repair Services

III.B.5(c)	N/A	Preventive Maintenance Program	Within 60 calendar days after contract award updated monthly thereafter	CO	1	As specified
III.B.5(d)	N/A	Inspection, Testing and Certification Program	Within 60 calendar days after contract award updated monthly thereafter	CO	1	As specified
III.B.5(e)	N/A	Other Recurring Services Program	Within 60 calendar days after contract award updated monthly thereafter	CO	1	As specified
III.B.5(f)	N/A	Repair Work Management Project Submission	Within 3 work days following receipt of request	CO	1	As specified

III.B.6 Pest Control Services

III.B.6(a)	N/A	Contractor's Work Plan	Within 60 calendar days after contract award	CO	1	As specified
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**ATTACHMENT SECTION E
PRICING SCHEDULES**

ATTACHEMENT E-1 EXHIBIT LINE ITEM NUMBER FOR FIRM-FIXED PRICE WORK RFP COVB #25-101508					
Line Item 0001 Firm-Fixed Price – Base Period (12 months of HRC services)					
PROVIDE PRICES FOR FIRM-FIXED PRICE SERVICES PER SECTION iii, Paragraph A.15					
ELINs A001 through A004					
ELIN / Sub ELIN	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
A001 HRC Management Services (Spec Item III.B.1)					
A001A	Provide HRC Interface Services; Work Identification, Reception and Workforce/Subcontract Management Services; Warranty Management and Technical Library Services and Building Automation System (Spec Items III.b.1(c) thru (f)	12	MO	\$	\$
Subtotal HRC Management Services					\$
A002 Custodial and Housekeeping Services (Spec Item III.B.2)					
A002A	Provide Schedules and Unscheduled Custodial Services (Spec Items III.B.2(b) and (c))	12	MO	\$	\$
A002B	Provide Housekeeping Services (Spec Item III.B.2(d))	12	MO	\$	\$
Subtotal Custodial and Housekeeping Services					\$
A003 Facility Maintenance and Repair Services (Spec Item III.B.5)					
A003A	Provide Service Calls Labor Only (Spec Items III.B.5(b) and (f)	12	MO	\$	\$
A003B	Provide PM Program (Spec Item III.B.5(c))	12	MO	\$	\$
A003C	Provide Inspection, Testing and Certification Program (Spec Item III.B.5(d))	12	MO	\$	\$
A003D	Provide Other Recurring Services Program (Spec Item III.B.5(e))	12	MO	\$	\$
A003E	Repair Work Management (Spec Items III.B.5(g) and (f)	12	MO	\$	\$
Subtotal Facility Maintenance and Repairs Services					\$
A004 Pest Control Services (Spec Item III.B.5)					
A004A	Provide Scheduled and Unscheduled Pest Control Services (Spec Items III.B.6(b) and (c))	12	MO	\$	\$
Subtotal Pest Control Services					\$
TOTAL – LINE ITEM 0001 FFP - BASE PERIOD (SubELINs A001a thru A004A)					\$

**ATTACHEMENT E-1
EXHIBIT LINE ITEM NUMBER FOR FIRM-FIXED PRICE WORK
RFP COVB #25-101508**

Line Item 0002 Firm-Fixed Price – First Option Period

PROVIDE PRICES FOR FIRM-FIXED PRICE SERVICES PER SECTION iii, Paragraph A.15

ELINs B001 through B004

ELIN / Sub ELIN	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
B001 HRC Management Services (Spec Item III.B.1)					
B001A	Provide HRC Interface Services; Work Identification, Reception and Workforce/Subcontract Management Services; Warranty Management and Technical Library Services and Building Automation System (Spec Items III.b.1(c) thru (f))	12	MO	\$	\$
Subtotal HRC Management Services					\$
B002 Custodial and Housekeeping Services (Spec Item III.B.2)					
B002A	Provide Schedules and Unscheduled Custodial Services (Spec Items III.B.2(b) and (c))	12	MO	\$	\$
B002B	Provide Housekeeping Services (Spec Item III.B.2(d))	12	MO	\$	\$
Subtotal Custodial and Housekeeping Services					\$
B003 Facility Maintenance and Repair Services (Spec Item III.B.5)					
B003A	Provide Service Calls Labor Only (Spec Items III.B.5(b) and (f))	12	MO	\$	\$
B003B	Provide PM Program (Spec Item III.B.5(c))	12	MO	\$	\$
B003C	Provide Inspection, Testing and Certification Program (Spec Item III.B.5(d))	12	MO	\$	\$
B003D	Provide Other Recurring Services Program (Spec Item III.B.5(e))	12	MO	\$	\$
B003E	Repair Work Management (Spec Items III.B.5(g) and (f))	12	MO	\$	\$
Subtotal Facility Maintenance and Repairs Services					\$
B004 Pest Control Services (Spec Item III.B.6)					
B004A	Provide Scheduled and Unscheduled Pest Control Services (Spec Items III.B.6(b) and (c))	12	MO	\$	\$
Subtotal Pest Control Services					\$
TOTAL – LINE ITEM 0003 FFP – FIRST OPTION PERIOD (SubELINs B001A thru B004A)					\$

**ATTACHEMENT E-1
EXHIBIT LINE ITEM NUMBER FOR FIRM-FIXED PRICE WORK
RFP COVB #25-101508**

Line Item 0003 Firm-Fixed Price – Second Option Period

PROVIDE PRICES FOR FIRM-FIXED PRICE SERVICES PER SECTION iii, Paragraph A.15

ELINs C001 through C004

ELIN / Sub ELIN	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
C001 HRC Management Services (Spec Item III.B.1)					
C001A	Provide HRC Interface Services; Work Identification, Reception and Workforce/Subcontract Management Services; Warranty Management and Technical Library Services and Building Automation System (Spec Items III.b.1(c) thru (f))	12	MO	\$	\$
Subtotal HRC Management Services					\$
C002 Custodial and Housekeeping Services (Spec Item III.B.2)					
C002A	Provide Schedules and Unscheduled Custodial Services (Spec Items III.B.2(b) and (c))	12	MO	\$	\$
C002B	Provide Housekeeping Services (Spec Item III.B.2(d))	12	MO	\$	\$
Subtotal Custodial and Housekeeping Services					\$
C003 Facility Maintenance and Repair Services (Spec Item III.B.5)					
C003A	Provide Service Calls Labor Only (Spec Items III.B.5(b) and (f))	12	MO	\$	\$
C003B	Provide PM Program (Spec Item III.B.5(c))	12	MO	\$	\$
C003C	Provide Inspection, Testing and Certification Program (Spec Item III.B.5(d))	12	MO	\$	\$
C003D	Provide Other Recurring Services Program (Spec Item III.B.5(e))	12	MO	\$	\$
C003E	Repair Work Management (Spec Items III.B.5(g) and (f))	12	MO	\$	\$
Subtotal Facility Maintenance and Repairs Services					\$
C004 Pest Control Services (Spec Item III.B.6)					
C004A	Provide Scheduled and Unscheduled Pest Control Services (Spec Items III.B.6(b) and (c))	12	MO	\$	\$
Subtotal Pest Control Services					\$
TOTAL – LINE ITEM 0003 FFP – SECOND OPTION PERIOD (SubELINs C001A thru C004A)					\$

