



Colonial Behavioral Health
Serving the Cities of Poquoson and Williamsburg
and the Counties of James City and York

Request for Proposal
Number A260302

for

Janitorial Services



RFP #A260302
Janitorial Services

- Issuing Agency:** Colonial Behavioral Health
1657 Merrimac Trail
Williamsburg, VA 23185
- Issue Date:** **April 24, 2026**
- Due Date:** Proposals will be received until **May 25, 2026; 2:00 p.m., prevailing time,** Failure to submit proposals by the designated date and hour will result in disqualification.
- Preproposal Tour** The Preproposal Tour will be held on Wednesday, May 6, 2026, beginning at 7:00 a.m. (NO late admittance) at 1657 Merrimac Trail, Williamsburg, Virginia, 23185, Building Two, Conference Room 2B. Multiple sites will be toured, please be prepared to travel.
- Deliver To:** (FedEx/USPS/UPS/Hand Delivery) to:
Colonial Behavioral Health
ATTN: General Services Officer
1657 Merrimac Trail
Williamsburg, VA 23185
- Submit:** ***Electronic Submissions:*** via eVA ONLY www.eva.virginia.gov
FAXED OR EMAIL SUBMISSIONS ARE NOT ALLOWED
Paper Submissions: Sealed package containing one (1) original, clearly marked as such, four (4) copies, and an electronic PDF on a flash drive.
- Contract Officer** Kisha Young, General Services Officer, MBA, VCA;
kyoung@colonialbh.org
- Inquiries:** All questions regarding this RFP or the selection process must be submitted in writing to the Contract Officer. Deadline for Questions – May 15, 2026.
Email submissions are preferred.
- ALL** questions must be submitted in writing.
NO telephone questions shall be addressed or answered.

This solicitation is posted:

- on eVA, Virginia's eProcurement Portal (www.eva.virginia.gov) and is available for free download.
- on Colonial Behavioral Health's Procurement Webpage (<https://www.colonialbh.org/about-us/procurement/>).

NOTE: Colonial Behavioral Health does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, disability, or any other basis prohibited by state law relating to discrimination in employment

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******THE TERMS “CONTRACTOR”, “VENDOR”, “PROPOSER” ARE USED INTERCHANGEABLY WITHIN THIS RFP OR ANY POTENTIAL RESULTING CONTRACT, TO REFER TO THE COMPANY SUBMITTING A PROPOSAL******

1.0 ABOUT CBH

Colonial Behavioral Health (CBH) is a political subdivision of the Commonwealth of Virginia. As are all the forty community services boards in the Commonwealth, Colonial Behavioral Health is mandated to provide services to assist with mental health, developmental disabilities, and substance use disorders for citizens within its region. CBH provides services for the citizens of the City of Williamsburg, James City County, York County, and the City of Poquoson.

See <https://www.colonialbh.org/> for additional information about CBH.

2.0 PURPOSE

The intent and purpose of this Request for Proposals (RFP) is to potentially establish a contract with one qualified vendor to provide janitorial services for the locations listed in accordance with the Scope of Services. Colonial Behavioral Health reserves no submission fully meets its needs and, in such case, to refrain from awarding a contract to any vendor.

3.0 COMPETITION INTENDED

It is CBH's intent that this Request for Proposals allow competition. It shall be the Contractor's responsibility to advise the General Services Officer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the General Services Officer no later than ten (10) days prior to the date set for acceptance of proposals. CBH does not discriminate against small and minority businesses or faith-based organizations.

4.0 CONTRACTOR'S MINIMUM QUALIFICATIONS

Colonial Behavioral Health (CBH) will only consider proposals from Contractors whose current company, operating under the same legal name, has been in continuous operation providing janitorial services for a minimum of five (5) years. The Contractor must also demonstrate documented experience servicing multi-site facilities with a combined square footage of at least 40,000 square feet.

5.0 SCOPE OF SERVICES

The Contractor shall provide comprehensive janitorial services for all designated Colonial Behavioral Health facilities. Services shall include the provision of all labor, supervision, equipment, tools, materials, and supplies necessary to maintain a clean, sanitary, and safe environment in accordance with the requirements of this RFP.

The Contractor shall be responsible for servicing multiple locations, ensuring consistent quality across all sites, and coordinating schedules to minimize disruption to daily operations. Services shall be performed in accordance with the specified tasks, frequencies, and performance standards outlined elsewhere in this solicitation.

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and industry standards. Additionally, the Contractor shall maintain effective communication with CBH's designated representative, promptly address service issues or deficiencies, and implement corrective actions as needed to ensure ongoing satisfaction.

CBH reserves the right to modify service locations, add or remove facilities, or adjust service levels as operational needs change.

5.1 CLEANING SCHEDULE

All cleaning hours shall be performed during evening hours (PM), unless otherwise specified.

Note: The schedule includes a temporary location and a facility currently under construction (*). Service requirements, frequency, and square footage for these locations may change as operational needs evolve. The Contractor shall be expected to accommodate such adjustments in coordination with Colonial Behavioral Health. Additional details are provided in Attachment C – Facility Status and Location Changes.

Important: Refer to Attachment F for security requirements. The cleaning crew will be responsible for arming and disarming security systems at designated locations, as applicable.

The following represents the anticipated schedule of cleaning hours for each location:

Location:	Monday	Tuesday	Wednesday	Thursday	Friday
1651 Merrimac	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00
1657 Merrimac	6:00 – 9:00	6:00 – 9:00	6:00 – 9:00	6:00 – 9:00	5:30 – 9:00
1659 Merrimac	4:30 – 9:00	4:30 – 9:00	4:30 – 9:00	4:30 – 9:00	4:30 – 9:00
111 Warwick	6:30 – 9:00	6:30 – 9:00	6:30 – 9:00	6:30 – 9:00	6:30 – 9:00
473 McLaws	5:30 – 11:00	5:30 – 11:00	5:30 – 11:00	5:30 – 11:00	5:30 – 11:00
921 Capitol	6:00 – 11:00	8:30 – 11:00	6:00 – 11:00	6:00 – 11:00	6:00 – 11:00
3804 Geo Wash	9:00 - midnight	9:00 - midnight	9:00 - midnight	9:00 - midnight	5:00 – midnight
223 Water Country Pkwy	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00
2001 Galt Ln	TBA	TBA	TBA	TBA	TBA

5.2 HOLIDAY SCHEDULE

Services are expected to be performed on all scheduled service days except for the following holidays, unless otherwise approved or requested by Colonial Behavioral Health. The Contractor shall coordinate with CBH’s designated representative regarding any necessary adjustments to the service schedule surrounding these holidays.

