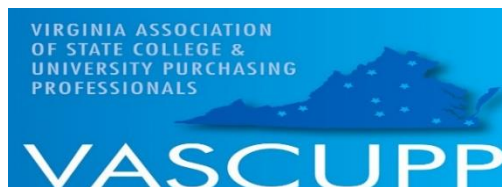




Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>



**INVITATION FOR BID  
GMU-1840-23**

**ISSUE DATE:** September 30, 2022

**TITLE:** Cleaning Supplies

**PRIMARY PROCUREMENT OFFICER:** Sara Siddall, Strategic Sourcing Manager, [ssiddall@gmu.edu](mailto:ssiddall@gmu.edu)  
**SECONDARY PROCUREMENT OFFICER:** James F. Russell, Director, [jrussell@gmu.edu](mailto:jrussell@gmu.edu)

**SEALED BID DUE DATE AND TIME:** October 19, 2022 @ 2:00PM Eastern Time (ET). Bids will be opened in public at this time.

**PLEASE NOTE:**

**Public Bid Opening:** Due to the Coronavirus/COVID-19 outbreak a public bid opening will not be held. The Primary Procurement Officer will receive all bids electronically and will tabulate the bid prices in a Bid Tab. The Bid Tab will then be reviewed by another Procurement Officer and the Bid Tab will be posted on GMU's Fiscal Website under Current/Open Solicitations.

**QUESTIONS/INQUIRIES:**

E-mail all questions/inquiries for information to both procurement officers listed above no later than 4:00 PM ET on **October 10, 2022**. Responses to all questions will be posted on [Mason's Purchasing website](#) by 5:00 PM ET on **October 12, 2022**.

In Compliance With This Invitation For Bid And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees To Furnish The Services At The Price Indicated In SECTION XI, PRICING SCHEDULE.

Name and Address of Firm:

Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

FEI/FIN No. \_\_\_\_\_

Name: \_\_\_\_\_

Fax No. \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

SWaM Certified: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (See Section VI. SWaM CERTIFICATION for complete details).

SWaM Certification Number: \_\_\_\_\_

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

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**GMU-1840-23**

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**I. PURPOSE:**

The purpose and intent of this Invitation for Bids (IFB) is to establish a contract with one qualified source to provide cleaning and janitorial products and accessories, to include installation when necessary, on an “**as needed**” basis for George Mason University. George Mason University (herein after referred to as “Mason,” or “University”) is an educational institution and agency of the Commonwealth of Virginia.

Campus maps available at: <http://www.gmu.edu/about/>

**II. PURCHASING MANUAL/GOVERING RULES:**

This solicitation and any resulting contract shall be subject to the provisions of the Commonwealth of Virginia *Purchasing Manual for Institutions of Higher Education and their Vendor's*, and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at: <https://vascupp.org>

**III. COMMUNICATION:**

Communications regarding this Invitation For Bids shall be formal from the date of issuance until a contract has been awarded. Unless otherwise instructed bidders are to communicate with only the Procurement Officers listed on the cover page. Bidders are not to communicate with any other employees of Mason.

**IV. FINAL CONTRACT:**

For goods or “spot” purchases vendors will be awarded a contract through the issuance of a purchase order. However, for term service contracts Mason’s standard two party contract will be required. ATTACHMENT B to this solicitation is Mason’s standard two-party contract. It is the intent of this solicitation to base the final contractual documents off of Mason’s standard two-party contract and Mason’s General Terms and Conditions. Any exceptions to our standard contract and General Terms and Conditions should be denoted in your bid response. Other documents may be incorporated into the final contract, either by way of attachment or by reference, but in all cases this contract document and Mason’s General Terms and Conditions shall jointly take precedence over all other documents and will govern the terms and conditions of the contract.

As a public institution of higher education in Virginia Mason cannot agree to any of the following terms in any documents:

- A. An express or implied waiver of sovereign immunity.
- B. An agreement to indemnify, defend or hold harmless any entity.
- C. An agreement to maintain insurance.
- D. An agreement providing for binding arbitration.
- E. An agreement providing for the payment of attorneys' fees, costs of collection, or liquidated damages.
- F. Waiver of jury trial.
- G. Choice of law or venue other than the Commonwealth of Virginia.