**ATTACHEMENT E-1
EXHIBIT LINE ITEM NUMBER FOR FIRM-FIXED PRICE WORK
RFP COVB #25-101508**

Line Item 0004 Firm-Fixed Price – Third Option Period

PROVIDE PRICES FOR FIRM-FIXED PRICE SERVICES PER SECTION iii, Paragraph A.15

ELINs D001 through D004

ELIN / Sub ELIN	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
D001 HRC Management Services (Spec Item III.B.1)					
D001A	Provide HRC Interface Services; Work Identification, Reception and Workforce/Subcontract Management Services; Warranty Management and Technical Library Services and Building Automation System (Spec Items III.b.1(c) thru (f))	12	MO	\$	\$
Subtotal HRC Management Services					\$
D002 Custodial and Housekeeping Services (Spec Item III.B.2)					
D002A	Provide Schedules and Unscheduled Custodial Services (Spec Items III.B.2(b) and (c))	12	MO	\$	\$
D002B	Provide Housekeeping Services (Spec Item III.B.2(d))	12	MO	\$	\$
Subtotal Custodial and Housekeeping Services					\$
D003 Facility Maintenance and Repair Services (Spec Item III.B.5)					
D003A	Provide Service Calls Labor Only (Spec Items III.B.5(b) and (f))	12	MO	\$	\$
D003B	Provide PM Program (Spec Item III.B.5(c))	12	MO	\$	\$
D003C	Provide Inspection, Testing and Certification Program (Spec Item III.B.5(d))	12	MO	\$	\$
D003D	Provide Other Recurring Services Program (Spec Item III.B.5(e))	12	MO	\$	\$
D003E	Repair Work Management (Spec Items III.B.5(g) and (f))	12	MO	\$	\$
Subtotal Facility Maintenance and Repairs Services					\$
D004 Pest Control Services (Spec Item III.B.6)					
D004A	Provide Scheduled and Unscheduled Pest Control Services (Spec Items III.B.6(b) and (c))	12	MO	\$	\$
Subtotal Pest Control Services					\$
TOTAL – LINE ITEM 0003 FFP – THIRD OPTION PERIOD (SubELINs D001A thru D004A)					\$

**ATTACHEMENT E-2
IDIQ EXHIBIT LINE ITEM NUMBES FOR IDIQ WORK
RFP COVB #25-101508**

Indefinite Delivery / Indefinite Quantity Price – Base Period (12 month period)

PROVIDE PRICES FOR INDEFINITE DELIVERY / INDEFINITE QUANTITY WORK PER SECTION III, PARAGRAPH A.15

ELINs A016 THROUGH A020

ELIN	Service Name	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
A016 Custodial and Housekeeping Services (Spec Item III.B.2)						
A016A		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated exterior windows above the ground floor at the HRC. Complete all work within 10 working days or as specified in the task order.	10,100	SF	\$	\$
A016B		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated interior windows above the ground at the HRC. Complete al work within 10 working days or as specified in the task order.	1,600	SF	\$	\$
A016C		Provide emergent bedding set-up and take down in the classrooms adjacent to the dining room to include classroom furniture relocation, procurement and placement of up to 100 temporary cots, pillows, linens and blankets, laundering of items during cold weather and following a disaster, and custodial services and room reset immediately following the event, for a period of one day commencing on the date specified in the task order.	20	EA	\$	\$
A016D – A016Z	Reserved				\$	\$
A019 Facility Maintenance and Repair Services (Spec Item III.B.5)						
A019A	Service Call Material Cost or specialty sub-contractor cost	Service Calls Materials and Equip (Spec item III.B.5 (b)) (Not to Exceed) (\$3,000/MO est x 12 MO)		NTE	LS	\$36,000.00
A019B	Repair Work Subcontractor Costs	Subcontractor labor, materials and equipment to provide repair and renovation work per Item III.B.5(f) as specified in the task order.		NTE	LS	\$50,000.00
A019C- A019Z	Reserved				\$0.00	\$0.00
A020 Pest Control Services (Spec Item III.B.6)						
A020A- A020Z	Reserved				\$0.00	\$0.00
TOTAL IDIQ WORK BASE PERIOD (SubELINs A016 THROUGH A020)						\$

**ATTACHEMENT E-2
IDIQ EXHIBIT LINE ITEM NUMBES FOR IDIQ WORK
RFP COVB #25-101508**

Indefinite Delivery / Indefinite Quantity Price – First Option Period

PROVIDE PRICES FOR INDEFINITE DELIVERY / INDEFINITE QUANTITY WORK PER SECTION III, PARAGRAPH A.15

ELINs B016 THROUGH B020

ELIN	Service Name	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
B016 Custodial and Housekeeping Services (Spec Item III.B.2)						
B016A		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated exterior windows above the ground floor at the HRC. Complete all work within 10 working days or as specified in the task order.	10,100	SF	\$	\$
B016B		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated interior windows above the ground at the HRC. Complete al work within 10 working days or as specified in the task order.	1,600	SF	\$	\$
B016C		Provide emergent bedding set-up and take down in the classrooms adjacent to the dining room to include classroom furniture relocation, procurement and placement of up to 100 temporary cots, pillows, linens and blankets, laundering of items during cold weather and following a disaster, and custodial services and room reset immediately following the event, for a period of one day commencing on the date specified in the task order.	20	EA	\$	\$
B016D – B016Z	Reserved				\$	\$
B019 Facility Maintenance and Repair Services (Spec Item III.B.5)						
B019A	Service Call Material Cost or specialty sub-contractor cost	Service Calls Materials and Equip (Spec item III.B.5 (b)) (Not to Exceed) (\$3,000/MO est x 12 MO)		NTE	LS	\$36,000.00
B019B	Repair Work Subcontractor Costs	Subcontractor labor, materials and equipment to provide repair and renovation work per Item III.B.5(f) as specified in the task order.		NTE	LS	\$50,000.00
B019C- B019Z	Reserved				\$0.00	\$0.00
B020 Pest Control Services (Spec Item III.B.6)						
B020A- B020Z	Reserved				\$0.00	\$0.00
TOTAL IDIQ WORK BASE PERIOD (SubELINs B016 THROUGH B020)						\$

**ATTACHEMENT E-2
IDIQ EXHIBIT LINE ITEM NUMBES FOR IDIQ WORK
RFP COVB #25-101508**

Indefinite Delivery / Indefinite Quantity Price – Second Option Period

PROVIDE PRICES FOR INDEFINITE DELIVERY / INDEFINITE QUANTITY WORK PER SECTION III, PARAGRAPH A.15

ELINs C016 THROUGH C020

ELIN	Service Name	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
C016 Custodial and Housekeeping Services (Spec Item III.B.2)						
C016A		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated exterior windows above the ground floor at the HRC. Complete all work within 10 working days or as specified in the task order.	10,100	SF	\$	\$
C016B		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated interior windows above the ground at the HRC. Complete al work within 10 working days or as specified in the task order.	1,600	SF	\$	\$
C016C		Provide emergent bedding set-up and take down in the classrooms adjacent to the dining room to include classroom furniture relocation, procurement and placement of up to 100 temporary cots, pillows, linens and blankets, laundering of items during cold weather and following a disaster, and custodial services and room reset immediately following the event, for a period of one day commencing on the date specified in the task order.	20	EA	\$	\$
C016D – C016Z	Reserved				\$	\$
C019 Facility Maintenance and Repair Services (Spec Item III.B.5)						
C019A	Service Call Material Cost or specialty sub-contractor cost	Service Calls Materials and Equip (Spec item III.B.5 (b)) (Not to Exceed) (\$3,000/MO est x 12 MO)		NTE	LS	\$36,000.00
C019B	Repair Work Subcontractor Costs	Subcontractor labor, materials and equipment to provide repair and renovation work per Item III.B.5(f) as specified in the task order.		NTE	LS	\$50,000.00
C019C- C019Z	Reserved				\$0.00	\$0.00
C020 Pest Control Services (Spec Item III.B.6)						
C020A- C020Z	Reserved				\$0.00	\$0.00
TOTAL IDIQ WORK BASE PERIOD (SubELINs C016 THROUGH C020)						\$

