



Environmental Services/Operations  
1540 Halifax Road ▪ Danville, Virginia ▪ (434) 799-6481

**NOTE:** Danville City Public Schools conducts all procurement activities in accordance with Virginia Procurement act and proposals in response to DCPS solicitations must be submitted in accordance with the instructions below on or before the date and time stipulated in the solicitation.

April 29, 2025

**Request for Quotes  
Temporary Custodial Services  
George Washington High School  
Danville, VA**

It is the intent of Danville City Public Schools (DPS) to seek responses from qualified custodial contractors to provide various post construction cleaning services on the George Washing High School (GWHS) Campus. The campus blueprint is included.

**SERVICE LOCATION**

George Washington High School Campus, 701 Broad Street, Danville, VA.

**SERVICE DATES**

Custodial cleaning services will be performed between the dates of June 1, 2025 to August 1, 2025.

**QUESTIONS**

All questions should be directed to Michael McVay, Director of Environmental Services, by email ([mmcvay@mail.dps.k12.va.us](mailto:mmcvay@mail.dps.k12.va.us)).

**Note:** Danville City Public School does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.



### **SUBMISSION OF QUOTES**

Quotes should be emailed or mailed. All quotes must be received no later than **2:00 p.m.**, local prevailing time, on **May 12, 2025**.

Quotes must be submitted individually for each of the services requested, not as one project. Each quote must outline the exact service. Jobs will be awarded for each individual service.

Quotes should be submitted to the below email address or mailing address:

Michael McVay  
[mmcvay@mail.dps.k12.va.us](mailto:mmcvay@mail.dps.k12.va.us)  
Danville City Public Schools  
341 Main Street  
Danville, VA 24541

### **SCOPE OF SERVICES**

#### **Service Request #1:**

- Floor maintenance to include but not limited to stripping, waxing, and buffing campus wide.

#### **Service Request #2:**

- Window cleaning internal and external campus wide (a lift will be needed).

#### **Service Request #3:**

- Pressure washing sidewalks and stairwells campus wide.

#### **Service Request #4:**

- Basic cleaning inside all buildings, campus wide to include but not limited to classrooms, restrooms, offices, breakrooms, athletic areas, hallways including wiping down walls.

Reminder: Submit separate quotes for each service request. A blueprint of GWHS campus is included.



## CONTRACTOR GUIDELINES

### REGISTRATION AND LICENSURE

Proposers submitting shall be properly licensed to practice in the Commonwealth of Virginia at the time of proposal submission.

### SPECIAL CONDITIONS

Danville Public Schools is a NO Smoking facility. **Smoking, Vaping or use of any Tobacco products are NOT allowed in or on the building, on school grounds or in vehicles located on school grounds. Failure to abide by this rule will be grounds for removal of the guilty party or cancellation of contract.**

- A. Prior to awarding a contract for the provision of services that require the Proposer to be in the presence of students during regular school hours or during school- sponsored activities, the School Board will require the proposer, and when relevant, any employee who will have direct contact with students, to provide certification:
- 1. That he or she has not been convicted within the last seven (7) years of a felony and,**
  - 2. That he or she has never been convicted of any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and**
  - 3. Whether he or she has been convicted of a crime of moral turpitude.**

Legal Refs. Code of Virginia, 1950, as amended, Sections 2.2-4300 et seq., 22.1-296.

### TERMS AND CONDITIONS

- A. ANTI-DISCRIMINATION: By submitting a proposal, the offeror represents and warrants to DPS that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans With Disabilities Act, Section 2.2-4311 of the Virginia Public Procurement Act (VPPA), and all other applicable federal, state and local anti-discrimination laws, codes, rules, and regulations. Without limiting the foregoing, during the performance of this contract, the offeror agrees as follows:
1. The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees, notices setting forth the provisions of this nondiscrimination clause.
  2. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer.