**V. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:**

The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All bidders or offerors agree to self-register in eVA and pay the Vendor Transaction Fees prior to being awarded a contract. Registration instructions and transaction fees may be viewed at: <https://eva.virginia.gov/>.

**VI. SWaM CERTIFICATION:**

Vendor agrees to fully support the Commonwealth of Virginia and Mason’s efforts related to SWaM goals. Upon contract execution, eligible vendors (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. Vendors currently SWaM certified agree to maintain their certification for the duration of the contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration. <https://www.sbsd.virginia.gov/>.

**VII. SMALL BUSINESS SUBCONTRACTING PLAN:**

All potential bidders are required to fill out and submit Attachments A to be considered responsive.

Note: Invoices shall only be submitted to Mason by the entity awarded a contract. Subcontractors cannot submit invoices to Mason under any resulting contract.

**VIII. PERIOD OF PERFORMANCE:**

One (1) year from Effective Date of contract with four (4) successive one-year renewal options. (or as negotiated).

## **IX. SCOPE OF WORK:**

The Contractor shall furnish all necessary labor, materials, transportation as needed to provide janitorial supplies and accessories, including installation when necessary, in accordance with all the terms, specifications and conditions herein.

- A. **Vendor Requirements:** (Failure to provide the information and documentation requested in this section may result in the bid being deemed non-responsive and, as result, not considered.) Contractor must:
1. Provide fully completed Vendor Data Sheet (see Attachment B).
  2. Provide fully completed Pricing Sheet (see Attachment D).
  3. Provide a link to an online catalog that includes list pricing.
- B. **Delivery:** All items requested shall be delivered within three (3) business days upon notification. The Contractor shall carry adequate stock to insure such delivery service for the duration of the contract. Mason reserves the right to purchase products from another source and to charge any excess in contract price to the Contractor in the event the above delivery requirement is not met by the Contractor.
- C. **Description:** See Attachment D Market Basket for Product type, description, unit of measure. Unless otherwise specified, prices will be accepted for Brand Name or equal equivalent. Substitution for products may be submitted as long as they are equivalent products and must be entered into the pricing sheet with the manufacturer's product number and the description along with the price.
- D. **General Specifications:**
1. Contactor must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) involved or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Contractor and the manufacturer during the term of this contract may be added and offered through the contract.
  2. All item shipments must originate from within the continental United States
  3. Mason reserves the right to return any products within two weeks that is unused and in the original packaging. There should be no restocking fee associated with any returns.
  4. The Contractor shall provide a product or mix of products in a manner that will allow Mason to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
  5. Packing slips shall accompany all deliveries and shall contain Mason's purchase order number, vendor name, name of article, and serial number of equipment (when applicable). Cartons shall be identified by purchase order number and vendor name.
  6. Orders not filled and partials shall be indicated on the packing list. Contractor shall inform Mason of anticipated availability date for unfilled and partial orders.
  7. All products sold by the Contractor shall be new and unused. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Contractor may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
  8. Products that have a 30/60/90-day money back guarantee must be clearly identified in the catalog and on the website (if applicable).
  9. Contactor has the option to offer private label products. Contractor shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label, must be approved by Mason in writing, and shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.