**ATTACHEMENT E-2
IDIQ EXHIBIT LINE ITEM NUMBES FOR IDIQ WORK
RFP COVB #25-101508**

Indefinite Delivery / Indefinite Quantity Price – Third Option Period

PROVIDE PRICES FOR INDEFINITE DELIVERY / INDEFINITE QUANTITY WORK PER SECTION III, PARAGRAPH A.15

ELINs D016 THROUGH D020

ELIN	Service Name	Description	Qty	Unit of Issue	Unit Price (\$)	Total Price (\$)
D016 Custodial and Housekeeping Services (Spec Item III.B.2)						
D016A		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated exterior windows above the ground floor at the HRC. Complete all work within 10 working days or as specified in the task order.	10,100	SF	\$	\$
D016B		Provide labor, materials and equipment to clean both interior and exterior surfaces of all elevated interior windows above the ground at the HRC. Complete al work within 10 working days or as specified in the task order.	1,600	SF	\$	\$
D016C		Provide emergent bedding set-up and take down in the classrooms adjacent to the dining room to include classroom furniture relocation, procurement and placement of up to 100 temporary cots, pillows, linens and blankets, laundering of items during cold weather and following a disaster, and custodial services and room reset immediately following the event, for a period of one day commencing on the date specified in the task order.	20	EA	\$	\$
D016D – D016Z	Reserved				\$	\$
D019 Facility Maintenance and Repair Services (Spec Item III.B.5)						
D019A	Service Call Material Cost or specialty sub-contractor cost	Service Calls Materials and Equip (Spec item III.B.5 (b)) (Not to Exceed) (\$3,000/MO est x 12 MO)		NTE	LS	\$36,000.00
D019B	Repair Work Subcontractor Costs	Subcontractor labor, materials and equipment to provide repair and renovation work per Item III.B.5(f) as specified in the task order.		NTE	LS	\$50,000.00
D019C- D019Z	Reserved				\$0.00	\$0.00
D020 Pest Control Services (Spec Item III.B.6)						
D020A- D020Z	Reserved				\$0.00	\$0.00
TOTAL IDIQ WORK BASE PERIOD (SubELINs D016 THROUGH D020)						\$

ATTACHMENT SECTION G
ATTACHMENT G.1
CUSTODIAL AND HOUSEKEEPING SERVICES

ATTACHMENT G.1																				
INVENTORY OF FLOOR COVERINGS AND FINISHES																				
Facility Information				Floor Areas by Surface Type																
Name	Owner Room Name	Owner Room Number	Construction Room Number	Total Floor Area (SF)	Department	Carpeting (SF)	Carpet - Textile Composite (SF)	Concrete (SF)	Epoxy (SF)	Linoleum Composition Tile (SF)	Linoleum Composite Sheet (SF)	Porcelain Tile (SF)	Quarry Tile (SF)	Recessed Entrance Floor Mat (SF)	Rubber Tile (SF)	Rubber Stair Tread (SF)	Sheet Vinyl (SF)	Terrazzo Flooring (SF)	Vinyl Plank Flooring (SF)	
MECH	MECHANICAL	1	A173	487	Administration			487												
RECEPTION	MAIN CONFERENCE ROOM	103	A104	168	Administration		168													
TOILET	TOILET	112	A154	51	Administration												51			
EXAM	EXAM	114	A156	103	Administration													103		
STOR	STORAGE	115	A157	12	Administration													12		
EXAM	EXAM	116	A158	115	Administration													115		
EXAM	EXAM	117	A159	115	Administration													115		
KITCHEN	KITCHEN	119	A165	631	Administration							631								
CLASSROOM A	CLASSROOM A	120	A161	513	Administration															513
CLASSROOM B	CLASSROOM B	122	A163	521	Administration															521
CORR	CORRIDOR	123	A176	2009	Administration	1767												242		
WOMEN	WOMEN	125	A177	283	Administration							283								
CENTRAL INTAKE MANAGE	WAITING	184	A105	210	Administration		210													
APARTMENT	APARTMENT	2116	B236	233	Administration															233
PUMP	PUMP ROOM	001B	A174	91	Administration			91												
WALK-IN COOLER	WALK-IN COOLER	119A	A172	131	Administration								131							
WALK-IN FREEZER	WALK-IN FREEZER	119B	A171	139	Administration								139							
DRY STOR	DRY STORAGE	119C	A170	116	Administration								116							
TLT	TOILET	119F	A168	55	Administration								55							
DISH WASH	DISH WASH	119G	A166	112	Administration								112							
LAPTOP CART STOR	STORAGE	120A	A162	62	Administration															62
CHAIR STORAGE	STORAGE	122A	A164	177	Administration															177
OFFICE		316A	B326	116	Administration	116														
Administration Total				6450		1883	378	578				283	1184				396	242	1506	
CLINIC WAITING	CLINIC WAITING	108	A150	187	Circulation													187		
EXAM	EXAM	113	A153	104	Circulation													104		
MEN	MEN	124	A178	203	Circulation							203								
ELEC		211	A216	19	Circulation			19												
DORM	OFFICE/STORAGE	213	A217	118	Circulation															118
WORKROOM	(PART OF THE OPEN OFFICE)	316	B327	1747	Circulation	1747														
APARTMENT	APARTMENT	1108	B109	230	Circulation															230
CL	CLOSET	1108B	B110	12	Circulation															12
CLUST	CUSTODIAN OFFICE	119E	A167	47	Circulation								47							
FILES		316H	B316	164	Circulation						164									
Circulation Total				2831		1747		19		164		203	47				291	360	360	
CORR	COORIDOR	179	A127	252	Class							252								
RESPITE CARE DORM WOMEN (HC)	ACCESSIBLE DORM	181	A125	214	Class					214										
RESPITE CARE DORM MEN (HC)	ACCESSIBLE DORM	187	A123	257	Class					257										
JANITOR	JANITOR	195	A119	37	Class			37												
OFF	OFFICE	199	A121	130	Class						130									
APARTMENT	APARTMENT	2112	B224	252	Class															252
TLT	TLT	181A	A126	95	Class							95								
TLT	TOILET	2109A	B223	54	Class							54								
Class Total				1291				37		471	382	149								252
RECEPTION	DAY SUPPORT RECEPTION	188	A111	279	Clinic															279
VEST	DAY SUPPORT VESTIBULE	189	A112	72	Clinic									72						
SINGLES WAITING	DAY SUPPORT GATHERING	190	A115	1392	Clinic						1392									
MAN OFF	OFFICE	191	A110	124	Clinic						124									
OFFICE	OFFICE	192	A109	100	Clinic						100									
LNDRY	DAY SUPPORT LAUNDRY	194	A113	99	Clinic						99									
WOMEN	WOMEN	196	A117	268	Clinic				268											
MEN	MEN	197	A118	374	Clinic				374											
STAIR	SINGLES SHELTER STAIR	212	A114	190	Clinic											190				
Clinic Total				2898					642	1994			72			190				

NOTE: Ceiling height in lobby area is approximately 23'
 Ceiling height in dining rooms/training areas is approximately 11'-14'
 Ceiling height in all other areas is between 8'-12'

