



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

March 13, 2025

A Cleaner World No 194
Marcus Moore
103 King St
Blacksburg, VA 24060

Dear Marcus,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1754-2022
Commodity/Service: Dry Cleaning Services
Renewal Period: 4/1/25 - 3/31/28
Renewal #: (1 of 2) three-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by ASAP.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,


Chad Dalton
Systems and Contracts Lead
(540) 231-9129

A Cleaner World No 194 **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 3/15/2025
Name: Marcus Moore Title: Owner
(please print)

We currently participate in the Wells One Program: _____

We would like to participate in the Wells One Program: _____

Approved: 
Assistant Director, Goods and Services

Date: 3/17/2025

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1754-2022

This contract entered into this 7th day of March 2022 by Fitzwater, Inc. dba A Cleaner World #194 hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Dry Cleaning Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From April 1, 2022 through March 31, 2025 with the option of two (2) three-year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 49302205 dated January 26, 2022, the proposal submitted by the Contractor dated February 11, 2022 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.

MMH/ RN
(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: Marcus H. Moore Jr.
(Signature)
Marcus H. Moore Jr. owner/president
Name and Title

Virginia Tech DocuSigned by:
By: Reed Nagel
5EF51DA320D049B...
Reed Nagel
Associate Director for Goods and Services

RFP



Request for Proposal # 49302205

For

Dry Cleaning Services

January 26, 2022

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until February 11, 2022 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Kim Widrig, Senior Buyer, Phone: (540) 231- 8543 e-mail: kdcromer@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 12:00 PM on February 4, 2022. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

Proposals must be submitted electronically at:

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at support@gobonfire.com.

It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions. Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 1000MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: _____ Date: _____

9/29/2021

[INCLUDE THIS PAGE]

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Dry Cleaning Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

Virginia Tech has several departments in need of dry cleaning services. The tailor shop keeps an inventory of Corps of Cadets' uniforms as well as Marching Virginians Band uniforms, and these items need to be cleaned as they are returned to stock. Cleaning is not normally needed on a regular basis; most of the cleaning needs fall during the months of January, May, June, July and October. A student cleaning service is made available to the Corp of Cadets for 32 weeks per year, in Rasche Hall where students can drop off and pick up items for cleaning during designated hours. The Inn at Virginia Tech Hotel and Conference Center makes dry cleaning services available to its guests.

Culinary Services also needs this service for a variety of clothing and linen cleaning.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for three (3) year(s), or as negotiated. There will be an option for two (2) three-year renewals, or as negotiated.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS/SCOPE OF WORK:

Virginia Tech needs the services of a contractor who can provide the following:

- A. Dry cleaning services for uniforms (Corps of Cadets and Marching Virginians) for the Tailor Shop, including pick-up and delivery.
- B. Dry cleaning services for guests of the Inn at Virginia Tech Hotel and Conference Center, including pick-up and delivery.
- C. Dry cleaning services for uniforms and miscellaneous items for Culinary Services, including pick-up and delivery.
- D. Dry cleaning services for other departments when needs arise.

- E. Provide staffed pickup and delivery service for the Corps of Cadets' dry cleaning for a minimum period of two hours, three times a week during the academic year, at a point in the vicinity of Rasche and Brodie Hall. Some items (i.e. battle dress uniforms) may require laundering and pressing instead of dry cleaning. Times shall be scheduled with the Commandant of the Corps of Cadets. Cadets will pay the contractor directly for this service.
- F. Laundry count system to ensure that items picked up for cleaning are returned to the appropriate department.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Price:

- a. Include a complete price schedule for all dry-cleaning services offered. Please apply this pricing to Attachment C.
- b. You may add comments to the side of or below the items listed, if necessary. Discuss price firmness and provide a plan for conveying price decreases/increases for renewal periods for the contract, if any.

2. Plan for providing services:

- a. A description of the locations, equipment and cleaning process to be used in servicing the needs of Virginia Tech.
- b. List available pickup and delivery days and turn-around times. See Attachment C for preferred number of pickups and deliveries per week by department.
- c. A description of your customer service and quality assurance standards.
- d. Offeror's plan to ensure items picked-up for dry cleaning are returned to Virginia Tech and to the appropriate department.
- e. Policy for replacement/crediting of items lost or damaged during dry cleaning and transportation.
- f. Ability to handle large volume requests.
- g. Willingness to handle emergency cleaning needs.
- h. Willingness to provide alterations services.
- i. Willingness to provide a representative to address Virginia Tech's needs.