3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  4. The offeror will include the provisions of the above 1, 2 and 3 in every subcontractor or purchase order over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.
- B. **DRUG-FREE WORKPLACE:** During the performance of the contract, the offeror agrees to (i) comply with the drug-free workplace provisions of Virginia Code 2.2-4312; (ii) provide a drug-free workplace for the offerors employees; (iii) post in conspicuous places, available to employees, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the offerors workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iv) state in all advertisements or solicitations for employees that the offeror maintains a drug-free workplace; and (v) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.
- C. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting its proposal, the offeror represents and warrants that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- D. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court of appropriate jurisdiction in the City of Danville, Virginia. The offeror shall comply with all applicable federal, state and local laws, codes, rules and regulations.
- E. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, the offeror represents and warrants that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, or subcontractor in connection with their proposal, and that it has 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. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Code, pertaining to bidders, offerors, contracts, and subcontractors, are applicable to this RFP and any resulting contract, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Virginia Code.
- F. **QUALIFICATIONS OF OFFEROR:** DPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to provide the services/furnish the goods as required under this RFP, and the offeror shall furnish to the DPS all such information and data for this purpose as may be requested. DPS reserves the right to inspect the offerors physical facilities prior to award to satisfy questions regarding the offerors capabilities. DPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the DPS that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.



- G. **DEBARMENT STATUS:** By submitting its proposal, the offeror represents and warrants that it is not currently debarred by the Commonwealth of Virginia, or any city, county, town or political subdivision therein, from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor is it an agent of any person or entity that is currently so debarred.
- H. **NONDISCRIMINATION TOWARDS OFFERORS:** A bidder, offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless DPS has made a written determination that employing ex-offenders on the specific contract is not in its best interest. DPS does not discriminate against faith-based organizations.
- I. **LICENSES; PERMITS; TAXES:** The offeror shall procure at its own expense all necessary licenses and/or permits and shall conform to all laws, codes, regulations and ordinances applicable to the performance of the contract, and will pay all applicable federal and state taxes.
- J. **INSURANCE:** The successful offeror shall, at its sole expense, obtain and maintain during the life of the contract insurance policies of the type, in the amount, and subject to the terms required by DPS, including without limitation: (i) commercial general liability insurance with minimum limits of liability of \$1,000,000 combined single limit for any one occurrence; (ii) broad form contractual liability insurance, which shall include the indemnification obligations set forth in this RFP; (iii) workers' compensation and employer's liability insurance covering the selected offerors statutory obligation under the laws of the Commonwealth of Virginia; (iv) automobile liability insurance with at least a \$100,000 combined single limit applicable to owned or non-owned vehicles used in the performance of any work under this contract; and (v) professional liability and errors and omissions insurance with minimum limits of \$1,000,000 per claim and \$5,000,000 policy aggregate (professional liability insurance coverage shall be maintained for five years after completion of the project). Any required insurance policies shall be effective prior to the beginning of any work under the contract. All insurance except professional liability shall be written on an occurrence basis. In addition, (i) the offeror shall furnish DPS a certificate or certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies; (ii) the required certificate or certificates of insurance, excluding those for workers' compensation and professional liability, shall name DPS and its officers, trustees, directors, volunteers, employees, and agents as additional insureds; (iii) the required certificate or certificates of insurance shall require 30 days advance, written notice to DPS before being cancelled; and (iv) any insurance company providing coverage under the contract shall be authorized to do business in the Commonwealth of Virginia. The insurance policies shall waive all rights of subrogation against the Danville School Board.
- K. **MINORITY CONTRACTING:** It is the policy of DPS to maximize participation by minority and women owned businesses, small businesses, and service disabled veteran businesses in contracting opportunities.
- L. **PROPOSAL ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.