Name	Owner Room Name	Owner Room Number	Construction Room Number	Total Floor Area (SF)	Department	Carpeting (SF)	Carpet - Textile Composite (SF)	Concrete (SF)	Epoxy (SF)	Linoleum Composition Tile (SF)	Linoleum Composite Sheet (SF)	Porcelain Tile (SF)	Quarry Tile (SF)	Recessed Entrance Floor Mat (SF)	Rubber Tile (SF)	Rubber Stair Tread (SF)	Sheet Vinyl (SF)	Terrazzo Flooring (SF)	Vinyl Plank Flooring (SF)		
ELEV EQUIPMENT	ELEVATOR EQUIPMENT	121	A180	90	Day Use			90													
STOR	STORAGE	185	A184	39	Day Use															39	
STAIR		201	A201	188	Day Use															188	
LIVING	COMMON AREA	202	A202	391	Day Use															391	
JANITOR		203	A205	58	Day Use			58													
LAUNDRY		204	A203	53	Day Use						53										
OFFICE		206	A206	97	Day Use	97															
WOMENS DORM		207	A208	458	Day Use															458	
DORM		208	A211	184	Day Use															184	
MENS DORM		210	A213	510	Day Use															510	
JAN		313	B317	44	Day Use			44													
OPEN OFFICE		316	B315	3656	Day Use	3656															
LAUNDRY		2115	B239	136	Day Use						136										
APARTMENT (HC)	APARTMENT	2118	B241	253	Day Use															253	
TLT		206A	A207	62	Day Use							62									
TLT		207A	A209	63	Day Use							63									
TLT		207B	A210	65	Day Use							65									
TLT		208A	A212	59	Day Use							59									
TLT		210A	A214	62	Day Use							62									
TLT		210B	A215	60	Day Use							60									
JAN		2115A	B240	49	Day Use			49													
Day Use Total				6577		3753		241			189	371							188	1835	
CORR	CORRIDOR	105	A147	556	Family															556	
CORR	COORIDOR	106	A148	587	Family															587	
VEST	CLINIC/CLASSROOM VESTIBULE	107	A149	165	Family															165	
CLINICAL	CLINICAL	110	A152	79	Family															79	
CORR	CORRIDOR	149	A140	558	Family						558										
CLOTH CLO (OFFICE)	OFFICE (LEASEABLE)	150	A141	160	Family	160															
ELEC	ELECTRICAL	154	A136	118	Family			118													
CUST OFF	CUSTODIAN OFFICE	170	A135	101	Family			101													
ITINERANT OFFICE	ITENERENT	172	A134	97	Family	97															
INTERVIEW	ITINERENT	174	A133	110	Family	110															
CENTRAL INTAKE OFF	ASSESSMENT AREA	178	A145	1768	Family	1768															
APARTMENT	APARTMENT	2111	B227	231	Family															231	
APARTMENT	APARTMENT	2113	B233	230	Family															230	
APARTMENT	APARTMENT	2114	B230	232	Family															232	
ELEC	ELECTRICAL	001A	A175	201	Family			201													
JAN	STORAGE	176A	A138	110	Family						110										
TLT	FAMILY REST ROOM	178A	A139	111	Family							111									
TLT	TOILET	2111A	B229	54	Family							54									
CL	CLOSET	2111B	B228	12	Family															12	
TLT	TOILET	2112A	B226	54	Family							54									
CL	CLOSET	2112B	B225	12	Family															12	
TLT	TOILET	2113A	B235	54	Family							54									
CL	CLOSET	2113B	B234	12	Family															12	
TLT	TOILET	2114A	B232	54	Family							54									
CL	CLOSET	2114B	B231	12	Family															12	
TLT	TOILET	2116A	B238	54	Family							54									
CL	CLOSET	2116B	B237	12	Family															12	
OFFICE		316G	B318	127	Family	127															
OFFICE			A146		Family																
Family Total				5871		2262		420			668	381						79	1308	753	
OFFICE	OFFICE	198	A120	106	Kitchen						106										
APARTMENT	APARTMENT	2109	B221	229	Kitchen															229	
APARTMENT	APARTMENT	2110	B218	232	Kitchen															232	
TLT	TOILET	2107A	B217	54	Kitchen							54									
CL	CLOSET	2107B	B216	12	Kitchen															12	
CL	CLOSET	2109B	B222	12	Kitchen															12	
TLT	TOILET	2110A	B220	54	Kitchen							54									
CL	CLOSET	2110B	B219	12	Kitchen															12	
Kitchen Total				711							106	108									497

Name	Owner Room Name	Owner Room Number	Construction Room Number	Total Floor Area (SF)	Department	Carpeting (SF)	Carpet - Textile Composite (SF)	Concrete (SF)	Epoxy (SF)	Linoleum Composition Tile (SF)	Linoleum Composite Sheet (SF)	Porcelain Tile (SF)	Quarry Tile (SF)	Recessed Entrance Floor Mat (SF)	Rubber Tile (SF)	Rubber Stair Tread (SF)	Sheet Vinyl (SF)	Terrazzo Flooring (SF)	Vinyl Plank Flooring (SF)
CORR	COORIDOR	152	B126	481	Office						481								
VENDING		156	B125	116	Office						116								
BREAK ROOM	BREAK ROOM	158	B127	219	Office					219									
STOR	STORAGE	161	B128	28	Office					28									
BOOK KEEPING	VOLUNTEER / COMMUNITY RESOURCE COORDINATOR	162	B129	100	Office	100													
FAMILY LAUNDRY	MAIN LAUNDRY	176	A132	199	Office						199								
GEN STOR (OFFICE)	OFFICE (LEASABLE)	182	A130	435	Office	207													228
CORR		306	B309	470	Office						470								
INTERVIEW ROOM		308	B307	97	Office	97													
INTERVIEW ROOM		309	B308	95	Office	95													
MEN		310	B310	184	Office														184
WOMEN		311	B311	182	Office														182
CORR		312	B312	498	Office						498								
CORR		314	B313	198	Office						198								
RECYCLE/ STOR		315	B329	101	Office					101									
OPEN OFFICE		316	B325	92	Office	92													
APARTMENT (HC)	APARTMENT	1107	B115	298	Office														298
APARTMENT	APARTMENT	1110	B112	233	Office														233
APARTMENT	APARTMENT	1112	B118	233	Office														233
APARTMENT	APARTMENT	1114	B121	263	Office														263
CORR	CORRIDOR	1106B	B124	124	Office														124
TLT	TOILET	1107A	B117	77	Office								77						
CL	CLOSET	1107B	B116	16	Office														16
TOILET	TOILET	1110A	B114	54	Office								54						
CL	CLOSET	1110B	B113	12	Office														12
TLT	TOILET	1112A	B120	54	Office								54						
CL	CLOSET	1112B	B119	11	Office														11
TLT	TOILET	1114A	B123	53	Office								53						
CL	CLOSET	1114B	B122	12	Office														12
OPEN OFFICE	DHNP WORKSTATIONS	160A-F	B130	875	Office	875													
CONFERENCE		316B	B324	249	Office	249													
Office Total				6059		1715				348	1962	604							1430
LOBBY	LOBBY	102	A102	272	Public Area														272
CONF	MAIN CONFERENCE ROOM	104	A103	410	Public Area	410													
FAITH BASED OFFICE	OFFICE (LEASABLE)	180	A128	202	Public Area	202													
CORR	CORRIDOR	183	A106	474	Public Area														474
CONF	SMALL CONFERENCE ROOM	186	A108	120	Public Area					120									
HOT ROOM	HOT BOX	193	A182	114	Public Area			114											
STAIR	LOBBY STAIR	201	A107	196	Public Area														196
TLT	TLT	187A	A124	73	Public Area								73						
Public Area Total				1861		612		114		120		73							942
VEST	VESTIBULE	101	A101	175	Service									67					108
NURSE WR	NURSE WR	111	A155	109	Service														109
DINING	DINING	118	A160	975	Service														975
FAMILY BED	FAMILY	138	B166	196	Service														196
TLT	TLT	200	A122	79	Service								79						
CLASSROOM		304	B328	511	Service					511									
LOBBY	SECOND FLOOR LOBBY	2101	B202	277	Service	277													
OFFICE		2102	B203	134	Service	134													
APARTMENT	APARTMENT	2231	B270	230	Service														230
OFF	OFFICE	119D	A169	72	Service								72						
TLT	TOILET	2230A	B269	54	Service								54						
Service Total				2812		411				511		133	72	67			109	108	1401
CORR		205	A218	213	Singles														213
CORR		209	A219	150	Singles														150
STAIR		212	A220	183	Singles														
VESTIBULE	VESTIBULE	1100	B101	61	Singles									61					
LOBBY	LOBBY	1101	B102	246	Singles														246
ELEVATOR EQUIP	ELEVATOR EQUIPMENT	1102	B105	77	Singles														
MECH/ ELEC	MECHANICAL / ELECTRICAL	1103	B106	249	Singles			249											
STAIR	STAIR	1104	B104	309	Singles											309			
OFFICE	OFFICE	1105	B107	106	Singles	106													
CORR		2221	B245	557	Singles														557
APARTMENT	APARTMENT	2227	B258	231	Singles														231
CORR	CORRIDOR	1106A	B108	356	Singles														356
TLT	TOILET	1108A	B111	55	Singles								55						
PHONE		2101A	B244	5	Singles								5						
TLT	TOILET	2118A	B243	71	Singles								71						
CL	CLOSET	2118B	B242	16	Singles														16
TLT	TOILET	2226A	B257	54	Singles								54						
Singles Total				2939		106		326				185		61		492			1769
CORR	COORIDOR	109	A151	144	Storage														144
OFF/ WR	OFFICE	126	A179	130	Storage	130													
OPEN OFFICE		316	B319	803	Storage	803													
STOR	STORAGE	197A	A183	32	Storage														32
BREAK		316C	B323	190	Storage														190
COMM ROOM		316D	B322	98	Storage			98											
STOR		316E	B320	20	Storage					20									
ELEC ROOM		316F	B321	69	Storage			69											
Storage Total				1486		933		167		20							144		222