- | | |
|-----------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Columbus Day |
| President’s Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth | Day after Thanksgiving |
| Independence Day | Christmas Day |

5.3 APPROXIMATE SQUARE FOOTAGE

The following represents the approximate square footage for each location. These figures are provided for informational purposes only and may be subject to change based on operational needs. Contractors are encouraged to verify site conditions and dimensions as necessary to prepare an accurate proposal.

1651 Merrimac Trl	10,582
1657 Merrimac Trl (2 floors)	6,313

1659 Merrimac Trl (2 floors)	9,140
111 Warwick Court	4,672
473 McLaws Cir	3,691
921 Capitol Landing Rd	5,268
3804 George Washington Hwy	4,072
223 Water Country Pkwy	4,512
2001 Galt Ln	14,367

- 5.4 LEVEL OF SERVICE: The Contractor shall provide a level of cleaning that is at least equal to adequate cleaning practices and standards.
- 5.4.1. Cleaning standards shall provide unsolicited compliments from employees or visitors and will make cleaning complaints a rarity. This level is for offices and public areas.
- 5.4.2. Adequate shall be defined as a cleaning standard that will provide neither serious nor repeated criticism.
- 5.5 TASKS AND FREQUENCIES: The Contractor shall perform the tasks for each area or item in the frequencies specified in Attachment B. As needed shall be determined and requested, either verbally or in writing, by the General Services Officer or CBH designee. "As required" shall be dictated by the existing situation.
- 5.6 PERFORMANCE STANDARDS: The following performance standards shall be utilized by the General Services Officer or CBH designee to determine if the standard of service for adequate has been achieved. These standards apply to all offices, hallways, staircases, waiting rooms, lounges, entrances, meeting rooms or any other area not specifically mentioned.
- 5.6.1. Horizontal Surfaces: Dust shall be removed and not scattered around the room, after dusting. Surfaces shall be free of removable marks, spills, and grime **after** cleaning. Employee desks, to include computers and monitors or other similar screens **shall not** be dusted by the Contractor's Personnel.
- 5.6.2. Floors: Non-carpeted floors shall show no dust, spill spots or dirt streaks **after** mopping. Floors shall be free of dirt and other litter **after** sweeping. Common area carpets will be vacuumed daily; offices will be vacuumed weekly.
- 5.6.3. Vertical Surfaces: Vertical surfaces shall be free of spider webs and clinging dust **after** either wiping or vacuuming. Surfaces shall be free of marks, dirt, grime, and dust **after** cleaning.
- 5.6.4. Restroom Facilities: Sinks, toilets, urinals, and shower shall be free of stains, deposits, and residues **after** cleaning. Metal fixtures shall be free of water spots and residues **after** cleaning. Trash and sanitary bins shall be empties, and a new line installed. Floor swept and mopped to ensure corners and baseboard are cleared of residue **after** cleaning. The restrooms stocked with, if needed, paper towels, two rolls of toilet tissue and hand soap **after** cleaning. ALL restrooms will be cleaned with disinfectant and be odor free **after** cleaning.
- 5.6.5. Supplies: Paper towels, toilet tissue, dispenser soap, facial tissue, bags, and cleaning chemicals are furnished by Colonial Behavioral Health, and shall be maintained on Facility premises. Low stock of any of the above shall be reported to General Services **before** outage.

- 5.6.6. Trash: Trash shall be removed from waste baskets/trash receptacles and other items specifically marked "trash" shall be removed from the building and placed in the designated containers outside of the building. Trash receptacle liners shall be free of paper or other large substances when emptied. Trash receptacle liners shall be replaced on an as required basis. As required in this instance shall be defined as when the liner becomes soiled with liquids, coffee grounds, food or other matter which can spoil and create odors; becomes dirty or is torn. Damaged trash cans should be removed from service and reported to CBH for replacement. Trash cans shall be free of spills, dirt, and residues **after cleaning**. Damaged trash cans should be removed from service and reported to General Services ASAP.
- 5.6.7. Products and Equipment: The Contractor shall not use any product, supplies, or equipment that are injurious or damaging to the surface to which they are applied or exposed. The Contractor shall be responsible for restoring/replacing any equipment/facilities, furniture, floor covering, etc. so damaged. The Contractor is responsible to supply all equipment to be used at CBH.
- 5.6.8. Contractor will make sure all dispensers are full to prevent outage the following day. i.e., soap, paper towel, toilet tissue dispensers.

5.7 CBH RESPONSIBILITIES:

- 5.7.1. The General Services Officer or CBH designee shall report any discrepancies and shall be recorded in writing along with the time and date of the inspection. All minor deficiencies shall be held and discussed with the Contractor. The General Services Officer or CBH designee shall notify the Contractor of any major discrepancies within eight hours of discovery.
- 5.7.2. The General Services Officer or CBH designee shall use reasonable and prudent judgment in determining what constitutes a minor or major discrepancy. Frequent reoccurring minor discrepancies will be considered major. Upon notice to the Contractor, and for each notice thereafter, a fifty-dollar (\$50.00) deduction in the Contractor's payment will occur.
- Discrepancies need not be identical in each instance, but involve the same type of cleaning, i.e., the first notice could be "The floor on the left side of the toilet has not been mopped.", followed by a second notice that could read "The floor in the restroom has not been mopped." Each time, mopping the floor is the issue. The decision to give notice to the Contractor is at the discretion of the General Services Officer, or CBH designee.
- 5.7.3 To schedule a monthly meeting to discuss any items relating to the performance of the contract.

5.8 CONTRACTOR'S RESPONSIBILITIES:

- 5.8.1. The Contractor shall periodically inspect the entire area of the building under contract for the purpose of ensuring quality workmanship and provide both the General Services Officer and the Contractor with the opportunity to note discrepancies and complaints, plan for correction of discrepancies in the work and establish a mutually beneficial working relationship.
- 5.8.2. The Contractor shall implement corrective actions to prevent re-occurrences of minor discrepancies.