10. Contractor shall maintain a toll-free technical support line open Monday through Friday during standard business hours. Calls must be answered by a live technician.
11. Mason reserves the right to return any products due to pricing errors made by the Contractor. The Contractor agrees to pay for the cost of any returned product due to a pricing error.
12. Contractor shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
13. All product lines must meet or exceed all standards set by the National Consumer Protection Agency, Underwriters Laboratories, Environmental Protection Agency and the National Association of Hardware Retailers.
14. All product labels shall be in full compliance with applicable OSHA laws. For products that are purchased in large drums or containers for use in smaller containers, sufficient secondary product labels for each item sold must be provided to the buyer at no additional cost. Secondary labels must be suitable for application and use on member's gallon bottles, spray bottles, or other bottles that are commonly used by custodians. The labels must be resistant to deterioration by contact with water or chemicals. All secondary labels shall have the information necessary for full compliance with applicable OSHA Hazard Communication Standards.
15. The following products must be approved and so labeled by Underwriters Laboratories (UL) for slip resistance: non-buffing type seal-finish water emulsion floor sealer; waterborne epoxy wood floor finish; dust mop treatment; detergent, germicidal, and quaternary ammonium floor cleaners; all-purpose cleaners; all-purpose neutral cleaner; high gloss restorer; water emulsion type floor finish; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.
16. The following products must be able to be used without dilution: non-buffing type seal-finish water emulsion floor sealer for terrazzo, ceramic tile, concrete and marble; waterborne epoxy wood floor finish; dust mop treatment mineral oils; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.
17. All containers of chemicals sold must have a firmly secured label with instructions for use. On containers over one gallon in size, a batch sticker must be attached.
18. All floor care products must be supplied in new, factory-sealed containers.
19. The Contractor must provide proof that the products offered have been in use at educational, municipal, state or other governmental agencies for at least two years.
20. Chemicals offered through this contract must meet applicable federal and state Clean Air Requirements, have a lead content below .06%, be stable when stored at room temperatures, and be registered with the proper state and federal agencies, and carry such registration numbers as required by law.
21. Product offering must include products with the Green Seal or equivalent rating.
22. Floor Care Products (Industrial Use) Non-buffing type seal-finish water emulsion floor sealer shall be of one grade and uniform concentration. The nonvolatile matter shall be measured between 22 and 23% when tested by applicable ASTM standards; pH value shall range between 8.5 and 9.5 when tested in accordance with applicable ASTM standards.
23. Floor Care Products (Industrial Use) Dust mop treatment shall be one grade of mineral oil and contain no banned hydrocarbons or other banned chemicals. If retained in the original container, the treatment must not show separation, creaming, or gelling when stored at room temperature. The mixture shall contain no water or wax nor shall it discolor white vinyl tile.
24. Floor Care Products (Industrial Use) Detergent, germicidal, and quaternary ammonium floor cleaners shall contain synthetic detergents suitable for use on all surfaces normally cleaned with water. Products offered must not contain any peroxides, mercury, iodine, phenol compounds or materials that will release such compounds when diluted in accordance with instructions. Product shall provide bacteriological and germicidal activity against, but not limited to, the following: *Pseudomonas aeruginosa*, salmonella, e. coli, staphylococci, bacteria and other infectious diseases.

25. Floor Care Products (Industrial Use) Extraction carpet cleaners shall be of one grade and uniform concentration and suitable for use in all types of hot water extraction equipment. The nonvolatile content should be between 10 and 12%; the pH value should be between 6.5 and 7.5.
26. Floor Care Products (Industrial Use) Cleaner-degreasers for the removal of industrial oil, grease and wax buildup on floors shall be a uniform homogeneous product containing synthetic detergents and biodegradable surfactants, with no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids.
27. Floor Care Products (Industrial Use) Non-ammoniated, low-foaming remover for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives, soap, butyl cello solve or other glycol ethers, and can be used in either hard or soft water when diluted according to instructions. The product shall be able to remove aged and/or heavy buildup of water-based wax, polymer and detergent-resistant floor finishes.
28. Floor Care Products (Industrial Use) Mop-on stripper for detergent resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives or soap and be suitable for application to the standard grades of vinyl, vinyl composition, and mineral floorings. The pH value of the products should range between 11.0 and 12.0.
29. Floor Care Products (Industrial Use) General-purpose cleaners shall contain synthetic detergents and biodegradable surfactants, and have no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids. General-purpose cleaners must be suitable for use in automatic scrubbers.
30. Floor Care Products (Industrial Use) All-purpose cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 6.0 and 8.0), and be suitable for use on washable, non-porous floors.
31. Floor Care Products (Industrial Use) All-purpose neutral cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 9.0 and 9.5), and be suitable for use on all washable floors.
32. Floor Care Products (Industrial Use) Extra-strength phosphoric acid cleaner shall be able to remove hard water encrustations, rust deposits and oily residue. The extra-strength phosphoric acid cleaner shall be 16% minimum phosphoric acid, shall emit no hydrochloric acid vapors, be low foaming, free rinsing, and contain no abrasive matter.
33. Floor Care Products (Industrial Use) Soap-less, organic, non-ionic detergents and components in a water base shall not cause bleeding or fading of colors on normal, color-fast carpets. The detergents shall remove oily soil, dry soil, lint, grit, dust, food spills, and water-based inks.
34. Floor Care Products (Industrial Use) High gloss water emulsion restorer shall be appropriate for use in regular and high-speed floor machines and for use on sealed resilient and hard flooring. The nonvolatile content shall be approximately 7.5% when tested by heating for two hours at 105°C following the instructions in applicable ASTM standards. The pH value of the concentrate shall not be less than 6.0 nor greater than 9.0. One gallon shall be sufficient to cover 10,000 square feet when spray applied.
35. Floor Care Products (Industrial Use) Metal interlock modified with a urethane lattice water emulsion floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 22%; pH value shall range between 8.5 and 9.5.
36. Floor Care Products (Industrial Use) Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5.
37. Floor Care Products (Industrial Use) Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5.
38. Floor Care Products (Industrial Use) Water emulsion type 100% No. 1 prime carnauba floor wax shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 12%; pH value shall range between 9.0 and 10.0.