- M. **AVAILABILITY OF FUNDS:** It is understood and agreed by the offeror that DPS shall be bound only to the extent of the funds available or which may hereafter become available for the purpose of the Contract.
- N. **PERMITS AND REQUIRED INSPECTIONS:** The offeror shall be responsible for obtaining all necessary and customary permits and inspections for a project of this nature. Costs for permits and inspections shall be included as a part of the total cost of project.
- O. **PRICE ADJUSTMENTS:** In the event that DPS issues a change order reducing the amount of work to be performed by the offeror under the contract during the contract period, the contract price shall be reduced in a proportional amount. There shall not be any increase in the contract price under any circumstances unless such price increase is specifically approved in writing by the authorized DPS representative in advance of any work for which extra compensation is requested.
- P. **SUBCONTRACTS:** Before any portion of the goods or services shall be subcontracted, the offeror shall furnish DPS with the names, qualifications and experience of their proposed subcontractor(s). DPS must be afforded the right to refuse any subcontractor that the offeror has selected. The offeror shall remain fully liable and responsible for all acts and omissions of subcontractors and for the goods or services supplied by its subcontractor(s) and shall assure compliance with all requirements of the contract. Any approved subcontract shall include any mandatory flow downs from the Virginia Public Procurement Act, including without limitation the requirements of Virginia Code § 2.2-4354.
- Q. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions or other breach of any resulting contract by the offeror, DPS may terminate the contract and/or procure the goods and services from other sources and hold the offeror responsible for any resulting additional purchase and administrative costs. These remedies shall be in addition to any other remedies which the DPS may have under the contract, at law, or in equity.
- R. **CONTRACTUAL CLAIMS:** The procedure for reviewing and resolving contractual claims and resolving contractual disputes shall be the procedure set forth in Virginia Code § 2.2-4363.C.
- S. **ASSIGNMENT OF CONTRACT:** The contract shall not be assignable by the offeror in whole or in part without the written consent of DPS.
- T. **INDEPENDENT CONTRACTOR:** The offeror, if awarded a contract, shall not be an employee of the DPS but shall be an independent contractor. Nothing in the contract shall be construed as authority for the offeror to make commitments which shall bind DPS or to otherwise act on behalf of DPS, except as DPS may expressly authorize in writing.
- U. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in either of the following ways:
1. The parties may agree in writing to modify the product specifications or scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the contract.



2. DPS may order changes within the general scope of the contract at any time by written notice to the company. The company shall comply with the change order upon receipt.
- V. **CANCELLATION OF CONTRACT:** DPS reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon thirty (30) days written notice to the offeror. Any contract cancellation notice shall not relieve the offeror of the obligation to deliver and/or perform on all outstanding items prior to the effective date of cancellation. Any contract cancellation notice shall not relieve DPS from its obligation to pay for work performed prior to the effective date of cancellation.
- W. **CONTRACTOR'S AND SUBCONTRACTOR'S PERSONNEL:** (a) The Company shall be responsible for the errors, acts, and omissions of its employees and agents, and the employees and agents of any subcontractors, while on DPS premises or performing any work associated with the contract. (b) The company's personnel will be required to comply with all rules and regulations governing the access to and use of DPS's premises. (c) The company shall provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under the contract. (d) It shall be the company's responsibility to see that its employees use any equipment, materials and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state and federal regulations. It shall be the company's responsibility to ensure its employees and its subcontractor's employees know and obey all OSHA, VOSA, EPA and other regulatory requirements. Compliance with all regulatory requirements is the sole responsibility of the company and/or its subcontractors. The safety of the company's and subcontractor's employees is the sole responsibility of the company and its subcontractors. (e) DPS reserves the right to request the removal of any of the company's employees or agents or any of its subcontractor's employees or agents from the premises at any time for any reason. The Company or its subcontractor shall have such employee leave the premises upon receipt of such request.
- X. **CONTRACTOR'S AND SUBCONTRACTOR'S PERSONNEL:** (a) The Company shall be responsible for the errors, acts, and omissions of its employees and agents, and the employees and agents of any subcontractors, while on DPS premises or performing any work associated with the contract. (b) The company's personnel will be required to comply with all rules and regulations governing the access to and use of DPS's premises. (c) The company shall provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under the contract. (d) It shall be the company's responsibility to see that its employees use any equipment, materials and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state and federal regulations. It shall be the company's responsibility to ensure its employees and its subcontractor's employees know and obey all OSHA, VOSA, EPA and other regulatory requirements. Compliance with all regulatory requirements is the sole responsibility of the company and/or its subcontractors. The safety of the company's and subcontractor's employees is the sole responsibility of the company and its subcontractors. (e) DPS reserves the right to request the removal of any of the company's employees or agents or any of its subcontractor's employees or agents from the premises at any time for any reason. The company or its subcontractor shall have such employee leave the premises upon receipt of such request.
- Y. **HAZARDOUS MATERIALS:** The Company shall not, during the term of the contract, transport, dispose of, or release, on DPS's property any hazardous substance, material, or waste. The