ATTACHMENT G.2
CLEANING SPECIFICATIONS AND STANDARDS

A. DAILY CLEANING SPECIFICATIONS

Cleaning of the HRC shall meet APPA: Leadership in Educational Facilities Standard Level 1 Orderly Spotlessness:

Level 1—Orderly Spotlessness indicators

- Floors and base molding shine and/or are bright and clean; colors are fresh.
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Fixtures are clean.
- Restroom and shower fixtures and tile gleam and are odor free.
- Supplies are adequate.
- Trash containers are emptied daily and are clean and odor free.

B. PERIODIC CLEANING SPECIFICATIONS

1. Quarterly Cleaning (at approximate 90-day intervals)

- a. Carpet Cleaning: Cleanings shall be performed using Hot Water Extraction (January, April, July and October).

Note 1: Contractor may request to perform a “dry/encapsulation” carpet cleaning method such as “Host” or similar; approval will be at the discretion of the City.

Note 2: Carpet cleaning to include all mats and rugs. Carpets shall be spot cleaned DAILY.

- b. Clean interior surfaces of all window glass on exterior walls (February, May, August and November).

2. Semi-annual Cleaning (at approximate 6-month intervals)

- a. Thoroughly clean window blinds (May and November).

- b. Clean exterior surfaces of window glass on exterior walls of first floor only (May and November).

- c. Strip and recoat hard surface floor (March and September).

Note: The September cycle may be altered to a scrub and recoat application at the discretion of the City.

3. Annual Cleaning (at approximate 12-month intervals)

- a. High area cleaning of all surfaces above twelve feet (12') (September).

C. CLEANING STANDARDS

1. Glass, Mirrors, and Acrylic Surfaces

Surfaces shall be free of streaks, film deposits, stains, soil, tape, grease, smoke, spots, etc. and have a uniformly bright appearance. This area includes adjacent surfaces, e.g., framing, windowsills.

2. Building and Furniture Surfaces

- a. Surface shall be free of all dirt and dust, streaks, smudges, spots, splatters, scale, scum, mineral deposits, rust stains, residue, mold, mildew, tape, and any other foreign matter. Surfaces shall be left dry to the touch.
- b. Contractor shall clean and disinfect all surfaces of restrooms, locker rooms, and kitchens including, but not limited to fixtures, walls, partitions, doors, sinks, appliance exteriors, etc. Drinking fountains, service desks, and phones shall be disinfected as well.
- c. Building Surfaces not in Restrooms, Locker Rooms, or Kitchens including baseboards, furniture, walls, doors, ledges, shelves, window coverings, etc. require cleaning, but not disinfecting. (Personal items, calculators, staplers, computers, and other similar desk items are not to be disturbed.) Pressure washers and other such cleaning equipment shall not be used without prior approval.

3. Overhead Surfaces

All dirt, dust, spider webs, bugs, litter, etc., shall be removed from all fixtures and surfaces from the floor up to and including the ceiling that are visible from the floor surface or adjacent floor levels, balconies, stairs, etc. Surfaces include lights, light fixtures, pipes, ledges, walls, ceiling, vents, and areas around vents. **Routine maintenance of overhead surfaces extends to first floor ceiling height excluding atriums and open spaces.**

4. Non-carpeted Floors, Stairs and Stairwells

Area shall have a uniform gloss and protective finish and be free of all dirt, dust, grit, debris, marks, streaks, film, spills, scratches, and standing water, including the corners of the floor. Baseboards, furniture and other such surfaces shall be free of splash marks. Mats are to be moved during cleaning. Concrete flooring shall be swept and spot mopped daily and machine scrubbed as needed. **Any cleaning involving wetting the floor requires the use of Wet Floor Signs.**

5. Scrub and Recoat Finished Floors

Remove soil, scratches, scuff marks, rust stains, gum, tar and any other types of soil and stains, as well as the top layer of floor finish from non-carpeted, finished floors and all finish and soil from baseboards, furniture, and partition legs and bases. Apply at least two (2) coats of floor finish conforming to NCL 24/7 or approved equivalent up to baseboards and within one (1) inch of furniture sitting directly on the floor. Reflection shall be uniform with no streaks, swirls or scratches visible. No debris such as hair, staples, etc. shall be found in the finish. All lightweight furniture shall be moved/replaced after the finish is dry. **Area being refinished shall be clearly marked with warning signs.**

6. Strip and Recoat Floors

Completely remove all non-permanent floor finish and sealer from hard surface floors with Green Certified stripper. Floor shall be free of all marks, heel marks, scuff marks, rust stains, gum, tar, and any other types of soil and stains. Contractor shall then apply one (1) coat of floor seal and three (3) coats of floor finish conforming to NCL 24/7 or approved equivalent. All floor seal, floor finish, stripper, and stripping slurry shall be removed from baseboards, furniture, and other such areas. No debris such as hair, staples, etc. shall be found in the finish. All lightweight furniture shall be moved/replaced after the finish is dry. All stripper shall be designated low VOC. **Area being refinished shall be clearly marked with warning signs.**

7. Carpeted Floors, Stairs, Stairwells, and Mats

Area shall be free of all foreign matter, stains, deposits, gum, tar, spills, etc., including corners of the floor. All furnishings shall be replaced in their original locations. **Carpet spots are considered routine cleaning and shall be addressed daily as they are found. If carpet extraction of an area is required due to non-performance of spot cleaning, this service shall be provided at no additional charge to the City.**

8. Carpet Cleaning and Shampooing

Carpets shall be vacuumed prior to extraction. All carpet cleaning, including corners and edges, shall be performed via Hot Water Extraction. Carpet shall be clean when dirt is removed and appearance is bright. (Carpet does not show swirl marks, splotches, etc.). Light furniture and equipment including chairs, chair mats, floor mats, small tables, and trash receptacles shall be removed from the area being cleaned. After carpet is satisfactorily cleaned and dried, removed items will be returned to their previous location.

9. Floor Drains

Clean floor drains to remove corrosion and tarnish. A solution of enzymatic digester shall be poured down the floor drain **weekly** to prevent the incubation of drain flies.

10. Trash Receptacles

Empty and dispose of all trash from waste baskets, cigarette ash receptacles, and any other trash/recycle containers. Liners shall be replaced when soiled with one of the proper size. Collected trash shall be properly disposed in outside trash containers/dumpsters. Non-permanent stains and soil shall be removed from the interior and exterior of trash receptacles, including tops/lids. Replace receptacle in its original location. Where applicable, all trash containers and recycle containers shall be moved to the curb on the specified night.

11. Dispensers

Dispensers shall be free of all dirt and dust, streaks, smudges, tape, etc. All dispensers shall be filled to ensure that supplies will last until the next service visit.

12. Bright/Polished Metal (Stainless Steel, Aluminum, Chrome, Brass, etc.)

Surfaces shall be left without deposits or tarnish and have a uniformly bright appearance.

13. Exterior Litter

Remove all litter, leaves, soil, glass, cans, paper, waste, and sweep walkways within twenty (20) feet of each HRC building entrance.