- 5.8.3. The Contractor shall take immediate corrective action (within 24 hours) on any major discrepancy noted and reported to the Contractor by the General Services Officer, or CBH designee. Such corrective action shall be at no additional cost to the CBH.
- 5.8.4. The Contractor shall be responsible for reporting problems, including but not limited to fire (1st action is to call 911), plumbing issues, unsecured buildings, power failure, etc., to the designated CBH contact person as soon as possible.
- 5.8.5. The Contractor shall be responsible for securing **ALL** buildings after cleaning services are completed. **Failure to secure buildings can result in immediate termination of this contract.**
- 5.8.6. The Contractor shall be responsible for any lost keys or badges, or any inherent damages (i.e., re-keying of the entire facility). The loss of any keys or badges should be reported to CBH immediately.
- 5.8.7. In connection with the performance of work under this contract, the Contractor agrees **NOT** to employ any person undergoing sentence of imprisonment.
- 5.8.8. Prior to the startup of any potential contract, the contractor will submit to CBH a copy of criminal background checks performed on each Contractor employee who will be assigned to CBH. A criminal background check must be submitted 5 days prior to any Contractor's new employee beginning work at CBH. If the criminal history contains offenses, regardless of whether there was a conviction, the Contractor employee shall be denied access. These offenses include but are not limited to murder; manslaughter; felony kidnapping or abduction; armed robbery; carjacking; and criminal sexual assaults.

NOTE: Up to date criminal background reports must be submitted annually for all Contractor employees on the anniversary date of the contract award date.

5.9 **SUPERVISION:**

- 5.9.1. The Contractor shall assign a qualified supervisor to physically supervise the Contractor's after hour's employees and to ensure adherence to the cleaning schedule and standards.
- 5.9.2. The Supervisor shall be responsible for ensuring contractor's employee sign in and out on log sheets at each location.
- 5.9.3. The Supervisor shall be responsible for all keys assigned to unlock spaces for cleaning.
- 5.9.4. The Supervisor shall inspect the entire area of the building each night for the purpose of ensuring all required task specified in Attachment B have been accomplished and are in accordance with the level of service standard specified in 5.0. All discrepancies noted during this inspection shall be corrected prior to the departure of the Contractor's employees. Additionally, the Supervisor shall report any damaged, leaking, broken fixtures or other repairs needed which are discovered in the cleaning process.
- 5.9.10. The Supervisor shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:
 - i. Contractor's employees appearing to be under the influence of alcohol or drugs

- shall not be permitted in the building.
- ii. No loud or boisterous conduct will be permitted.
 - iii. Contractor's employees will not open desk drawers or cabinets at any time.
 - iv. Contractor's employees are not to use or tamper with office machines, equipment, and agency employees' personal property at any time.
 - v. Contractor's employees are not to use agency telephones at any time.
 - vi. Contractor's employees are not to be permitted in any area where they are not performing a janitorial service.
 - vii. Contractor's employees are expected to maintain a clean and neat appearance to extent possible.
 - viii. Contractor's employees will not consume any CBH food, including candy on desks.
 - ix. Contractor's employees are expected to refrain from engaging in criminal, dishonest, immoral, or other conduct prejudicial to CBH.
 - x. **Contractor's employees shall not have others in the building during their cleaning shift, i.e., children, spouse, friend(s), etc.**

5.9.10. Colonial Behavioral Health reserves the right to request the removal of any of the Contractor's employees from the building at any time for reasonable cause. The Contractor or the Designated Supervisory representative shall have such employee leave the facility premises upon receipt of such request.

5.10 JANITORS:

After hours: The Contractor shall employ a sufficient number of experienced janitors to adequately perform all the specified services in the frequency and at the standards specified herein.

5.11 JOINT CONTRACTOR AND CBH RESPONSIBILITIES:

- 5.11.1. Should any service performed during the month not meet the specified level of service standard, was reported to the Contractor, and was not immediately corrected by the Contractor, a fifty-dollar (\$50.00) deduction, per occurrence, will occur.
- 5.11.2. Should the Contractor and General Services Officer, or CBH designee, fail to reach a mutually agreeable reduction in cost, both shall then present their positions in writing and forward such position along with all supporting documents to Colonial Behavioral Health Director of Operations. The Director of Operations shall review the documentation and his/her/their determination will be final.

Discrepancies need not be identical in each instance, but involve the same type of cleaning, i.e., the first notice could be “The floor on the left side of the toilet has not been mopped.”, followed by a second notice that could read “The floor in the restroom has not been mopped.” Each time, mopping the floor is the issue. The decision to give notice to the Contractor is at the discretion of the General Services Officer.

5.11.3. All reductions determined by the General Services Officer and/or Director of Operations shall be clearly indicated reductions on the monthly invoice which is submitted for payment.

5.12. CONTRACTOR/CBH FURNISHED EQUIPMENT AND SUPPLIES:

5.12.1. Equipment: Limited space will be provided for all equipment supplied by the Contractor which remains on the job site during the life of the contract. The equipment must be maintained in good operating condition, in sufficient quantities to adequately perform all services and be always available to the Contractor’s employees. All equipment must be OSHA certified and/or meet all OSHA requirements.

5.12.2. Supplies: Sufficient supplies to prevent out-of-stock situations shall be always maintained on the job site and made available to the Contractor's employees for use in performance of required services. All supplies will be furnished by CBH. Prior to the beginning of a contract term, an inventory of all equipment, to include manufacture’s name, will be reviewed and signed by CBH and the Contractor.

5.12.3. Contractor: The Supervisor shall carry a contractor supplied cell phone with the number being local to the Williamsburg area. The cell phone, via call or text, shall be the primary means for CBH to contact the Supervisor after hours or for informational purposes during normal business hours.

5.13. SPECIAL OR EMERGENCY CLEANING:

When directed by the General Services Officer, or CBH designee, by written or verbal order, to clean any area required for a special occasion, or made necessary by an emergency or mishap, the contractor shall furnish all labor and supervision, as required, to fulfill the order. The contractor will be paid for these special or emergency cleaning situations based on the hourly rate submitted under the pricing schedule contained herein.

5.14. INCLEMENT WEATHER:

The Contractor shall make every reasonable effort to provide janitorial services when agency employees are excused early because of snow or other hazardous driving conditions. However, in the event janitorial services cannot be provided, the contractor shall deduct a prorated amount from the monthly invoice for each day the service is not provided. For example, if the contractor does not perform daily services for one day during the month, then the prorated cost would be the monthly cost divided by the number of working days during the month. If the situation occurs on a Friday or a day preceding a holiday, the contractor shall make every effort to provide janitorial services over the weekend or holiday at no additional cost to the agency.