3. Qualifications and experience.

- a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.

4. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

5. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document. INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	15
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20

4. Cost (or Price)	30
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	<u>100</u>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

XII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XIV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XV. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVII. CONTRACT ADMINISTRATION:

- A. Christine Boling, Contract Administrator, Dining Services, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Delivery Locations and Pricing Schedule

ATTACHMENT A
TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See: http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09242021.pdf

ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf
- 10. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 11. CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

12. INSURANCE:

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these 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, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from

bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

- 13. QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at Proposal/Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- 14. SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
- 15. TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.

Attachment B
Inn at Virginia Tech Hotel & Conference Center Housekeeping

#	Description Guest Laundry Services	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
1	Shirts-Starch	25	DBHCC #17-Garage Door area	Daily or as needed		
2	Trousers	20	DBHCC #17-Garage Door area	Daily or as needed		
3	Blouses/Shirts dry-clean	15	DBHCC #17-Garage Door area	Daily or as needed		
4	Ties	12	DBHCC #17-Garage Door area	Daily or as needed		
5	Bowties	12	DBHCC #17-Garage Door area	Daily or as needed		
6	Overcoats	2	DBHCC #17-Garage Door area	Daily or as needed		
7	Shirts	30	DBHCC #17-Garage Door area	Daily or as needed		
8	Sport Coat	20	DBHCC #17-Garage Door area	Daily or as needed		
9	2 Piece Suit	6	DBHCC #17-Garage Door area	Daily or as needed		
10	3 Piece Suit	6	DBHCC #17-Garage Door area	Daily or as needed		
11	Sweaters	30	DBHCC #17-Garage Door area	Daily or as needed		
12	Ladies' Suits	2	DBHCC #17-Garage Door area	Daily or as needed		
13	Dresses	10	DBHCC #17-Garage Door area	Daily or as needed		
14	Undershorts, Handkerchiefs, Socks, T-shirts, Other...	55	DBHCC #17-Garage Door area	Daily or as needed		
15	Bedspreads	820	DBHCC #17-Garage Door area	Daily or as needed		
16	Blankets	820	DBHCC #17-Garage Door area	Daily or as needed		
17	Mattress Pads	820	DBHCC #17-Garage Door area	Daily or as needed		
18	Table Skirts	100	DBHCC #17-Garage Door area	Daily or as needed		
19	Table Cloths	100	DBHCC #17-Garage Door area	Daily or as needed		
20	Napkins	100	DBHCC #17-Garage Door area	Daily or as needed		
21	Apron	100	DBHCC #17-Garage Door area	Daily or as needed		

Tailor Shop

#	Description	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
1	Marching Virginian Band Uniforms	350	Tailor Shop 202 Military Building			
2	Cadet Blouses	700	Tailor Shop 202 Military Building			
3	Windbreakers	100	Tailor Shop 202 Military Building			
4	All Weather Coats	100	Tailor Shop 202 Military Building			
5	Gray Trousers	250	Tailor Shop 202 Military Building			
6	Choker White Uniforms	100	Tailor Shop 202 Military Building			
7	Uniform Skirt	20	Tailor Shop 202 Military Building			
8	Formal Skirt	20	Tailor Shop 202 Military Building			
9	White Trousers	200	Tailor Shop 202 Military Building			
10	Shirts- White Short Sleeve, Gray Short Sleeve, Gray Long Sleeve	500	Tailor Shop 202 Military Building			
11	Battle Dress Uniforms	200	Tailor Shop 202 Military Building			
12	Wool Blankets	200	Tailor Shop 202 Military Building			
13	Female White Blouse	20	Tailor Shop 202 Military Building			
14	Blue Overcoat/Senior Cape	50	Tailor Shop 202 Military Building			
15	Black Sweater	200	Tailor Shop 202 Military Building			
16	Black Wool Parkas	100	Tailor Shop 202 Military Building			
17	Maroon Wraps Sets	25	Tailor Shop 202 Military Building			
18	Maroon Polo Shirts	25	Tailor Shop 202 Military Building			

Note: Laundry services are not needed on a weekly basis throughout the year. Large quantities of items will need to be cleaned in the months of January, May, June, July, and October