14. Elevators

Interior of elevators and elevator doors shall be cleaned and disinfected (where necessary) and conform to the standards herein regarding building surfaces, appropriate floor surface (carpeted or non-carpeted), and bright/polished metal. Elevator door tracks shall be clean and free of all foreign debris.

15. Clinic Surfaces

All surfaces including but not limited to floors, reception area and examination room countertops, shall be cleaned and sanitized with a hospital grade disinfectant detergent registered by the EPA.

**ATTACHMENT G.3
LINENS TO BE PROVIDED/LAUNDERED**

Item:	Available for Use (Daily)
a. XL Mattress pads:	<u>93</u>
b. XL Single fitted sheets:	<u>93</u>
c. XL Single top sheets:	<u>93</u>
d. Blankets:	<u>93</u>
e. Pillows:	<u>93</u>
f. Pillow cases:	<u>93</u>
g. Towels:	<u>93</u>
h. Wash cloths:	<u>93</u>

NOTE: Above numbers are based on total number of beds in HRC

i. Towels (Day Center use)	<u>60</u>
j. Wash cloths (Day Center use)	<u>60</u>

ATTACHMENT SECTION J
ATTACHMENT J.1
CITY EQUIPMENT AND SYSTEMS MINIMUM MAINTENANCE REQUIREMENTS

- Contractor shall maintain components of the building to provide optimal performance and meet equipment lifecycles.
- Contractor shall adhere to manufacturer recommendations for all devices and equipment.
- Contractor shall be responsible for testing and inspections of equipment and systems.
- Contractor shall maintain records of maintenance, testing, inspection and repairs.

HVAC MINIMUM MAINTENANCE REQUIREMENTS

Weekly: Conduct walk-through of all mechanical spaces and roof. Take preventive and corrective action of any discrepancies found.

Monthly: Record data on chiller, boilers, pumps and RTUs.

Quarterly: Replace air filters on all RTUs and make-up air units. Check operation of all exhaust fans. Clean all interior vents and registers.

Clean air filters on ductless split systems.

Perform chemical water treatment on chilled water and hot water loops.

Semi-Annually: Replace air filters, pre-filters, clean drift eliminators on all RTUs and make up air units. Replace “v” belts on all RTUs and make-up air units. Lubricate dampers on all units and check for proper movement.

Replace air filters, vacuum coils on all VRF units and VAV units.

Replace “v” belts on all exhaust fans.

Clean all condensate drain pans and drain lines on all RTUs and make-up air units.

Grease all pumps, motors and bearing assemblies.

Building Automation System: Conduct full operational check and calibration of all end devices including: terminal controllers, sensors, relays, transmitters, valves, transformers, transducers, actuators, switches, trunk interface and work stations.

Annually: Perform full annual electrical and mechanical pm on air cooled chiller, clean coils on chiller, clean coils on RTUs and make-up air units.

Perform full annual electrical and mechanical PM on all VRF air cooled condensing units, clean coils.

Clean coils on ductless split systems.

Flush chilled water strainers, flush hot water strainers.

Clean burner assembly on boilers, check for proper firing rate.

Clean coils on all kitchen refrigeration equipment.

Clean cooling fans on all VFDs.

Building Automation System: perform any firmware updates.

PLUMBING MINIMUM MAINTENANCE REQUIREMENTS

Recurring: Clean traps, screens and filters, as needed.

Semi-Annually: Flush water heaters.

Biennially: Replace screwdriver stop assemblies in flushometers.

ELECTRICAL MINIMUM MAINTENANCE REQUIREMENTS

Monthly: Perform Emergency Lighting Testing, Exit Lighting Testing, Emergency Battery Lighting Units, Generator load test, Generator no load test, Fire Pump test.

Semi-Annually: Inspect Kitchen Hoods.

Annually: Perform testing and inspection of Backflow Preventers, Elevators, SPD, Heat Tape Connection, Surge Suppressor, Sprinkler System, GFCI Outlets, Fire Alarms.

ATTACHMENT J.2
INVENTORY OF BUILDING EQUIPMENT AND SYSTEMS

MECHANICAL EQUIPMENT		
Item	Qty	Capacity
Roof Top Unit	1	25 HP
Roof Top Unit	1	15 HP
Roof Top Unit	2	3 HP
Roof Top Unit	1	2 HP
Air Cooled Chiller	1	120 TN
Chilled Water Pump	2	15 HP
Hot Water Pump	2	5 HP
Hot Water Unit Heater	3	25 MBH
Hot Water Unit Heater	1	17.7 MBH
Hot Water Unit Heater	1	11.1 MBH
Hot Water Unit Heater	1	8.7 MBH
Hot Water Unit Heater	1	7.1 MBH
Hot Water Unit Heater	1	4.2 MBH
Hot Water Unit Heater	1	1.8 MBH
Gas Fired Hot Water Boiler	2	1,000 MBH
Electric Unit Heater	1	4,500 WATTS
Electric Unit Heater	2	3,300 WATTS
Electric Baseboard Radiator	1	6 LF
Ductless Split System Heat Pump	5	19.0/12.9 MBH
Exhaust Hood Fan	1	2,940 CFM
Exhaust Hood Fan	1	800 CFM
Exhaust Fan	1	3/4 HP
Exhaust Fan	1	1/2 HP
Exhaust Fan	2	1/4 HP
Exhaust Fan	8	1/8 HP
Exhaust Fan	1	80 WATTS
Make-Up Air Unit	1	1.5 HP
Make-Up Air Unit	1	1.5 MBH
Make-Up Air Unit	1	1.6 MBH
Make-Up Air Unit	1	2.2 MBH
Make-Up Air Unit	1	3.1 MBH
Make-Up Air Unit	1	3.3 MBH
Make-Up Air Unit	1	3.6 MBH
Make-Up Air Unit	1	4.6 MBH
Make-Up Air Unit	5	4.8 MBH
Make-Up Air Unit	1	5 MBH
Make-Up Air Unit	1	6.3 MBH
Make-Up Air Unit	6	6.6 MBH
Make-Up Air Unit	9	6.7 MBH
Make-Up Air Unit	3	7.7 MBH

Make-Up Air Unit	1	8.3 MBH
Make-Up Air Unit	1	9.7 MBH
Make-Up Air Unit	1	10 MBH
Make-Up Air Unit	1	10.1 MBH
Make-Up Air Unit	1	11.7 MBH
Make-Up Air Unit	1	11.8 MBH
Make-Up Air Unit	1	16.5 MBH
VRF Air Cooled Condensing Unit	1	168,000 BTUH
VRF Air Cooled Condensing Unit	1	120,000 BTUH
VRF Heat Recovery Device	10	192,000 BTUH
VAV Terminal	58	VARIES
PLUMBING EQUIPMENT		
Item	Qty	Capacity
Duplex Booster Pump	1	5 HP
Duplex Booster Pump	1	2 HP
Recirculation Pump	1	1/2 HP
Recirculation Pump	3	1/6 HP
Sump Pump	3	1/2 HP
Gas Water Heater	2	318 GAL
Gas Water Heater	1	190 GAL
Gas Water Heater	1	119 GAL
Gas Water Heater	1	100 GAL
Electric Water Heater	1	30 GAL
Electric Water Heater	1	20 GAL
PLUMBING FIXTURES		
Item	Qty	Capacity
Toilet (Day Center/Public Spaces/Singles Shelter)	20	
Urinal (Day Center/Public Spaces/Singles Shelter)	6	
Lavatory (Day Center/Public Spaces/Singles Shelter)	29	
Utility Sink (Day Center/Public Spaces/Singles Shelter)	4	
Shower/Tub (Day Center/Public Spaces/Singles Shelter)	14	
Water Cooler (Day Center/Public Spaces/Singles Shelter)	10	
Toilet (Family Units)	11	
Urinal (Family Units)	0	
Lavatory (Family Units)	13	
Utility Sink (Family Units)	4	
Shower/Tub (Family Units)	10	
Water Cooler (Family Units)	0	