5.15. PLAN OF OPERATION:

- 5.15.1. Within seven (7) days after the award of the contract, the Contractor shall submit to the General Services Officer:
- a. Number of employees assigned to the Facility.
 - b. Name, address, and telephone number of the assigned supervisor.
 - c. Name, address, and telephone number of the individual who will receive notices of major deficiencies and is responsible for immediate corrective action(s).
 - d. Criminal background reports for all contractor employees assigned to CBH.
- 5.15.2. Within fourteen (14) days after the award of the contract, the Contractor shall submit to the General Services Officer, or CBH designee, for evaluation of the following:
- Detailed schedule of cleaning functions, including dates, floor, rooms, etc., for other than daily functions which will be performed during the period of the contract.
- 5.15.3. The Contractor shall be notified within seven (7) days after receipt of the document as to its acceptability.

6.0 **PROPOSAL SUBMISSION REQUIREMENTS**

6.1. To be considered for selection, Contractors must submit a complete response to the RFP in either hard copy, electronic format or both.

6.1.1 **HARD COPY SUBMISSION**

Contractors must submit one (1) original proposal, clearly marked as such, four (4) copies to CBH, and an electronic PDF on a flash drive. Proposals should be bound or contained in a single volume where practical; 3-ring binders are not acceptable. All proposals must be submitted in a sealed envelope and delivered via FedEx, United States Postal Service (USPS), UPS, or hand delivery to the General Services Officer.

Envelopes shall be marked with the following information:

- Name and Address of Offeror
- Due Date – May 25, 2026, 2:00 p.m. prevailing time
- RFP Number – A260302
- RFP Title – Janitorial Services

The envelope should be addressed to:

Attn: Kisha Young – General Services Officer
Colonial Behavioral Health
1657 Merrimac Trail
Williamsburg, VA 23185

If the proposal is not marked with the above information, the offeror takes the risk that the envelope may be inadvertently opened, and the information compromised which may cause the proposal to be disqualified.

6.1.2 **ELECTRONIC SUBMISSION**

Electronic proposal submissions will be accepted via on eVA, Virginia's eProcurement Portal (www.eva.virginia.gov). If you have trouble submitting through the eVA platform, the only other option is Hard Copy Submission.

6.2 **PROPOSAL ORGANIZATION**

TAB 1 **Administrative Information**

- Completed Cover Sheet (included in this RFP)
- Table of Contents (all pages numbered)
- Cover Letter signed by an individual authorized to bind the Offeror

TAB 2 **Qualifications & Capacity**

- Legal name and address of the firm
- Organizational structure and years in business
- Primary point of contact and management team
- Legal name and address of company;
- Offices or locations that will support this contract.

- Financial Capacity
- Provide evidence of financial stability sufficient to demonstrate the Offeror's ability to perform the contract (e.g., financial statements, Dun & Bradstreet report, or equivalent documentation).
- Insurance
- Provide a statement or sample certificate demonstrating the Offeror's ability to meet the insurance requirements outlined in this RFP. Proof of required insurance shall be provided prior to contract award.

TAB 3 Technical Approach & Experience

- Relevant experience with similar size, scope, and multi-site environments
- Description of services demonstrating understanding of the scope
- Implementation/transition plan (first 30–60 days)
- Staffing plan (including supervision and coverage)
- Quality assurance and inspection process
- Process for addressing unsatisfactory performance
- Description of any cost-saving strategies previously implemented for clients

TAB 4 Operations & Service Delivery

- Process for responding to routine and non-routine service requests
- Emergency response procedures
- Communication and escalation procedures
- Equipment and supplies to be provided by the Contractor

TAB 5 Required forms and Certifications

The following documents must be completed and submitted

- Attachment A - Proposal Submission Checklist
- Attachment E - Company Certification
- Attachment F - Breach of Security Violation Notification
- Attachment G - Authority to Transact Business in Virginia
- Attachment H - Exceptions to RFP
- Attachment I - Time Estimate per Location
- Attachment J - Reference Page
- Vendor Confidentiality Agreement
(<https://www.colonialbh.org/media/msmnuugj/cbh-vendor-confidentiality-agreement.pdf>)

TAB 6 Pricing Proposal

Refer to section 7.0

TAB 7 Addenda & Additional Information

Signed addenda (if applicable)

Street or box Number

City, State, Zip Code

ATTN: Kisha Young, General Services Officer, MBA, VCA

10.0 MISCELLANEOUS

A. Vendor Manual: Colonial Behavioral Vendor Manual is available for reference on the agency's procurement webpage:

English: <https://www.colonialbh.org/media/htebxsmi/cbh-vendor-manual.pdf>

Versión en Español: <https://www.colonialbh.org/media/x0th1o21/cbh-vendor-manual-spanish.pdf>

B. Schedule

EVENT	DATE
Issue RFP	April 24, 2026
Preproposal Tour	May 6, 2026
Last day to submit questions	May 15, 2026
Proposals Due AT 2:00 P.M. NO LATE PROPOSALS ACCEPTED!	May 25, 2026
Evaluation Period	May 26, 2026 – June 2, 2026
Discussions/Negotiations (if needed)	CBH reserves the right to conduct discussions and negotiations with one or more Offerors.
Anticipated Award	June 12, 2026

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11.0 **GENERAL TERMS AND CONDITIONS**