39. Brooms and brushes shall include, but not be limited to: upright brooms (natural or plastic fiber), dust pans, push brooms, street brooms, floor sweeps, deck scrub brushes, utility brushes, counter brushes, toilet bowl brushes, vehicle wash brushes, specialty brushes, dusters, feather dusters, lamb's wool dusters, antimicrobial overhead dusters, and broom handles in a variety of sizes, diameters and bristle types. These products must be made available within Contractor's catalog.
40. Can liners shall be available in a variety of sizes, grades (light-duty to super-duty), dispenser types (roll, boxes, cases), colors, materials (linear low-density polyethylene, high-density blended resin polyethylene) and with drawstring or ties.
41. Cleaning chemicals shall include, but not be limited to: general purpose cleaners, disinfectants, germicides, bathroom cleaners, mildew & stain remover, tub & tile cleaner, bowl cleaner, drain opener, cleansers, stainless steel cleaner and polish, metal cleaner, wood cleaner, furniture polish, glass cleaner, laundry products, paint remover, graffiti remover, gum remover, lubricants, protectants, specialty chemicals, insecticides, insect control, insect repellent, tank sprayers, handheld sprayers, fogger sprayer, bottles and sprayers, drum pumps. These products must be made available within Contractor's catalog.
42. Chemical Proportioners/ Dilution system shall be offered. The system will be used at the user site to measure chemicals prior to actual use. This system should allow for installation into small areas, include a back-flow prevention device that will prevent the contamination of the systems water supply, allow for a metered flow of chemical through the system and will also provide the user with an adjustable flow rate, and include labels for all sizes and types of containers to be used by the member. A complete, laminated, easy-to understand manual shall be included with the system.
43. Chemical Proportioners/ Dilution systems shall be offered free of charge. This includes replacing existing systems, repairs, and the need for additional systems in the future.
44. Dispenser systems shall be offered free of charge. This includes replacing existing systems, repairs, and the need for additional systems in the future. Dispenser should be universal and multiple product brands should be able to be used in them. (Estimated 200 soap dispensers, 350 toilet paper dispensers, and 350 paper towel dispensers.)
45. Floor and carpet care products shall include, but not be limited to: floor strippers, floor finishes, floor waxes, floor sealers, floor cleaners, floor maintainers, sweeping compounds, dust mop treatment, carpet shampoo and extractors, carpet spotters, carpet stain protector, carpet cleaners, carpet stain remover, carpet cleaner defoamer, carpet spotter towels, enzyme digestant, odor eliminator, rug & room deodorant, liquid spills absorbent. These products must be made available within Contractor's catalog.
46. Floor pads, sponges & abrasives shall include, but not be limited to: polishing, buffing, scrubbing and stripping floor pads, high-speed floor pads, sand screen floor pads, steel wool floor pads, carpet bonnets, utility pads and holders, baseboard pads, cellulose sponges, scouring pads and sponges, steel wool pads, steel wool reels, pumice scouring stones, metal sponges, griddle/grill cleaners. These products must be made available within Contractor's catalog.
47. Material handling products shall include, but not be limited to: tilt trucks, utility trucks, platform trucks, folding trucks, drum dolly, hand trucks, hand carts, mobile work-centers, utility carts, tool organizers/holders, utility cabinets, utility shelving, storage boxes, tote boxes, outdoor storage, stretch film, utility knives. These products must be made available within Contractor's catalog.
48. Matting shall include, but not be limited to: wiper mats, absorbent mats, scraper entrance mats, grease proof mats, grease resistant mats, antifatigue mats, vinyl runner mats, chair mats, bath mats, plunger and bowl mops. These products must be made available within Contractor's catalog.
49. Mopping products shall include, but not be limited to: wet mop heads (standard, saddleback head), loop web mop heads, tailband mop heads, super-loop mop head, mop head with scrub pad, antimicrobial wet mops, lie-flat mop heads, finish mops, mop head laundry bag, swivel grip mop handles, antimicrobial wet mop handles, metal head mop handles, plastic head mop handles, safety signs, mop wringers, mop strainers, mop buckets, plastic bucket/wringer combos, bowl and handle mops, dust mop frames and handles, floor finish applicators, dusters, dust heads. These products must be made available within Contractor's catalog.