Toilet (Clinic)	1	
Urinal (Clinic)	0	
Lavatory (Clinic)	7	
Utility Sink (Clinic)	0	
Shower/Tub (Clinic)	0	
Water Cooler (Clinic)	0	
NOT INCLUDED IN CONTRACT		
Toilet (Efficiency Apartments)	31	
Urinal (Efficiency Apartments)	0	
Lavatory (Efficiency Apartments)	31	
Utility Sink (Efficiency Apartments)		
Shower/Tub (Efficiency Apartments)	30	
Water Cooler (Efficiency Apartments)	2	
KITCHEN EQUIPMENT		
Item	Qty	Capacity
Exhaust Hood	1	2,938 CFM
Exhaust Hood	1	600 CFM
Walk-In Cooler Unit Cooler	1	
Walk-In Cooler Condensing Unit	1	
Walk-In Freezer Unit Cooler	1	
Walk-In Freezer Condensing Unit	1	
Ice Maker with Bin	1	
Portable Heated Cabinet	1	
Blast Chiller	1	
Double Stack Convection Oven	1	
10 Burner Range	1	
Undercounter Refrigerator	1	
Hot Food Station	1	
Cold Food Station	1	
Slide Door Refrigerator	1	
Condensate Hood	1	

LAUNDRY EQUIPMENT		
Item	Qty	Capacity
Commercial Grade Stacked Washer & Dryer Unit, Vended	4	
Commercial Grade Gas Dryer, Vended	3	
Commercial Grade Washer, Vended	3	
Commercial Grade Tumble Dryer	1	
Commercial Grade Washer-Extractor	1	
Commercial Grade Stacked Washer & Dryer	1	
Commercial Grade Washer	1	
Commercial Grade Gas Dryer	1	
VTE EQUIPMENT		
Item	Qty	Capacity
Elevator, Hydraulic	3	3,000-LB
HOT BOX EQUIPMENT		
Item	Qty	Capacity
Hot Box	1	

NOTE: The above equipment includes equipment and systems that support the Apartments.

**ATTACHMENT J.3
FIXTURE, FURNISHINGS & EQUIPMENT**

M10	STORAGE SHELVING	SECOND FLOOR - AREA A	2
M12	PHARMACEUTICAL REFRIGERATOR	FIRST FLOOR	1
M13	55" TELEVISION	FIRST FLOOR	3
M13	55" TELEVISION	SECOND FLOOR - AREA A	1
M14	70" INTERACTIVE DISPLAY	FIRST FLOOR	2
M15	57" INTERACTIVE DISPLAY	FIRST FLOOR	2
M16	BOOKCASE-WALL MOUNTED	FIRST FLOOR	4
M17	STORAGE BOX	FIRST FLOOR	122
M17	STORAGE BOX	SECOND FLOOR - AREA A	92
M18	10'-6" PARTITION DIVIDER WALL	FIRST FLOOR	1
M19	LECTERN	FIRST FLOOR	1
M20	MOBILE UTILITY CART	FIRST FLOOR	1
M21	WALL MOUNTED LINEN TOWER	FIRST FLOOR	1
M22	LARGE TRASH/RECYCLING RECEPTACLE	FIRST FLOOR	51
M22	LARGE TRASH/RECYCLING RECEPTACLE	SECOND FLOOR - AREA A	6
M23	36" STORAGE SHELVING	FIRST FLOOR	12
M24	FOLDING CRIB WITH MATTRESS	FIRST FLOOR	5
M25	HIGHCHAIR	FIRST FLOOR	5
M26	TRASH/RECYCLE RECEPTACLE	FIRST FLOOR	4
M27	COMMERCIAL GRADE STACKED WASHER & DRYER UNIT, VENDED	FIRST FLOOR	4
M28	COMMERCIAL GRADE GAS DRYER, VENDED	FIRST FLOOR	2
M28	COMMERCIAL GRADE GAS DRYER, VENDED	SECOND FLOOR - AREA A	1
M29	COMMERCIAL GRADE WASHER, VENDED	FIRST FLOOR	2
M29	COMMERCIAL GRADE WASHER, VENDED	SECOND FLOOR - AREA A	1
M30	COMMERCIAL GRADE TUMBLE DRYER	FIRST FLOOR	1
M31	COMMERCIAL GRADE WASHER-EXTRACTOR	FIRST FLOOR	1
M32	COMMERCIAL GRADE STACKED WASHER & DRYER	FIRST FLOOR	1
M33	COMMERCIAL GRADE WASHER	FIRST FLOOR	1
M34	COMMERCIAL GRADE GAS DRYER	FIRST FLOOR	1
M35	RANGE HOOD	FIRST FLOOR	2
M36	MINI REF	FIRST FLOOR	12
M37	RANGE	FIRST FLOOR	2
M38	MICROWAVE	FIRST FLOOR	10
M39	DISHWASHER	FIRST FLOOR	1
M41	CHAIR DOLLY	FIRST FLOOR	2
M42	UNDERCOUNTER FREEZER	FIRST FLOOR	1
M43	SLEEPING MATTRESS	FIRST FLOOR	50
M44	ADA MINI REF	FIRST FLOOR	1
M45	SHARPS CONTAINER	FIRST FLOOR	4
M46	WALL CABINET WORKSTATION	FIRST FLOOR	4
M47	SINGLE BOTTLE FLUSH STATION	FIRST FLOOR	1
M48	WALL MOUNTED DEFIBRILLATOR	FIRST FLOOR	1
M49	UNDER COUNTER TRASH/RECYCLE RECEPTACLE	FIRST FLOOR	8
T5	IN LINE TABLE	FIRST FLOOR	3
T7	3'-0" x 3'-0" SQUARE TABLE	FIRST FLOOR	2
T8	3'-0" x 5'-0" CONFERENCE TABLE	FIRST FLOOR	1
T9	2'-6" x 5'-0" TRAINING TABLE	FIRST FLOOR	15
T10	CHILDREN'S ROLLER COASTER TABLE WITH SEATING	FIRST FLOOR	1
T11	NOT USED	FIRST FLOOR	1
T12	2'-6" x 10' CONFERENCE TABLE	FIRST FLOOR	1
T13	36" x 72" DINING TABLE	FIRST FLOOR	9
T14	2'-6" x 5'-0" TRAINING TABLE	FIRST FLOOR	16

T15	36" DIA. TABLE-CHILDRENS' PLAY AREA	FIRST FLOOR	2
T16	2'-6" x 5'-0" INTERVIEW TABLE	FIRST FLOOR	3
T17	3'-0" x 3'-0" TABLE	FIRST FLOOR	5
T18	STOOL	FIRST FLOOR	2
T19	BENCH	FIRST FLOOR	2
T20	2'-0" x 4'-0" HOMEWORK TABLE	FIRST FLOOR	1
T21	2'-6" x 5'-0" WORK TABLE	SECOND FLOOR - AREA A	1
T23	ROUND OTTOMAN	FIRST FLOOR	1
T25	ACTIVITY TABLE	FIRST FLOOR	1
WS1	8'-0" x 8'-3" WORKSTATION	FIRST FLOOR	4
WS2	6'-6" x 8'-6" WORKSTATION	FIRST FLOOR	4
WS3	7'-6" x 8'-6" WORKSTATION	FIRST FLOOR	1
WS4	8'-0" x 8'-6" WORKSTATION	FIRST FLOOR	1
WS5	7'-0" x 8'-6" WORKSTATION	FIRST FLOOR	3
WS20	8'-0" x 8'-6" WORKSTATION	FIRST FLOOR	1
WS21	7'-6" x 8'-0" WORKSTATION	FIRST FLOOR	1
WS22	8'-0" x 9'-0" WORKSTATION	FIRST FLOOR	1
WS23	6'-6" x 7'-6" WORKSTATION	FIRST FLOOR	2
WS24	7'-6" x 9'-0" WORKSTATION	FIRST FLOOR	1
WS25	7'-6" x 9'-6" WORKSTATION	FIRST FLOOR	1
WS28	7'-0" x 8'-3" WORKSTATION	FIRST FLOOR	1
WS29	7'-0" x 8'-6" WORKSTATION	FIRST FLOOR	1