Dining Services

#	Description	Estimated Quantity Used Per Week	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
1	Table Skirts	5	250	Owens Banquet Room	3		
2	Decorative Fabric (overlay for table skirts)	5-6	200-250	Owens Banquet Room	6		
3	Chair Cushions	3	250	West End Market			
4	Aprons		*	Owens Banquet Room			
5	Skull Caps		*	Owens Banquet Room			
6	Chef Coats		50	Owens Banquet Room			
7	Pants		*	Owens Banquet Room			
8	Napkins		*	Owens Banquet Room			
9	Polo Shirts		*	Multiple Locations			
10	Tablecloths		*	Owens Banquet Room			
11	Baseball Caps			Owens Banquet Room			

* No historical usage data available.

Proposal



Request for Proposal #49302205

For

Dry Cleaning Services

February 11th, 2022

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until February 11, 2022 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Kim Widrig, Senior Buyer, Phone: (540) 231- 8543 e-mail: kdcromer@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 12:00 PM on February 4, 2022. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

Proposals must be submitted electronically at:

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at support@gobonfire.com.

It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions. Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 1000MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE:



Date:

2/10/22

[INCLUDE THIS PAGE]

9/29/2021



Item no. 1: Price

- a. See attachment B
- b. This is the sixth contract for Dry Cleaning services. The first five contracts (twenty seven years), we were able to maintain the original contract prices as specified in the original Request for Proposal (RFP). This contract will include slight price increases on some items reflecting recent supply chain issues and increased labor costs.

Attachment B
Inn at Virginia Tech Hotel & Conference Center Housekeeping

#	Description	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
Guest Laundry Services						
1	Shirts-Starch	25	DBHCC #17-Garage Door area	Daily or as needed		2.50
2	Trousers	20	DBHCC #17-Garage Door area	Daily or as needed		4.95
3	Blouses/Shirts dry-clean	15	DBHCC #17-Garage Door area	Daily or as needed		4.95
4	Ties	12	DBHCC #17-Garage Door area	Daily or as needed		3.50
5	Bowties	12	DBHCC #17-Garage Door area	Daily or as needed		1.00
6	Overcoats	2	DBHCC #17-Garage Door area	Daily or as needed		10.00
7	Skirts	305	DBHCC #17-Garage Door area	Daily or as needed		4.95
8	Sport Coat	20	DBHCC #17-Garage Door area	Daily or as needed		5.25
9	2 Piece Suit	6	DBHCC #17-Garage Door area	Daily or as needed		10.20
10	3 Piece Suit	6	DBHCC #17-Garage Door area	Daily or as needed		12.50
11	Sweaters	30	DBHCC #17-Garage Door area	Daily or as needed		4.95
12	Ladies' Suits	2	DBHCC #17-Garage Door area	Daily or as needed		10.20
13	Dresses	10	DBHCC #17-Garage Door area	Daily or as needed		10.20
14	Undershorts, Handkerchiefs, Socks, T-shirts, Other...	55	DBHCC #17-Garage Door area	Daily or as needed		2.50/lb
15	Bedspreads	820	DBHCC #17-Garage Door area	Daily or as needed		15.00
16	Blankets	820	DBHCC #17-Garage Door area	Daily or as needed		12.50
17	Mattress Pads	820	DBHCC #17-Garage Door area	Daily or as needed		12.50
18	Table Skirts	100	DBHCC #17-Garage Door area	Daily or as needed		10.00
19	Table Cloths	100	DBHCC #17-Garage Door area	Daily or as needed		10.00
20	Napkins	100	DBHCC #17-Garage Door area	Daily or as needed		0.25
21	Apron	100	DBHCC #17-Garage Door area	Daily or as needed		2.00