50. Waste receptacle products shall include, but not be limited to: round containers and lids, square and mobile containers, hooded top containers, dome-top containers, wall-mount containers, fire-safe containers, step-on cans (plastic and steel), recycle containers and systems (stationary, mobile, indoor and outdoor), aggregate containers, smoking urns. These products must be made available within Contractor's catalog.
51. Vacuums Multi-surface HEPA vacuums, designed for hard and soft floors. Vacuums carpet, VCT, tile, rubber, wood, stone and concrete. Uprights (bag, dirt/dust, clean air), cordless rechargeable, walk-behinds, ride-ons, canisters and backpack vacs.
52. Burnishers 1500 – 2600 RPM. Active and passive dust control systems. Pad pressure adjustment. Battery and electric cord options.
53. Floor care accessories extensions, pads, brushes, belts, bags and related parts for listed equipment.
54. Personal care products shall include, but not be limited to: first aid kits, first aid refill components, adhesive bandages, blood cleanup kits, disposable gloves and dispensers, personal cleansing wipes, feminine hygiene products, sanitary napkins disposal, receptacles. These products must be made available within Contractor's catalog. These products must be made available within Contractor's catalog.
55. Safety products shall include, but not be limited to: eye care and protection products, dust masks, ear plugs, back supports, safety cones, safety tape. These products must be made available within Contractor's catalog.
56. "Skin care products shall include, but not be limited to: soap dispenser systems, skin conditioning systems, health-care soap systems, instant hand sanitizer products, moisturizing lotions, antibacterial lotion soaps, hair and body shampoos, heavy-duty soaps, dispensers, powdered soaps and dispensers, pumice bar soap, full-size bar soap, personal size bar soap, latex gloves, work gloves. These products must be made available within Contractor's catalog.

#### **X. CONTRACT ADMINISTRATOR:**

Mr. John Rogers, Associate Director Housekeeping / Special Projects Operations or his designee, shall serve as Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or her designee, shall determine the amount, quality, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the goods/services described herein. The Contract Administrator, or her designee, shall not have the authority to approve changes in the contract which may alter the concept or which calls for an extension of time or a change in the contract price. Any modifications made must be authorized by Mason's Purchasing Department as a written addendum to the contract.

#### **XI. PRICING SCHEDULE:**

Bidder shall provide pricing for "market basket" items. Products offered shall reflect brand name or equal equipment/supplies. The salient physical, functional, and performance characteristics must be brand name or equal to the products listed below. Mason is solely responsible in determining if non- "brand name" substitute products fully meet the salient characteristics.

**Market Basket Pricing:** Mason is requesting pricing on a specific selection of the most commonly used products defined as a "market basket". The stock number/item number, product description, discount off catalog list, market basket net price, unit price and any other product information deemed relevant by the Bidder shall also to be included. Please complete **Attachment D**. Attachment D is a separate excel file.

**Catalog Discount:** Bidder shall provide percentage discount off of their respective catalog list pricing schedule. The percentage discounts shall remain firm during the initial contract period, and shall apply only to those products not listed in the University's "market basket".

