Custodial Services for Athletic Events and Facilities

January 20, 2012
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Custodial Services for Athletic Events and Facilities

RFP Number: FM012012

Issue Date: January 20, 2012

Brief Description and Goals of this RFP: The University of Virginia and its Department of Athletics (“University”) seek proposals from firms to provide custodial services for athletic events and facilities.

Preproposal Conference: An optional Preproposal Conference will be held on Monday, February 6, 2012 @ 1:00p.m. EST in the McCue Center, Third Floor Conference Room, Charlottesville, Virginia (map may be viewed at this web site: [http://www.virginia.edu/Map/](http://www.virginia.edu/Map/)). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Please bring a copy of this solicitation with you as no additional copies will be provided at the conference. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu) no later than 12:00 p.m. EST on Thursday, February 2, 2012 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: 3:00 p.m. EST, Tuesday, February 21, 2012. Firms must submit six hard copies of their original proposal in individual, bound volumes to the address listed below in the contact information box. Additionally, firms will include one complete original electronic version of their proposal, formatted in Microsoft Word, or Excel where applicable, on a CD-ROM or USB Flash Drive. The University reserves the right to reject proposals received after the stated due date and time.

Any trade secrets or proprietary information submitted with a proposal (original, copy or electronic) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held on Tuesday, March 27, 2012 and Wednesday, March 28, 2012.

Expected Award Date: Friday, June 1, 2012

Term of Agreement: The term of any resulting Agreement(s) or Purchase Order(s) will be for three years, with the ability to renew on the same or similar terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: [http://www.procurement.virginia.edu/pagerfp](http://www.procurement.virginia.edu/pagerfp). It is the firm's responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement and Supplier Diversity Services web site: [http://www.procurement.virginia.edu](http://www.procurement.virginia.edu).

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm(s) or individual(s) selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

### B. SCOPE OF GOODS & SERVICES

The University seeks proposals from experienced and innovative firms to furnish all labor, materials, equipment, supervision and incidentals necessary to provide custodial services for athletic events and facilities (the “Services”). The locations of these facilities may be viewed at the following link: [Attachment 4, Athletic Facilities Maps](http://www.procurement.virginia.edu/attachment4). It is the University's intent to enter into an Agreement(s) with the Selected Firm(s) to include those Services necessary to help the University achieve the goals outlined in this RFP. In order to achieve these goals the Selected Firm(s) may be requested to provide Services including, but not limited to, those outlined in this RFP. The University reserves the right to award to different Selected Firms to respectively provide any part of the Services discussed in this RFP. The University guarantees no amount of business resulting from an Agreement.

The schedules of athletic events and facilities are subject to change on short notice. Events occur seven days a week and during holidays. The Selected Firm(s) will demonstrate flexibility in accommodating new and changing schedules/requirements while providing reliable customer service and striving to assist the University in achieving its sustainability goals, objectives and initiatives. The Selected Firm(s) will make assisting the University with its custodial services needs a high priority.
The Selected Firm(s) will provide Services in accordance with the following:

A. General Requirements

- The Selected Firm(s) will implement all necessary work control procedures to ensure timely accomplishment of work requirements and tracking of work progress.
- The Selected Firm(s) will cooperate with the University’s designated representative concerning scheduling of Services, changes in requested Services or event locations, and the performance of additional support services. The Selected Firm(s) will promptly notify the University’s designated representative if any changes adversely affect the performance of the duties required by this RFP.
- The Selected Firm(s) will confirm all schedules in advance with the University’s designated representative. The Selected Firm(s) will be responsible for planning and scheduling work to assure sufficient labor, materials, equipment, supervision and any incidentals necessary are readily available to complete the requested requirements within the University’s specified time limits.
- The Selected Firm(s) will demonstrate a thorough understanding of the unique demands and functional requirements of providing custodial services for athletic events and facilities.
- The Services provided by the Selected Firm(s) will at no time adversely affect the daily operations of the University.
- All Services provided by the Selected Firm(s) will be performed by personnel properly trained and qualified to perform the Services, as appropriate.
- All work performed by the Selected Firm(s) will meet the minimum standards specified in this RFP and be accomplished in conformance with approved and accepted industry standards, as well as all applicable local, state, and federal standards.
- The Selected Firm(s) will furnish all labor, materials, equipment, supervision and incidentals necessary to collect, transport, and dispose of solid waste/debris and recyclable materials from designated facilities/locations according to schedules established by the University in accordance with all local, state, and federal regulations.
- The Selected Firm(s) will place all collected solid waste/debris and recyclable materials from each designated facility/location within University designated containers and compactors for removal by the University. Any additional resources required beyond the identified containers and compactors are the responsibility of the Selected Firm(s).
- The Selected Firm(s) will install replacement trashcan liners for all collected solid waste/debris and recyclable materials at each facility/location (liners provided by the University).
- The Selected Firm(s) will replenish restroom supplies at each facility/location as needed (restroom supplies provided by the University).
- The Selected Firm(s) will begin providing Services within one hour following the conclusion of an event, or as otherwise directed in advance by the University’s designated representative.
- The Selected Firm(s) will complete the collection of solid waste/debris and recyclable materials from the University Hall, John Paul Jones Arena and McCue Center parking lots prior to 7:30 a.m. the day immediately following an event. The locations of these lots may be viewed at the following link: [Attachment 4, Athletic Facilities Maps](#)
- The Selected Firm(s) will provide the University’s Contract Administrator (University’s CA) with a copy of all Material Safety and Data Sheets (MSDS) for materials used during the performance of requested custodial services. A copy of the MSDS will be maintained on premises by the Selected Firm(s) and be accessible to employees at all times.
• The Selected Firm(s) will maintain written or electronic records of Services provided in an easy to use format and be able to furnish these records upon request to a designated representative of the University.

• All equipment and materials supplied by the Selected Firm(s) will comply with all applicable codes and industry standards related to the equipment or materials. The University will not be responsible for loss or damage of the Selected Firm’s equipment, materials, supplies and/or tools.

• The maintenance of all leased/rented equipment by the Selected Firm(s) will be the responsibility of the Selected Firm(s).

• The Selected Firm(s) will be able to respond within 24 hours from initial notification by the University’s designated representative to irregularities in waste/debris generation and recyclables, or special pick-up requests.

• The Selected Firm(s) will establish a designated representative who will be thoroughly familiar with any Agreement resulting from this RFP, and have the authority to make day-to-day business decisions on behalf of the Selected Firm(s).

• When in the opinion of the University the quality of materials, equipment, supervision and/or workmanship put in place by the Selected Firm(s) does not meet the standards specified herein, the Selected Firm(s) will immediately remove the non-conforming portion of the Services and replace it with material, equipment, supervision and/or workmanship which does meet the specified standards at no additional cost to the University.

• Personnel representing the Selected Firm(s) must exhibit a neat and professional appearance that reflects positively on the Selected Firm and University. Personnel must possess a photo identification badge (I.D) designating their affiliation with the Selected Firm that contains their name and the firm’s name. I.D’s must be displayed above the waist at all times while on University property.

• The Selected Firm(s) will comply with the regulations of the University’s Department of Parking and Transportation, and will obtain any/all parking passes required at its own expense. Parking permits, tickets and/or towing charges are the sole responsibility of the Selected Firm(s). The University is not liable for any damage or expense resulting from illegally parked vehicles/equipment.

• The Selected Firm(s) will notify the University’s designated representative immediately whenever damages to equipment and/or property occur while providing the Services described in this solicitation. Damages will be repaired as directed by the University, and may be done at the expense of the Selected Firm(s). Damages caused by the Selected Firm(s) negligence or malfeasance will be repaired at no cost to the University.

• The Selected Firm(s) will maintain records of complying with the Fair Labor Standards Act (FLSA) and state labor laws.

• The Selected Firm(s) will maintain a mandatory background check and include a drug and alcohol-testing program for all employees. A Criminal History Records Check must be completed through the Virginia State Police for each staff member. This information will be available to the University’s CA upon request.

• The Selected Firm(s) will take proactive steps, including training, to ensure the Selected Firm’s employees are alcohol and drug free while on University Grounds. The Selected Firm(s) will immediately assist their employees in leaving Grounds should they be suspected of not being alcohol and drug free.

• The Selected Firm(s) will adhere to all University authorized security precautions. The Selected Firm(s) will not block open doors, nor assist unfamiliar persons entering a secure building and/or tenant space at any time for any reason.
The Selected Firm(s) will comply with directions from University officials during any emergency situation declared by the University.