Tailor Shop

#	Description	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
1	Marching Virginian Band Uniforms	350	Tailor Shop 202 Military Building			8.00/set
2	Cadet Blouses	700	Tailor Shop 202 Military Building			4.50
3	Windbreakers	100	Tailor Shop 202 Military Building			4.50 +
4	All Weather Coats	100	Tailor Shop 202 Military Building			9.00
5	Gray Trousers	250	Tailor Shop 202 Military Building			4.50
6	Choker White Uniforms	100	Tailor Shop 202 Military Building			9.00/set
7	Uniform Skirt	20	Tailor Shop 202 Military Building			4.50
8	Formal Skirt	20	Tailor Shop 202 Military Building			4.50
9	White Trousers	200	Tailor Shop 202 Military Building			4.50
10	Shirts- White Short Sleeve, Gray Short Sleeve, Gray Long Sleeve	500	Tailor Shop 202 Military Building			2.50 3.00 3.00
11	Battle Dress Uniforms	200	Tailor Shop 202 Military Building			9.50/set
12	Wool Blankets	200	Tailor Shop 202 Military Building			10.00
13	Female White Blouse	20	Tailor Shop 202 Military Building			4.50
14	Blue Overcoat/Senior Cape	50	Tailor Shop 202 Military Building			11.50
15	Black Sweater	200	Tailor Shop 202 Military Building			4.50
16	Black Wool Parkas	100	Tailor Shop 202 Military Building			7.50 +
17	Maroon Wraps Sets	25	Tailor Shop 202 Military Building			6.00/set
18	Maroon Polo Shirts	25	Tailor Shop 202 Military Building			4.25

liner
2.00

fleece
liner
3.00

Note: Laundry services are not needed on a weekly basis throughout the year. Large quantities of items will need to be cleaned in the months of January, May, June, July, and October

19 - Camel back

5.00

* Marching Virginian Band Uniforms not at Tailor Shop, but picked up directly from the band during football season with a turn around⁵ of 4-9 days \$10.00/set

Dining Services

#	Description	Estimated Quantity Used Per Week	Estimated Quantity Used Per Year	Pickup & delivery location (building and room number)	Preferred number of pickup & deliveries per week	Unit Price	Total Price (Estimated Quantity Used Per Year X Unit Price)
1	Table Skirts	5	250	Owens Banquet Room	3		9.00
2	Decorative Fabric (overlay for table skirts)	5-6	200-250	Owens Banquet Room	6		6.00
3	Chair Cushions	3	250	West End Market			9.00
4	Aprons		*	Owens Banquet Room			2.00
5	Skull Caps		*	Owens Banquet Room			2.00
6	Chef Coats		50	Owens Banquet Room			5.25
7	Pants		*	Owens Banquet Room			4.50
8	Napkins		*	Owens Banquet Room			0.25
9	Polo Shirts		*	Multiple Locations			4.25
10	Tablecloths		*	Owens Banquet Room			9.00
11	Baseball Caps			Owens Banquet Room			2.00

* No historical usage data available.

12 Maroon Chair
Cushions

12.00



Item no. 2: Plan for providing services:

- a. A Cleaner World Dry Cleaners, located at 103 King Street and South Main Street, Blacksburg, Virginia is a modern 3,200 square foot building with computer operated dry cleaning and laundry equipment. State of the art of the dry cleaning machine recently added to the building in 2021. Our dry cleaning and laundry chemicals are supplied by Fabritex International using the trade name of "Sanitone". "Sanitone" is highly respected and recommended by Hagger, Austin Reed, Lands End, H.B. Freeman, Eddie Bauer, Geoffrey Beane, and Pendleton. A Cleaner World has the exclusive rights for using "Sanitone" in this area.
- b. A Cleaner World maintains the pick-up and delivery as required by each department at Virginia Tech. For Example, The Inn at Virginia Tech guests will receive same day service. The Corps of Cadets will receive same day services as well. Items dropped off in the morning hours will be returned same day in the evening hours.
- c. A Cleaner World has extremely high standards for customer service, our reputation with the general public and with Virginia Tech is second to no other company. We try to maintain the highest professional relationship possible with our customers. A Cleaner World's motto is "We do it right the first time or it's free." We fully guarantee the quality of our service.
- d. A Cleaner World has worked out exact pick-up and delivery times with all departments at Virginia Tech. The communications that we have developed over the past twenty seven years with these departments ensures that all items are picked up and returned as required. As in the past five contracts, Marcus Moore, co owner, schedules all pick-ups and returns.
- e. As stated under Item C, A Cleaner World has the highest level of customer service. At no time during the past twenty seven years has any departments had a problem in dealing with us on any questions or concerns. If any item is lost or damaged we will replace at full price.
- f. A Cleaner World has ability to handle specific large volume requests. The best example is cleaning 350 sets of Marching Virginia Band uniforms in the fall in six- seven days. We have a 55lb dry cleaning machine and several large commercial washing machines and dryers to process large request.