- A. **APPLICABLE LAWS AND COURTS:** This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect there to shall be brought in the courts of the Commonwealth. The Vendor shall comply with applicable federal, state and local laws and regulations.
- B. **ETHICS IN PUBLIC CONTRACTING:** By signing this contract the Vendor certifies that their contract is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Vendor, supplier, manufacturer or subcontractor in connection with their contract, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- C. **COMPLIANCE:** By signing this contract, the Vendor certifies that it is and will remain in full compliance with:
The Federal Civil Rights Act of 1964, as amended.
The Federal Immigration Reform and Control Act of 1986.
The Virginia Fair Employment Act of 1975, as amended, where applicable.
The Virginia Conflict of Interest Act.
The Virginians With Disabilities Act.
The Americans With Disabilities Act.
Section 2.2-4311 (Employment Discrimination Act) of the Virginia Public Procurement Act.
Sections 2.2-4367 through 2.2-4377 (Ethics in Public Contracting) of the Virginia Public Act
Section 2.2-4354 (Payment to Subcontractor) of the Virginia Public Procurement Act.
The Antitrust laws of the United States and the Commonwealth of Virginia.
- D. **Employment Discrimination by Contractors Prohibited**
Every Contract of over \$10,000 shall include the following provisions:
i. During the performance of this contract, the Contractor agrees as follows:
a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
ii. The Contractor will include the provisions of the foregoing paragraphs, 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.
- E. **DEBARMENT STATUS:** By signing this contract, Vendors certify that they are not currently debarred from submitting proposals on contracts by the Commonwealth of Virginia, the Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Commonwealth of Virginia or the Federal Government.
- F. **ANTITRUST:** By entering into this contract, the Vendor conveys, sells, assigns, and transfers to Colonial Behavioral Health all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relation to the particular services purchased or acquired by Colonial Behavioral Health under said contract.
- G. **CONFIDENTIALITY:** The Contractor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to CBH. Therefore, except as required by law, the Contractor agrees that its employees will not:
i. Access or attempt to access data that is unrelated to their job duties or authorizations as related to this Contract.
ii. Access or attempt to access information beyond their stated authorization.
iii. Disclose to any other person or allow any other person access to any information related to CBH or any of its facilities or any other user of this Contract that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.
The Contractor understands that CBH, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that CBH may seek legal remedies available to it should such disclosure occur. Further, the Contractor understands that violations of this provision may result in Contract termination.

The Contractor further understands that information and data obtained during the performance of this agreement shall be considered confidential, during and following the term of this Contract, and will not be divulged without the General Services Officer's written consent and then only in strict accordance with prevailing laws. The Contractor shall hold all information provided by CBH as proprietary and confidential and shall make no unauthorized reproduction or distribution of such material.

Vendor initial _____ Colonial Behavioral Health initial _____

- H. **HIPAA Compliance:** Contractor warrants as follows:

That the Contractor will, in all respects, comply with requirements of the Health Insurance Portability and Accountability Act of 1996, and any subsequent revisions or amendments to this legislation in all aspects of its operations in connection with this contract.

That all products and services provided under this contract will, in all respects, comply with requirements of the Health Insurance Portability and Accountability Act of 1996, and any subsequent revisions or amendments to this legislation.

That any modifications or actions on the part of CBH that are required to comply with the requirements of this section will be fully disclosed to CBH in writing, and will not require additional operating procedures, interventions, or cost to Colonial Behavioral Health, now or in the future.

- I. **PRECEDENCE OF TERMS:** Paragraphs A-G of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and the Special Terms and Conditions in this contract, the Special Terms and Conditions shall apply.
- J. **PAYMENT TERMS:** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- K. **QUALIFICATIONS:** Colonial Behavioral Health may make such reasonable investigations as deemed proper and necessary to determine the ability of the Vendor to perform the work and the Vendor shall furnish to Colonial Behavioral Health all such information and data for this purpose as may be requested. Colonial Behavioral Health reserves the right to inspect Vendor's physical facilities to satisfy questions regarding the Vendor's capabilities.
- L. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Vendor in whole or in part without the written consent of Colonial Behavioral Health.
- M. **CHANGES TO THE CONTRACT:** Changes can be made within the general scope of the contract by Colonial Behavioral Health with written notification to the Vendor. The parties may agree in writing to modify the scope of the contract.
- N. **DEFAULT:** In case of failure to deliver services in accordance with Contract Terms and Conditions, Colonial Behavioral Health, after due oral or written notice, may procure them from other sources and hold the Vendor responsible for any resulting additional purchase and administrative costs. The remedy shall be in addition to any other remedies which Colonial Behavioral Health may have.
- O. **TAXES:** Sales to the Community Services Board are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall be free of Federal Excise and Transportation taxes.
- P. **SERVICES TO BE FURNISHED BY COLONIAL BEHAVIORAL HEALTH:** Colonial Behavioral Health shall furnish the Vendor with all available necessary information, data, and material pertinent to the execution of this Agreement. Colonial Behavioral Health shall cooperate with the Vendor in carrying out the services herein and shall provide adequate staff coordination and support to the Vendor.
- Q. **RECORDS AND INSPECTIONS:** The Vendor shall maintain full and accurate records with respect to all services provided under this Agreement. Colonial Behavioral Health shall have free access at all proper times to such records and shall have the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.
- R. **COLONIAL BEHAVIORAL HEALTH NOT OBLIGATED TO THIRD PARTIES:** Colonial Behavioral Health shall not be obligated or liable hereunder to any party other than the Vendor. Employees and agents of Vendor shall not be deemed employees or agents of Colonial Behavioral Health for any purpose, and all compensation for such employees and agents (including workers compensation insurance coverage) shall be provided by Vendor.
- S. **CRIMINAL BACKGROUND CHECKS:** The Contractor shall submit the names, social security numbers, and other information of its employees when requested. This information will only be used by CBH to obtain nation-wide criminal background checks when CBH, in its sole discretion, determines it necessary for reasons of security or confidentiality. These background checks, when requested, will be performed at CBH's expense.

Vendor initial _____ Colonial Behavioral Health initial _____

12.0 **SPECIAL TERMS AND CONDITIONS**

- A. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Colonial Behavioral Health shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.
- B. **CANCELLATION OF CONTRACT:** Colonial Behavioral Health reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon at will notice to the Vendor. Any contract cancellation notice shall not relieve the Vendor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation.
- C. **CLAIMS:** Any contractual claim, whether for money or other relief arising under this contract, shall be submitted in writing, in accordance with Section 11-69 of the code of Virginia, no later than sixty (60) days after final payment; however, written notice of the Vendor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim has been based. The claim shall be submitted to the Executive Director, Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, Virginia 23185.
- D. **VENDOR PROPERTY DAMAGES:** The Vendor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of its employees while they are maintained on the work site.
- E. **EXTENSION OF CONTRACT:** Upon agreement of both parties, this contract may be extended by the purchasing agency under the terms of the current contract, with reasonable notice given to Vendor (approximately 30 days) prior to the expiration date.
- F. **INSPECTION OF JOB SITE:** My signature on this contract constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Colonial Behavioral Health.