B. Facilities/ Locations

1. Scott Stadium/ Bryant Hall
   - Collect solid waste/debris and recyclable materials from all seating areas, the hillside, concourses, gate locations and trashcans within the perimeter of the facility.
   - Provide custodial services in 56 Suites, the Press Box, President’s Box, Level 4 Hallways, Home and Visitor Locker Rooms, Officials Locker Room, Chain Crew Locker Room, Cheerleading Locker Room, Field Tunnels and Tunnel Restrooms.
   - Collect solid waste/debris and recyclable materials from all reserved parking lots identified on Attachment 5, Scott Stadium Reserved Parking Lots, prior to 7:30 a.m. on the day immediately following an event. The locations of the lots may be viewed at the following link: Attachment 5, Scott Stadium Reserved Parking Lots.
   - Collect solid waste/debris and recyclable materials from along Alderman Road between, and including, the intersections of Ivy Road and Stadium Road. Materials will be collected from the roadway, sidewalks and adjacent spaces on property within arm’s length from the roadway and sidewalks. The Selected Firm(s) will not encroach on private property.
   - Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.
   - Clean and damp mop 65 Public Restrooms.

2. Special or Partial Events at Scott Stadium
   - Virginia High School League (VHSL) State Football Championship and UVA’s Spring Football Game. Attendance at each of these events is anticipated to be less than 10,000. Only the lower concourse and limited gate access are available to the public during these events.
     - Collect solid waste/debris and recyclable materials from seating areas, concourses, gates and trashcans.
     - Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.

3. Klockner Stadium
   - Collect solid waste/debris and recyclable materials from all seating areas, hillside areas, concourses, gate locations and trashcans within the perimeter of the facility.
   - Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.
   - Provide custodial services in the Press Box, Home Locker Room, Visiting Locker Room, and Officials Locker Room.
   - Clean and damp mop four public restrooms.

4. Davenport Field/ UVA Baseball Stadium
   - Collect solid waste/debris and recyclable materials from all seating areas, the hillside area, concourses, gate locations and trashcans within the perimeter of the facility. This includes areas under and around all temporary seating areas/bleachers.
   - Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.
• Clean and damp mop eight Public Restrooms (four of the restrooms are located in adjacent Klockner Stadium and only utilized during certain games).
• Provide custodial service in seven Suites, the Press Box, and two Public Restrooms on Level 2.
• Provide custodial services in the Visiting Locker Room and Umpires Locker Room.

5. Lannigan Track & Field
• Collect solid waste/debris and recyclable materials from all seating areas, trashcans and gate locations within the perimeter of the facility.
• Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.

6. Artificial Turf Field Stadium
• Collect solid waste/debris and recyclable materials from all seating areas, concourses, trashcans and gate locations within the perimeter of the facility.
• Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.
• Clean and damp mop two Portable Public Restrooms (located in trailers adjacent to the stadium).

7. University Hall and John Paul Jones Arena Parking Lots
• Collect solid waste/debris from parking lots prior to 7:30 a.m. on the day immediately following specified events. The parking lots may be viewed at the following link: [Attachment 4, Athletic Facilities Maps].
• Place all collected solid waste/debris and recyclable materials within University designated containers and compactors for removal by the University.

C. Additional Support Services
• The Selected Firm will provide labor upon request during selective events to respond to housekeeping/custodial service needs, removal of solid waste/debris, recyclable materials, and the replenishment of restroom supplies.
• The Selected Firm will provide labor upon request for special projects. Special projects may include, but are not limited to, floor refinishing, annual window cleaning, locker room cleaning, etc.

The University reserves the right to award to different Selected Firms to respectively provide any part of the Services discussed in this RFP and guarantees no amount of business resulting from an Agreement. Changes in Services with the Selected Firm(s) may be added to or deleted from any Agreement resulting from this solicitation with thirty days’ notice from the University, according to the terms and conditions agreed upon by the University and the Selected Firm(s).

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to assist the University in meeting its goals of providing custodial services for athletic events and facilities as discussed in Section B., Scope of Good and Services;
2. The firm’s relevant experience, qualifications and success in providing the Goods and Services outlined in this RFP, to include the firm’s references from clients;
3. The firm’s financial proposal including but not limited to discounts, service charges and/or other charges;
4. The contractual terms which would govern the relationship between the University and the Selected Firm(s);
5. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: [www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf](http://www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf)

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.
Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Shannon Wampler, the Senior Supplier Diversity Coordinator, at (434) 924-3173 or [SWAM@virginia.edu](mailto:SWAM@virginia.edu).