- g. A Cleaner World is capable of handling emergency situations. For example, a fire at Rasche Hall required immediate help for many cadets who had smoke and attention. In the fall of 2007, the Marching Virginia Band had major dye bleed on new uniforms that also required attention.
- h. A Cleaner World offers full-time alteration service on location. This has been used as a back up to the Tailor Shop.
- i. Marcus Moore, co- owner of A Cleaner World, will be the direct contact with Virginia Tech.



Item No. 3: Qualifications and experience:

- a. A Cleaner World started operation on December 4, 1992. From the beginning we have emphasized our quality and service. We felt if these two parts of our business are achieved, we will be successful in all parts of our company. We have tried successfully to do the minor things that our customers appreciate and now expect from us. With this success we have built a strong and secure customer base. Our customers are loyal and we work hard to continue this approach of quality and service to them.

Our approach to Virginia Tech has been exactly the same as it is to our regular customers. We have made a strong commitment to Virginia Tech with quality and service being our main goals. The work we have done for the Athletic department, the Tailor Shop, the Inn at Virginia Tech, Theater Arts Department, and Residential and Dining Services, Parking Service has been extremely successful in accomplishing our goals and has been accepted by all the parties at Virginia Tech. We feel we have the trust and confidence of all the Virginia Tech departments we work with. We feel we can respond to all problems and/ or emergencies.

Therefore, we feel that over the past twenty seven years, we have shown the ability, knowledge, and proper attitude to achieve all aspects of our proposal. We thank you for the opportunity to bid on this proposal and we are confident we can be a partner with Virginia Tech.

Thank you,

Marcus H. Moore, Jr
Co-Owner/ President

Stacy C. Moore
Co-Owner/ Vice President

From: Virginia Department of Small Business and Supplier Diversity
noreply@sbsd.virginia.gov
Subject: Application Decision Letter-Certification #: [REDACTED] SWaM
Certification
Date: Jan 14, 2019 at 1:22:07 PM
To: nfitzwater@fastmail.fm
Cc: meden.jones@sbsd.virginia.gov



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Company Name: Fitzwater Inc.

Certification Number: [REDACTED]

Small Certification Start Date: Jan 14, 2019

Micro Certification Start Date: Jan 14, 2019

SWaM Certification Expiration Date: Jan 14, 2024

Dear Applicant,

We are pleased to inform you that your request for certification has been approved. Your company has been approved for the following designations:

Small, Micro

Your certification is valid for a term of five years from the date of your approval; re-certification is required at the end of that term.

You may log into your account to download a copy of your company's SWaM certificate as well as the SWaM-certified logo to use on marketing materials.

You will see your company listed as a certified vendor in our directory at <https://www.sbsd.virginia.gov/directory/>

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) FITZWATER, INC.	
	Business name/disregarded entity name, if different from above A CLEANER WORLD #194	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 103 KING STREET SW City, state, and ZIP code BLACKSBURG, VA 24060	
Requester's name and address (optional)		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

William A. J. Moore Jr.