1. The contractor shall make available other products that have not been specified in this solicitation. New items introduced during the term of this contract shall be priced at favored nations pricing.
2. The Contractor shall clearly show list price, discount percent, and final cost on all quotes AND invoices.
3. The Contractor shall be required to provide semi-annual reports showing list prices and prices paid, which will reflect the cost savings to Mason.



**Extra Charges Not Allowed:** The bid price shall be for complete delivery ready for Mason's use, and shall include all applicable freight and shipping charges; extra charges will not be allowed.

## **XII. SOLICITATION TERMS AND CONDITIONS:**

### **1. GENERAL TERMS AND CONDITIONS – GEORGE MASON UNIVERSITY:**

<http://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

### **2. SPECIAL TERMS AND CONDITIONS:**

#### **a) AWARD:**

George Mason University will make an award using a weighted Market basket to find the lowest responsive and responsible bidder meeting the requirements of the solicitation. Mason reserves the right to conduct any test it may deem advisable and to make all evaluations. Mason also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

#### **b) ADDITIONAL USERS:**

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 affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor.

The University may require the Contractor provide semi-annual usage reports for all entities accessing the contract. The University 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 the University 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 any resulting contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

#### **c) BID ACCEPTANCE PERIOD:**

Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

#### **d) BID PRICES:**

Bid shall be in the form of a firm unit price for each item during the contract period, and an opportunity to increase pricing once a year at renewal at no more than the standard CPI.

#### **e) IFB (BID) Response:**

In order to be considered, bidders must submit a complete response to Mason's Purchasing Office prior to the due date and time stated on the cover page of this IFB.

**ELECTRONIC BID SUBMISSION: Due to the Coronavirus/COVID-19 outbreak, at this time, and until further notice, Mason will be accepting electronic bid submissions for all current Invitation for Bids and Requests For Proposals.**

**The following shall apply:**

- a. You must submit your bid, and it must be received prior to the submission deadline, to both the primary and secondary procurement officer's email address as specified in the Bid/IFB.
  - b. The subject line of your email submission should read, "GMU-1840-23" If you are sending multiple emails, please state so in the subject line with the wording, "This is email # \_ of \_ total".
  - c. The bidder must ensure the bids are delivered to the procurement officers' email inboxes, sufficiently in advance of the bid receipt deadline. **Plan Ahead: It is the bidder's responsibility to ensure that electronic bid submissions have sufficient time to make its way through any filters or email traffic. Mason recommends you submit your bid the day prior to the due date.**
  - d. If your bid contains proprietary information you must submit two bids (pricing may not be held confidential or proprietary); one full bid and one with proprietary information redacted.
  - e. Each email may not be larger than 20MB.
  - f. All solicitation schedules are subject to change.
- Go to Mason's Purchasing website for all updates and schedule changes: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

**f) SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS:**

The Contractor shall extend any special educational or promotional sale prices or discounts immediately to Mason. Such notice shall also advise the duration of the specific sale or discount price.

**XIII. METHOD OF PAYMENT:**

*PLEASE NOTE: THE VENDOR MUST REFERENCE THE PURCHASE ORDER NUMBER ON ALL INVOICES SUBMITTED FOR PAYMENT.*

☐ **Option #1- Payment to be mailed in 10 days**-The University will make payment to the vendor under 2%/10 Net 30 payments terms. Invoices should be submitted via email to the designated Accounts Payable email address which is: [AcctPay@gmu.edu](mailto:AcctPay@gmu.edu)

The 10-day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10<sup>th</sup> day.](#)

☐ **Option #2- To be paid in 20 days**. The vendor may opt to be paid through our Virtual Payables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20<sup>th</sup> day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University  
Accounts Payable Department  
4400 University Drive, Mailstop 3C1  
Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
e-mail:  
[AcctPay@gmu.edu](mailto:AcctPay@gmu.edu)

☐ **Option#3- Net 30 Payment Terms.** Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

**Please circle your payment preference or note it in your bid response.**

## **ATTACHMENT A – SMALL BUSINESS SUBCONTRACTING PLAN**

Bidders must advise any portion of this contract that will be subcontracted. All potential bidders are required to include this document with their bid response in order to be considered responsive.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Who will be doing the work:** ☐ I plan to use subcontractors ☐ I plan to complete all work

### **Instructions**

A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.