G. **WORKMANSHIP AND INSPECTION:**

All work under this Contract shall be performed in a skillful and workmanlike manner. The contractor and its employees shall be professional and courteous at all times. CBH may, in writing, require the Contractor to remove any employee from work for reasonable cause as determined by CBH. Further, CBH may, from time to time, make inspections of the work performed under the Contract. Any inspection by CBH does not relieve the Contractor from any responsibility in meeting the Contract requirements.

- H. **PERMITS AND LICENSES:** The Vendor is required to hold or obtain before services begin, all relevant permits and/or licenses as required by law.
- I. **VENDOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for seventy thousand dollars (\$70,000) or more, or if the total value of all such contracts undertaken by Vendor within any twelve month period is three hundred thousand dollars (\$300,000) or more, the Vendor is required under Title 54, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "Class A Contractor". If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than seventy thousand dollars (\$70,000), the Vendor is required to be licensed as a "Class B Contractor". If such a contract is for one thousand dollars (\$1,000) or more but less than seventy-five dollars (\$7,500), the Vendor is required to be licensed as a "Class C Contractor".
- J. **INSURANCE:** By signing and submitting this contract the Vendor certifies that, it will have, as a minimum, the following liability insurance coverages at the time the work commences. Additionally, it will maintain this during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract Colonial Behavioral Health reserves the right to require the Vendor to furnish certificates of insurance for the coverages required by Colonial Behavioral Health as indicated.

INSURANCE COVERAGES REQUIRED:

Professional Liability

Limits of Liability - \$1,000,000 Per Occurrence (May be more depending on the professional service required.)

Worker's Compensation and Employer's Liability

Coverage A - Statutory Requirement
Coverage B - \$100,000; \$100,000; \$500,000

Comprehensive Automobile Liability, including Owned, Non-Owned

Limits of Liability - \$1,000,000 Per Occurrence Bodily Injury or Property Damage

General Liability

Limits of Liability - \$1,000,000. Per Occurrence Bodily Injury or Property Damage

Contractual Liability includes the Contractual Liability assumed hereunder.

Completed Operations Insurance - to remain in full effect until the date of acceptance of the project by Colonial Behavioral Health.

- K. **WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to Colonial Behavioral Health's satisfaction at the Vendor's expense.

Vendor initial _____ Colonial Behavioral Health initial _____

- L. **SAFETY:** All Contractors and subcontractors performing services for CBH are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and CBH Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.
- M. **DRUG FREE WORKPLACE:** The Vendor acknowledges and certifies that it understands that the following acts by the Vendor, its employees, and/or agents performing services on Colonial Behavioral Health property are prohibited:
- i. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 - ii. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
- The Vendor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by Colonial Behavioral Health in addition to any criminal penalties that may result from such contract.
- N. **EXTRA CHARGES NOT ALLOWED:** The proposed price shall be for complete installation ready for Colonial Behavioral Health's use and shall include all applicable freight and installation charges; extra charges will not be allowed.
- O. **INDEMNIFICATION:** Vendor agrees to indemnify, defend and hold harmless Colonial Behavioral Health, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Vendor/any services of any kind or nature furnished by the Vendor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use materials, goods, or equipment in the manner already permanently described by the Vendor on the materials, goods or equipment delivered.
- P. **RELATIONSHIP OF PARTIES:** The parties agree to be and act as independent vendors and that under no circumstances shall either party perform any act or conduct any activity pursuant to which this Agreement could be construed to be an agreement of agency, partnership, joint venture, or employment between them.
- Q. **LIENS:** At no time shall the vendor permit any mechanics or similar liens to attach to Colonial Behavioral Health premises on account of labor or material furnished to the vendor or claimed to have been furnished to the vendor, in connection with its work hereunder.
- R. **FAITH BASED ORGANIZATIONS:** Colonial Behavioral Health does not discriminate against faith-based organizations.
- S. **COOPERATIVE PROCUREMENT:** As authorized in Section 2.2-4304 of the Code of Virginia, this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions, and localities of the Commonwealth with the consent of the contractor.
- T. **W-9 FORM REQUIRED:** Each Bidder shall be prepared to furnish a completed W-9 form in the event of contract award. This information is required in order to issue purchase orders and payments to your firm.

13.0 **METHOD OF PAYMENT**

Invoices shall be submitted directly to the following physical and/or email address:

Colonial Behavioral Health
ATTN: General Services
1657 Merrimac Trail
Williamsburg, VA 23185

Generalservices@colonialbh.org

Vendor initial _____

Colonial Behavioral Health initial _____

ATTACHMENT A- PROPOSAL SUBMISSION CHECK LIST

Hereby agrees to provide the requested services as defined in RFP A170301 for the price as stated on Attachment J., Pricing Schedule.

The following shall be returned with your proposal as outlined in 6.0. Failure to do so may be cause for rejection of the proposal as non-responsive. It is the responsibility of the Contractor to ensure that he/she has received all addenda.

<u>DOCUMENTS</u>	<u>INCLUDED</u> (x)
Attachment A. Proposal Submission Page	_____
Attachment E. Company Certifications	_____
Attachment F. Breach of Security Notification	_____
Attachment G. Authority to Transact Business	_____
Attachment H. Exceptions to the RFP	_____
Attachment I. Time Estimate per Facility	_____
Attachment J. Reference Page	_____
Initialed bottom of pages 16-19.	_____
Vendor Confidentiality Agreement	_____
Certificate(s) of Insurance	_____

Company Name – Print Telephone Number

Address

Email Address Fax Number

Name – Print Title

Signature Of Authorized Company Representative Date

ATTACHMENT B-TASK AND FREQUENCIES

<u>ITEM/AREA</u>	<u>TASK</u>	<u>FREQUENCY</u>
Floors		
Carpeted – hallway-Common Areas	Vacuum	Daily
	Deep Clean	Semi-Annually
Carpeted - Closed Offices	Vacuum	Weekly
All Others	Sweep	Daily
	Mop	Daily
	Spray Wax	Weekly
	Wax	Quarterly
Vertical Surfaces		
Glass – Interior door windows, mirrors, and partitions	Clean and disinfect.	Daily
Glass - Entrance Vestibule doors, windows, panels	Clean and disinfect.	Daily
Horizontal Surfaces		
Work Surfaces	Clean and disinfect.	Daily
Includes but not limited to desk, tables, cabinets, counters, or other similar surfaces		
All Other Horizontal Surfaces	Clean and disinfect.	Daily
Includes but not limited to picture frames, ledges, windowsills, open shelves, other similar surfaces		
Venetian Blinds	Dust	Weekly
(schedule for cleaning required upon award)	Clean	Quarterly
Doors		
Exterior Doors/ Lobby Doors	Glass, clean both sides Push bar and paddles wiped door	Daily
Trash		
Trash Receptacles	Empty	Daily
	Clean	Monthly
Trash Receptacle Liners	Replace (When filled with any amount of trash)	Daily
<u>AREA REQUIREMENTS</u>	<u>TASK</u>	<u>FREQUENCY</u>
Restrooms		
Toilets, sinks*, urinals, partitions	Clean and disinfect. *Must clean of any lime build up.	Daily
Metal fixtures, pipes, connections	Clean	Daily
Mirrors	Clean	Daily
Soap, paper towels, toilet tissue*	Refill	Daily