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP. Firms must confirm in their proposal the ability to meet the requirements of this RFP on a line by line basis, specifically responding to each paragraph and subparagraph in the order addressed. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information in their proposal:

A. Services
1. Provide a detailed plan of operation describing how the firm plans to provide custodial services for athletic events and facilities, which is the primary goal of this RFP. Each firm will indicate in its proposal the firm’s ability to achieve/comply with each specification. Proposals will be formatted in such a way to address each specification in a line-by-line process.

B. Firm Information
1. Provide information requested in Attachment 2, Firm Information.
2. Provide a brief history of the firm and its experience, qualifications and success in providing the desired Services requested in this RFP.
3. Provide a list of all of the firm’s clients comparable to the University indicating the length of service of each account. The University may contact and/or visit any of these accounts.
4. Provide at least three references where similar goods and/or services have been provided. Include the name of the firm/organization, the complete mailing address, and name of the contact person and their telephone number.
5. Provide a list of institutions of higher education with which the firm has signed a term contract.
6. Provide the name of the individual responsible for the firm’s supplier diversity program. This individual is responsible for implementing and reporting on the firm’s Small,
Women-owned and Minority-owned (SWAM) program as it will relate to this procurement should the firm be selected.

C. Financial Proposal
1. Describe how the University will be charged for the Goods and Services requested in this RFP. Provide discount schedules where applicable. Include any additional discounts available for early payment of invoices. Ensure fees are provided for all Goods and Services’ categories proposed by the firm.
2. Provide pricing as requested on Attachment 3, Pricing, available at the following link: Attachment 3, Pricing
3. Describe how the University will benefit from cost savings by accepting the firm's proposal.
4. Provide the following pricing details:
   a. When or how often do price increases and/or escalation rates occur?
   b. What is the firm’s plan for dealing with price increases and/or escalation rates?
5. Provide a written statement confirming that fees charged for additional facilities/locations or any future services, will be negotiated prior to the commencement of services.
6. State the firm’s agreement to receive payments electronically via Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment. Prior to contract award, the Selected Firm(s) will be required to contact University Procurement Services’ Payment Processor Specialist group to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 and E-mail: uva-prs-boa@virginia.edu].
7. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org/index.php

D. Contractual Arrangements
1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of the University’s Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of the University’s Preferred Contractual Provisions.
4. Provide a written statement with the firm’s proposal that its principals or legal counsel have reviewed the Mandatory Contractual Provisions, and Preferred Contractual Provisions, and agree that these provisions will become a part of any final agreement.
5. Provide a list of clients with which the firm has signed a term contract that allows for cooperative procurement and/or if the firm has a General Service Accounting (GSA) schedule contract.

NOTE: Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.
E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/pagevendorregistrationform]

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award. [http://www.eva.virginia.gov/]


**Note:** Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.


F. OTHER INFORMATION

1. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and a $2,000,000 aggregate with coverage for the following:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Independent Contractors
- Personal Injury
- Additional Insured
Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

{X}  Any Automobile    {X}  Owned and Non-Owned Automobiles

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Workers’ Compensation:
The Selected Firm and any Subcontractor will maintain workers’ compensation insurance on all employees that complies with the Workers’ Compensation Act of Virginia, and such policy of insurance will also provide for employers liability coverage with limits of not less than $100,000.

2. Formation of the Agreement with the Selected Firm
All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make an award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget
**Attachment 2**

**Firm Information**

| **Full Legal Name** (Company name as it appears with your Federal Taxpayer Number): |
| Address: |
| Telephone Number: | FAX Number: |
| Web Address: |
| Email Address: |
| DUNS Number: |

**SWAM Information:**

| Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE): | ☐ Yes ☐ No |
| Minority-Owned Business: | ☐ Yes ☐ No |
| Women-Owned Business: | ☐ Yes ☐ No |
| Small-Owned Business: | ☐ Yes ☐ No |

| Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? | ☐ Yes ☐ No |

**Point of Contact for this Proposal:**

| Name: |
| Address: |
| Office No. | Mobile No. | FAX No. |
| Email Address: |