B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the bidder's total price for the initial contract period in Section B.

### **Section A**

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

### **Section B**

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

### **Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement**

#### **Subcontract #1**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

#### **Subcontract #2**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

#### **Subcontract #3**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work:\_\_\_\_\_

**Subcontract #4**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #5**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**ATTACHMENT B - VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid non-responsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements. Bidders shall have a minimum of two (2) years' experience providing the required services.
2. Vendor's Primary Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years          \_\_\_\_\_ Months
4. References: Indicate below a listing of at least three (3) current or recent accounts, preferably from other comparable higher education institutions, that your company is servicing, has serviced, or has provided similar goods.
  - a) Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone : (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
e-mail address: \_\_\_\_\_
  - b) Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone : (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
e-mail address: \_\_\_\_\_
  - c) Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone : (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
e-mail address: \_\_\_\_\_

I certify the accuracy of this information:

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>

**ATTACHMENT C – SAMPLE CONTRACT**  
**GMU-1840-23**

**Note: Other documents may be incorporated into this document, either by way of attachment or by reference, but in all cases this contract document shall take precedence over all other documents and will govern the terms and conditions of the contract.**

This Contract entered on this \_\_\_\_ day of \_\_\_\_\_, 2022 (Effective Date) by \_\_\_\_\_ hereinafter called “Contractor” (located at \_\_\_\_\_) and George Mason University hereinafter called “Mason,” “University”.

- I. WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:
- II. SCOPE OF CONTRACT:** The Contractor shall furnish all necessary labor, materials, transportation as needed to provide janitorial supplies and accessories, including installation when necessary, in accordance with all the terms, specifications and conditions as set forth in the Contract documents.
- III. PERIOD OF CONTRACT:** One year from the Effective Date with four (4) successive one-year renewal options.
- IV. PRICE SCHEDULE:** As awarded.
- V. CONTRACT ADMINISTRATION:** Mr. John Rogers, Associate Director Housekeeping / Special Projects Operations or his designee, shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.
- VI. METHOD OF PAYMENT:** Payment shall be made 30 days from the date a valid invoice is received at [acctpay@gmu.edu](mailto:acctpay@gmu.edu) or the date of receipt of goods or services; whichever is later. Invoices must include a purchase order# to be considered valid.
- VII. THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):**
- A. This signed form;
  - B. IFB No. GMU-1840-23, in its entirety (incorporated herein by reference);
  - C. Contractor’s proposal dated XXXXXX (incorporated herein by reference).
- VIII. GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the “*Governing Rules*” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.
- IX. CONTRACT PARTICIPATION:** It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations,

policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University 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 the University 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 needed.

## **X. STANDARD TERMS AND CONDITIONS:**

- A. **APPLICABLE LAW AND CHOICE OF FORUM:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. **ANTI-DISCRIMINATION:** By entering into this Contract Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. 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, 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, will 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 for the purpose of meeting these requirements.
  2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- C. **ANTITRUST:** By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said Contract.
- D. **ASSIGNMENT:** Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. **AUDIT:** The Contractor shall 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. Mason, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- F. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this

Contract.

- G. ORDERING PROCEDURES: As requirements arise Mason will be issuing individual purchase orders for selected goods. Contractor must invoice Mason referencing each purchase order number.
- H. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- I. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [Administrative Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this contract confirms your compliance with this requirement.
- J. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. 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.
- K. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
1. The parties may agree in writing to modify the scope of this 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 scope of this Contract.
  2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.