company shall comply with all federal, state, and local laws, rules, and regulations relating to the storage, transportation, use, and disposal of hazardous materials, substance or waste.

- Z. **INDEMNIFICATION:** Except the extent prohibited by law, including Virginia Code § 11.1-4.4, the company shall indemnify, defend, and hold harmless DPS and its officers, agents, trustees, directors, employees, and affiliates from and against any and all liability, losses, damages, claims, causes of action, suits of any nature (including suits by DPS against the company), costs, and expenses, including reasonable attorney's fees and consultant's fees, resulting from or arising out of the company's or its agent's, and/or subcontractor's errors, acts, or omissions in the performance of services under the contract or any subcontract or any breaches of the contract or any subcontract. This indemnity provision shall cover and include, without limitation, fines and penalties for violations of federal, state or local laws or regulations (including health or alcoholic beverage violations); personal injury, wrongful death or property damage claims; breach of contract claims; indemnity claims; and other damages, losses and claims of any kind.
- AA. **FORCE MAJEURE:** Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to an event outside the reasonable control and not the fault of the affected party (a "Force Majeure Event"). Examples of a Force Majeure Event include, but are not limited to, natural disasters, acts of God, terrorism, war, civil disorder, fire, flood, explosion, riot, labor disputes or strikes (labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract), any act or order of any governmental authority, lockouts or work stoppages of any kind, theft, windstorm, water, vandalism, failure of power or utilities, or other similar causes, beyond the control of the parties which delays or prevents the performance of the agreement. It is understood that both parties shall exercise due care and prudence to avoid a Force Majeure Event. A Force Majeure Event shall not constitute a breach of contract. If either party is prevented, wholly or in part, from performing its obligations under this contract as a result of a Force Majeure Event, then that party shall immediately give notice to the other party of the Force Majeure Event and take reasonable steps to mitigate the impact of Force Majeure Event on contract performance. Upon such notice, all obligations of the affected party under the contract which are reasonably related to the Force Majeure Event shall be suspended as long as the affected party takes reasonable steps to mitigate the impact of Force Majeure Event on contract performance until the Force Majeure Event no longer exists.
- BB. **WAIVER; REJECTION:** DPS reserves the right to cancel this RFP, to reject any or all proposals, to reject the proposal of an offeror who is not in a position to perform the work or the contract, or to waive any informalities in any proposal, should rejection or cancellation be deemed in the best interest of DPS.
- CC. **NON-EXCLUSIVENESS OF REMEDIES:** Any right or remedy on behalf of the DPS provided for in any part of the contract, including but not limited to, any remedy for the company's nonperformance or breach, shall be in addition to and not a limitation of any right or remedy otherwise available by law, equity, or statute.
- DD. **NON-WAIVER:** The failure of DPS to insist upon strict performance of any of the terms or provisions of the contract or to exercise any option, right or remedy contained in the contract shall not be construed as a waiver or relinquishment for the future of such term, provision, option, right or remedy. The waiver by DPS of a breach of any provision hereof shall not be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.