		*Two rolls of toilet tissue must be stocked in each restroom.	
	Floor	Sweep, Damp Mop with Germicidal Disinfectant - Must ensure baseboards and corners are clean	Daily
		Machine Scrub, Rinse, Disinfect	Weekly
	Trash (& sanitary bins)	Emptied and new liners replaced (When filled with any amount of trash)	As Needed
	Vertical & Horizontal Surfaces	Clean	As Needed
<i>Breakrooms and Kitchens</i>			
	Microwave	Wipe out and clean door	Daily
	Countertops, sinks, stove	Wipe down, clean and disinfect	Daily
	Floor	Sweep, Damp Mop with Germicidal Disinfectant - Must ensure baseboards and corners are clean	Daily
	Trash	Emptied and new liners replaced (When filled with any amount of trash)	Daily
<i>Common Areas and Hallways</i>			
	Floor-Carpet	Vacuum	Daily
	Floor-VCT	Sweep and mop	Daily
	Vertical & Horizontal Surfaces	Dust surface areas and fixtures	Daily
		Clean glass	
	Trash	Emptied and new liners replaced (When filled with any amount of trash)	Daily
<i>Entrances and Foyers</i>			
	Floor-Carpet	Vacuum	Daily
	Floor-VCT	Sweep and mop	Daily
	Vertical & Horizontal Surfaces	Dust surface areas and fixtures	Daily
		Clean glass	

Office Areas

Horizontal Surfaces Dust and wipe down surfaces. Daily

This does NOT include desks.

Floor-Carpet Vacuum Twice weekly

Deep Cleaning Upon Request

Trash Emptied and new liners replaced (When filled with any amount of trash) Daily

Stairwell

Vacuum, dust, handrails wipe clean Daily

Waiting Rooms

Floor-Carpet Vacuum Daily

Floor-VCT, Linoleum, or Hardwood Sweep and mop Daily

Chairs Wiped down and disinfect Daily

Horizontal Surfaces Dust and wipe down surfaces. Daily

Trash Emptied and new liners replaced (When filled with any amount of trash) Daily

Watercoolers

All to be wiped down disinfected and crust removed from the spout Daily

Additional Services

Floor-Carpet Deep clean - shampoo Semi-annually

Floor- Restroom Deep clean- scrubbed Semi-annually

Floor-VCT Stripped and waxed. Low VOC solution Semi-annually

Facilities Deep Cleaning Once awarded details determined and agreed upon Quarterly

ATTACHMENT C – FACILITY TRANSITIONS AND OPTIONAL SERVICES

This attachment is provided for informational and pricing purposes only and describes anticipated facility transitions that may affect service needs during the term of any resulting contract. CBH makes no guarantee regarding the timing, duration, or utilization of services at any location described herein.

Temporary Facility Transition (Fall 2026 Closure)

223 Water Country Parkway, Ste. 200, Williamsburg, VA 23185 (14,367 sqft)

The current temporary facility lease is expected to conclude in Fall 2026. A transition period may occur prior to full relocation. If services are requested during this transition period, they shall be provided and compensated in accordance with the awarded contract. Services at this temporary location will end upon vacating the facility, and no further obligation for payment shall exist for that location after termination of occupancy.

Facility Currently under construction (Fall 2026 Opening)

2001 Galt Ln, Williamsburg, VA 23185 (4,512+/- sqft)

The Center for Support and Wellness is anticipated to open in Fall 2026 and will operate as a 24/7 crisis services building.

Offerors shall include optional unit pricing and service model pricing for planning and evaluation purposes only for the following potential service configurations:

- Standard evening cleaning services
- Day porter services
- Split-shift cleaning services

If offered by the Contractor, pricing for laundry and/or linen services shall also be included as a separate optional service line item.

All pricing associated with the new facility is for evaluation, budgeting, and planning purposes only and does not obligate CBH to award, select, or utilize any specific service model unless expressly authorized in writing through a fully executed contract modification or task order.

No services or payments for the new facility shall commence until the facility becomes operational and CBH issues written authorization to proceed.

Optional Services – Group Residential Homes (Permanent Sites)

CBH operates two (2) group residential home facilities that are permanent sites located in Williamsburg, Virginia within the same general neighborhood. These locations are not included in the base cleaning schedule and shall be serviced only upon written request from CBH.

For security and operational confidentiality, **specific street addresses for these facilities will not be disclosed during the solicitation process and will only be provided to the successful Offeror after contract award and execution of a fully authorized agreement**, as determined by CBH.

Offerors shall provide optional pricing for these services, which may include scheduled or intermittent cleaning as determined by CBH operational needs. Services may be requested on an as-needed basis with advance notice provided prior to each service occurrence.

When requested, cleaning services shall include, at a minimum:

- Cleaning of light fixtures and entrance glass
- Vacuuming all carpeted areas and sweeping/mopping all uncarpeted areas
- Wiping trash receptacles
- Dusting furniture, picture frames, baseboards, window sills, blinds, and ceiling fans
- Cleaning mirrors and glass surfaces
- Cleaning and disinfecting bathrooms, including toilets, showers, sinks, counters, cabinets, shelves, drawers, knobs, and handles
- Polishing wood furniture surfaces
- Vacuuming upholstered furniture
- Cleaning kitchen appliances, including stovetops, ovens, microwaves (interior and exterior), and wiping sinks and counters

On a periodic basis (not necessarily monthly), CBH may request deep cleaning services, including cleaning behind ovens and refrigerators. Advance notice will be provided prior to scheduling such services.