FURNITURE SCHEDULE- PACKAGE B

ITEM NO.	DESCRIPTION	LEVEL	QTY.
	NOT USED	SECOND FLOOR - AREA B	1
C10	TASK CHAIR	FIRST FLOOR	1
C10	TASK CHAIR	SECOND FLOOR - AREA B	8
C11	OFFICE SIDE CHAIR	SECOND FLOOR - AREA B	4
C26	COUNTER HEIGHT STOOL	FIRST FLOOR	10
C26	COUNTER HEIGHT STOOL	SECOND FLOOR - AREA B	46
C31	LOUNGE ARM CHAIR	SECOND FLOOR - AREA B	4
C32	ARMLISS CHAIR	SECOND FLOOR - AREA B	3
C33	BENCH	SECOND FLOOR - AREA B	2
D4	30" x 66" SINGLE PED DESK W/48" RETURN	SECOND FLOOR - AREA B	2
D11	2'-0" x 8'-6" DESK	FIRST FLOOR	1
M2	XL TWIN SINGLE BED WITH MATTRESS	FIRST FLOOR	5
M2	XL TWIN SINGLE BED WITH MATTRESS	SECOND FLOOR - AREA B	25
M3	DRESSER	FIRST FLOOR	5
M3	DRESSER	SECOND FLOOR - AREA B	25
M6	FIBERGLASS LAUNDRY FOLDING TABLE	SECOND FLOOR - AREA B	1
M7	TABLE LAMP	FIRST FLOOR	5
M7	TABLE LAMP	SECOND FLOOR - AREA B	25
M8	NIGHTSTAND	FIRST FLOOR	5
M8	NIGHTSTAND	SECOND FLOOR - AREA B	25
M13	55" TELEVISION	SECOND FLOOR - AREA B	1
M21	WALL MOUNTED LINEN TOWER	FIRST FLOOR	1
M21	WALL MOUNTED LINEN TOWER	SECOND FLOOR - AREA B	2
M22	LARGE TRASH/RECYCLING RECEPTACLE	SECOND FLOOR - AREA B	5
M27	COMMERCIAL GRADE STACKED WASHER & DRYER UNIT, VENDED	SECOND FLOOR - AREA B	2
M28	COMMERCIAL GRADE GAS DRYER, VENDED	SECOND FLOOR - AREA B	1
M29	COMMERCIAL GRADE WASHER, VENDED	SECOND FLOOR - AREA B	1
M35	RANGE HOOD	FIRST FLOOR	5
M35	RANGE HOOD	SECOND FLOOR - AREA B	25
M37	RANGE	FIRST FLOOR	4
M37	RANGE	SECOND FLOOR - AREA B	23
M38	MICROWAVE	FIRST FLOOR	8
M38	MICROWAVE	SECOND FLOOR - AREA B	25
M40	REFRIGERATOR	FIRST FLOOR	5
M40	REFRIGERATOR	SECOND FLOOR - AREA B	25
M49	UNDER COUNTER TRASH/RECYCLE RECEPTACLE	FIRST FLOOR	7
M49	UNDER COUNTER TRASH/RECYCLE RECEPTACLE	SECOND FLOOR - AREA B	21
M50	ADA RANGE	FIRST FLOOR	1
M50	ADA RANGE	SECOND FLOOR - AREA B	2
T8	3'-0" x 5'-0" CONFERENCE TABLE	SECOND FLOOR - AREA B	1

EFFICIENCY APARTMENT WORK BY OTHERS
 NOT IN CONTRACT

FURNITURE SCHEDULE- PACKAGE C			
ITEM NO.	DESCRIPTION	LEVEL	QTY.
B1	BOOKCASE - INTERVIEW ROOM	THIRD FLOOR	4
C1A	NOT USED	THIRD FLOOR	5
C1B	NOT USED	THIRD FLOOR	6
C1C	NOT USED	THIRD FLOOR	17
C2	TASK CHAIR - RECEPTION DESK	FIRST FLOOR	1
C2	TASK CHAIR - RECEPTION DESK	THIRD FLOOR	2
C3	CHAIR-INTERVIEW ROOM	THIRD FLOOR	16
C4	FLIP/NESTING CHAIR-CLASSROOM	THIRD FLOOR	40
C5	CHAIR-LOBBY	THIRD FLOOR	30
C6	OFFICE TASK CHAIR	THIRD FLOOR	54
C7	CHAIR	THIRD FLOOR	22
C8	TASK CHAIR-SUPERVISOR	THIRD FLOOR	9
C9	CONFERENCE ROOM CHAIR	THIRD FLOOR	10
C37	NOT USED	THIRD FLOOR	2
C38	NOT USED	THIRD FLOOR	1
C41	SIDE CHAIR - SUPERVISOR	THIRD FLOOR	18
D8	U-SHAPED DESK- SUPERVISOR	THIRD FLOOR	1
D9	U-SHAPED DESK - SUPERVISOR	THIRD FLOOR	1
F1	36" W LATERAL FILE - OPEN OFFICE	THIRD FLOOR	16
F3	NOT USED	THIRD FLOOR	1
M11	HIGH DENSITY FILING SYSTEM	THIRD FLOOR	1
M13	55" TELEVISION	FIRST FLOOR	1
M13	55" TELEVISION	THIRD FLOOR	1
M14	70" INTERACTIVE DISPLAY	THIRD FLOOR	2
M15	57" INTERACTIVE DISPLAY	THIRD FLOOR	1
M22	LARGE TRASH/RECYCLING RECEPTACLE	FIRST FLOOR	1
M22	LARGE TRASH/RECYCLING RECEPTACLE	THIRD FLOOR	72
M40	REFRIGERATOR	THIRD FLOOR	1
T1	NOT USED	THIRD FLOOR	2
T2	2'-6" x 5'-0" INTERVIEW TABLE	THIRD FLOOR	4
T3	2'-6" x 5'-0" TRAINING TABLE- POWERED	THIRD FLOOR	12
T4	3'-0" x 3'-0" BREAKROOM TABLE	THIRD FLOOR	2
T6	4'-0" x 10'-0" BOAT SHAPE TABLE - CONFERENCE ROOM	THIRD FLOOR	1
T9	2'-6" x 5'-0" TRAINING TABLE	THIRD FLOOR	8
T24	2'-0" x 6'-0" ENTERTAINMENT CREDENZA	THIRD FLOOR	1

WS6	5'-3" x 5'-6" RECEPTION WORKSTATION	FIRST FLOOR	1
WS7	7'-0" x 8'-0" WORKSTATION	THIRD FLOOR	18
WS8	8'-0" x 8'-0" WORKSTATION	THIRD FLOOR	18
WS9	8'-0" x 8'-0" WORKSTATION	THIRD FLOOR	3
WS10	8' x 8' WORKSTATION	THIRD FLOOR	1
WS11	7'-10" x 8'-0" WORKSTATION	THIRD FLOOR	1
WS12	8'-0" x 10'-2" WORKSTATION	THIRD FLOOR	1
WS13	8'-0" x 8'-6" WORKSTATION	THIRD FLOOR	1
WS14	7'-0" x 7'-9" WORKSTATION	THIRD FLOOR	1
WS15	6'-3" x 7'-0" WORKSTATION	THIRD FLOOR	1
WS16	6'-9" x 7'-0" WORKSTATION	THIRD FLOOR	1
WS17	6'-9" x 12'-4" SUPERVISOR WORKSTATION	THIRD FLOOR	2
WS18	7'-9" x 11'-10" SUPERVISOR WORKSTATION	THIRD FLOOR	1
WS19	8'-0" x 15'-9" SUPERVISOR WORKSTATION	THIRD FLOOR	3
WS26	8'-0" x 15'-6" SUPERVISOR WORKSTATION	THIRD FLOOR	1
WS27	8'-0" x 8'-0" WORKSTATION	THIRD FLOOR	8