- L. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
1. The firm must submit written claim to:  
Chief Procurement Officer  
George Mason University  
4400 University Drive, MSN 3C5  
Fairfax, VA 22030
  2. The firm must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
  3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail his or her decision to the firm within 60 days after receipt of the claim.
  4. The firm may appeal the Chief Procurement Officer's decision in accordance with § 55 of the *Governing Rules*.
- M. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- N. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.
- O. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this agreement, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- P. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- Q. CONTINUITY OF SERVICES:
1. The Contractor recognizes that the services under this Contract are vital to Mason and must be continued without interruption and that, upon contract expiration, a successor, either Mason or another contractor, may continue them. The Contractor agrees:
    - a. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
    - b. To make all Mason owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and

- c. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
  2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
  3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations). All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.
- R. **DEBARMENT STATUS:** As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- S. **DEFAULT:** In the case of failure to deliver goods or services in accordance with any resulting contract terms and conditions, George Mason University, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which George Mason University may have.
- T. **DRUG-FREE WORKPLACE:** Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.
- U. **ENTIRE CONTRACT:** This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- V. **EXPORT CONTROL:**
1. **Munitions Items:** If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations ("ITAR"), or any items, technology or software controlled under the "600 series" classifications of the Bureau of Industry and Security's Commerce Control List ("CCL") (collectively, "Munitions Items"), prior to delivery, Contractor must:
    - a. notify Mason (by sending an email to [export@gmu.edu](mailto:export@gmu.edu)), and
    - b. receive written authorization for shipment from Mason's Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor's failure to provide notice or obtain Mason's written pre-authorization.
  2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a "600 series", Contractor must (i) include the Export Control Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: [export@gmu.edu](mailto:export@gmu.edu).
- W. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident,

any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.

- X. FUTURE GOODS AND SERVICES: Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- Y. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into this Contract Contractor certifies that they do 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.
- Z. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless George Mason University the Commonwealth of Virginia, 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 Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of Mason or to the failure of Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
- AA. INDEPENDENT CONTRACTOR: The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- BB. INFORMATION TECHNOLOGY ACCESS ACT: Computer and network security is of paramount concern at George Mason University. The University wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at George Mason University.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of George Mason University shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information please visit <http://ati.gmu.edu>, under Policies and Procedures.

- CC. INSURANCE: The Contractor shall maintain all insurance necessary with respect to the services provided to Mason. The Contractor further certifies that they will maintain the insurance coverage during the entire term of the Contract and that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. The Commonwealth of Virginia and Mason shall be named as an additional insured.
  - 1. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage, personal injury and advertising injury, products and completed operations coverage;
  - 2. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits; and, as applicable;
  - 3. Commercial Automobile Liability Insurance applicable to bodily injury and property damage, covering owned, non-owned, leased, and hired vehicles in an amount not less than \$1,000,000 per occurrence; and

4. An umbrella/excess policy in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, and Commercial Automobile Liability Insurance.
- DD. INTELLECTUAL PROPERTY: Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.
1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
  2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research Contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.
- EE. NON-DISCRIMINATION: All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).
- FF. PAYMENT TO SUBCONTRACTORS: The Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from the Institution attributable to the work performed by the subcontractor under that Contract; or (2) notify the Institution and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
- GG. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.
- HH. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.
- II. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the lesser of the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%.
  2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the lesser of the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States bureau

of Labor Statistics for the latest twelve months for which statistics are available, or 2%.

- JJ. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a "Campus Security Authority (CSA)." CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>."
- KK. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason's reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason's request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason's reasonable requests in connection with its response.
- LL. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- MM. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- NN. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- OO. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- PP. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.
  2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
  3. The parties agree that as between them, all rights including all intellectual property rights in and to University

Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.

4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.
7. Mason may require that Mason and Contractor complete a Data Processing Addendum ("DPA"). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

QQ. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

RR. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred

University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor's facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

SS. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.

TT. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

**Contractor Name**

**George Mason University**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT D – MARKET BASKET**

The Market Basket list is a separate Excel file that is located on eVA and the Mason website along with this IFB document. Please make sure to fill out the excel file and submit it.

The Market Basket will be weighted based on historical usage. Historical usages are provided for reference only and are not a guarantee of future quantities to be ordered. The historical usage represents the total quantity ordered from July 1, 2019- June 30, 2022 and can be found on the Market Basket spreadsheet. Each item will be scored to get a final Market Basket price by multiplying the estimated quantity by the bid price. All items will then be added up to get a total Market Basket price. The lowest responsible and responsive bidder will be awarded.

For example: Toilet paper: \$35.00(bid price) x 3210(estimated usage) = \$112,350. (total price)



Attachment D Market  
Basket GMU-1840-23.