Date ▶ *02/09/22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

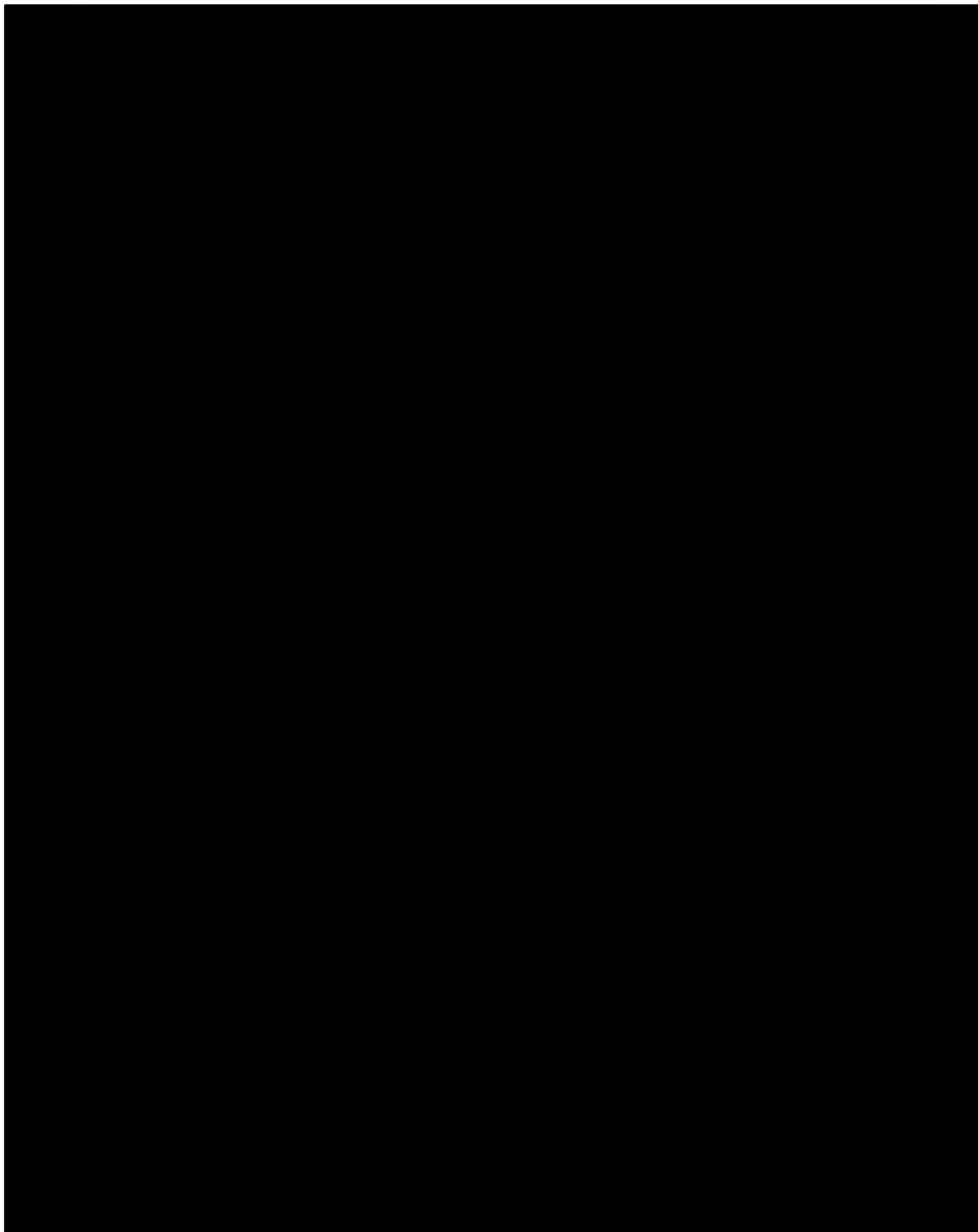
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Negotiation Summary

Negotiation Summary

1. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.
No.
2. Are there any additional financial or value-added incentives you would like to offer at this time?
No.
3. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.
No.
4. Does A Cleaner World agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?
Yes, or however we have previously set up with each department.
5. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?
Yes.
6. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?
Yes.
7. Do you agree that the initial contract period shall be three years?
Yes.
8. Upon completion of the initial contract period, does A Cleaner World agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for two (2) three-year periods, under the terms of the current contract?
Yes.
9. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?
Yes.
10. If awarded a contract, are you willing to hold prices firm for the initial contract period?
Yes.
11. Will A Cleaner World agree to participate in the Wells One AP Control Payment System?
Yes, we already do I believe.
12. Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to

Virginia Tech if your organization is awarded a contract.

Marcus - Owner/President. I'm committed to and guarantee our services to VT as well as all customers. I have been with A Cleaner World for 21 years and take great pride in our service.

13. Please describe your quickest turn-around time if emergency services are needed.

ASAP. Same day, or as soon as something as needed. We do same day for the cadets as well as The Inn at VT.

14. Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?

Yes,

15. Please provide your best schedule of prices for all services offered.

We provided our best prices in the initial proposal #49302205 Attachment B. Those prices included small increases on a few articles of clothing. The prices have been the same for 27 years.

16. If awarded a contract, will you agree to work with each user department before you begin to provide service so that issues such as pick-up/delivery times and days and service requirements may be addressed?

Yes.

17. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Yes, we are.

18. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

Yes.

19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Yes.

20. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 49302205 shall govern the contract if a contract is awarded to your company?

Yes.

21. For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Marcus Moore, 540-951-9506(w) [REDACTED] (c), marcus@acleanerworld.com.

Thank you, and we look forward to our continued relationship with Virginia Tech.