All services shall be performed only upon written authorization from CBH. Frequency, timing, and occurrence of services are not guaranteed and will be determined based on operational need.

Offerors shall provide optional per-visit or unit-based pricing for these services in their Pricing Proposal.

ATTACHMENT D- JANITORIAL PERFORMANCE EVALUATION

DATE: _____
LOCATION: _____

Cleaning service was performed satisfactory during the past thirty (30) days: YES NO

The following checklists are service requirements. Please check below any that are not performed or are not satisfactory. If needed, please list any problems in detail in the space provided, with the date of occurrence, if possible.

Restrooms:

- Toilets cleaned and disinfected
- vertical and horizontal surfaces cleaned and disinfected
- Sinks cleaned and disinfected (to include lime build up)
- Trash and sanitary bins emptied
- Floors swept and mopped (to include baseboards and corners cleaned)
- Stocked with paper towels and two (2) rolls of bathroom tissue and hand soap

Breakrooms & Kitchens:

- Microwave wiped out and the door cleaned
- Sinks cleaned and disinfected (to include lime build up)
- All countertops wiped down
- Floors swept and mopped (to include baseboards and corners cleaned)
- Stove wiped down
- Trash emptied

Common Areas & Hallways:

- Floors swept and mopped (to include baseboards and corners cleaned)
- Floor swept and mopped
- Glass cleaned

- Watercoolers wiped down and disinfected and crust removed from the spout

Entrances & Foyers

- Floors swept and mopped (to include baseboards and corners cleaned)
- Dusted
- Glass cleaned on both sides
- Push bar and paddles wiped and disinfected

Office Areas:

- Dust and wipe (disinfect) flat surfaces (not desk area)
- Carpet vacuumed (twice weekly)
- Trash emptied

Stairwells

- Steps vacuumed
- Dusted
- Handrailed wiped and disinfected

Waiting Rooms:

- Carpet vacuumed
- VCT, linoleum, or hardwood swept and mopped
- Chairs wiped down and disinfected
- Tables wiped down
- Trash emptied

Comments:

ATTACHMENT E - COMPANY CERTIFICATIONS

This RFP is subject to the provisions of 2.2-3100 et seq. of the Virginia, the Virginia State and Local Government Conflict of Interest Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA).

By my signature on this form, I certify on behalf of the Contractor that I am not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code 2.2-4367 through 2.2-4377.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same goods, services, insurance, or construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarments, ethics in public procurement, submission of a single proposal, understanding the conditions, and data on convictions are not misleading and understood.

I further certify that, if awarded this contract, I will not knowingly send to any CBH facility any person having been convicted of any "barrier" crimes as outlined in the Code of Virginia, Section 63.2-1719. Nor will I knowingly employ any unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

I hereby certify that the responses to the above representations, certification, and other statements, including all attachments, are accurate and complete. If after I sign these forms, I learn of any information which makes any of the above representations, certifications, or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the General Services Officer, or CBH designee. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Contractor.

Company Name – Print Telephone Number

Address

Email Address Fax Number

Name – Print Title

Signature Of Authorized Company Representative Date

ATTACHMENT F- BREACH OF SECURITY VIOLATION NOTICE

BREACH OF SECURITY VIOLATIONS AND ASSOCIATED DAMAGES

The Contractor shall be responsible for maintaining the security of all CBH facilities while performing services under this Contract. Failure to comply with security requirements shall result in the assessment of damages as outlined below.

Each occurrence of a violation shall result in the corresponding deduction from the Contractor's invoice. These deductions are **pre-determined administrative damages** and are not penalties.

	Breach Violation	Deduction per Occurrence
1	Unsecured external door – any facility	\$125.00 per occurrence
2	Alarm code violation in which police are dispatched	\$ 75.00 per occurrence
3	Failure to arm security system	\$ 75.00 per occurrence
4	Unauthorized person in any facility	\$125.00 per occurrence
5	Unauthorized use of a badge or keys	\$125.00 per occurrence
6	Failure to report leaks, damage, etc. to CBH facilities	\$125.00 per occurrence

DETERMINATION OF VIOLATIONS

CBH shall determine the occurrence of a breach based on:

- Security system records
- Incident reports
- Facility inspections
- Law enforcement notification (if applicable)

CBH's determination shall be **final unless the Contractor provides documented evidence to dispute the finding within five (5) business days** of notification.

NOTIFICATION AND INVOICE DEDUCTIONS

CBH will notify the Contractor in writing of each violation. Deductions may be applied to the next available invoice or any subsequent payment due.

Repeated violations may be considered a failure to perform and may result in additional remedies, including termination for cause.

ACKNOWLEDGMENT

By signing below, the Contractor acknowledges and agrees to the breach of security requirements and associated administrative damages as outlined herein.

Signature of Contractor

Date

ATTACHMENT G- AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Pursuant to Virginia Code §2.2-4311.2, a Contractor organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any Contractor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall attach to this form a statement describing why the Contractor is not required to be so authorized. Any Contractor described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the SCC.

Please complete the following by checking the appropriate line that applies and providing the requested information.

- A. _____ Contractor is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is: _____
- B. _____ Contractor is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____
- C. _____ Contractor has applied for, but has not yet received, an Identification Number from the SCC and requests that it be granted an extension of five calendar days to provide its Identification Number to Colonial Behavioral Health.
- D. _____ Contractor does not have an Identification Number issued to it by the SCC and is not required to be authorized to transact business in Virginia in accordance with Section(s) of the Code of Virginia **and** the reasons stated on the attached document(s).

Please attach additional sheets if you need to explain why Contractor is not required to be authorized to transact business in Virginia.

Legal Name Of Company (As Registered) Print Telephone Number

Address

Email Address Fax Number

Name – Print Title

Signature Of Authorized Company Representative Date

**ATTACHMENT J – REFERENCE PAGE
MUST BE FOR EQUIVALENT SERVICES**

	Reference #1	Reference #2	Reference #3
Scope of work			
Contract Amount			
Contract Completion Date			
Contract Duration			
Facility Owner's Name			
Facility Owner's Phone			
Facility Owner's E-Mail			
Were you Prime contractor or Sub			
If Sub, who was Prime			
Contact info for Prime			

*Please use an additional page, if necessary to capture all information.

I certify as to the accuracy of the information contained in Attachment L.

Name – Print

Title

Signature

Date