



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  
 IFB GMU- GMU-1588-19**

**ISSUE DATE:** May 08, 2019

**TITLE:** Grease Trap Pumping and Maintenance Services

**PRIMARY PROCUREMENT OFFICER:** Chi Nguyen, [cnguyenn@gmu.edu](mailto:cnguyenn@gmu.edu)  
**SECONDARY PROCUREMENT OFFICER:** Michele Rogers, [mroger19@gmu.edu](mailto:mroger19@gmu.edu)

**MANDATORY SITE VISIT-PRE-BID CONFERENCE:** May 15, 2019 at 1:00PM at Johnson Center in Room A.  
 See Section XI. Item 12 for additional information

**SEALED BID DUE DATE AND TIME:** June 19, 2019 @ 2:00PM. Bids will be opened in public at this time.

**Note:** A return envelope is not being provided. It is the responsibility of the bidder to ensure the bid is submitted in a sealed envelope, box, container, etc, that clearly identifies the contents as a bid submission in response to this Invitation for Bid. No electronic (e-mail, drop box, etc.) bids will be accepted. The IFB number must be clearly written on the outside of your bid along with your company name. Bids can be mailed to 4400 University Dr. MSN 3C5, Fairfax, VA 22030. If the bid is being hand delivered/dropped off the hand delivery location is Alan and Sally Merten Hall, 4441 George Mason Blvd. 4<sup>th</sup> Floor, Room 4200, Fairfax, VA 22030. Late bids will not be opened and bidder may pick them up or they will be destroyed.

**QUESTIONS/INQUIRIES:** E-mail all questions/inquiries for information to both procurement officers listed above no later than 5:00 PM EST on May 22, 2019. Responses to all questions will be posted on Mason’s Purchasing website by 5:00 PM EST on May 24, 2019.

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 X, PRICING SCHEDULE.

Name and Address of Firm:  
 Legal Name: 24/7 Grease Trap & Plumbing Inc  
 DBA: 24/7 Grease Trap & Plumbing Inc  
 Address: 7514 Diplomat Dr., #101, Manassas, VA 20109  
 FEI/FIN No. 27-4429394  
 Fax No. 571-364-8555  
 Email: 247greasetrapinc@gmail.com

Date: 6/14/2019  
 By: B Hernandez  
 Signature In Ink  
 Name: Blanca Hernandez  
 Title: President  
 Telephone No. 703-330-3491

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



Purchasing Department  
Mailing Address: 4400 University Drive, Mailstop 3C5  
Street Address: 4441 George Mason Boulevard, 4<sup>th</sup> Floor, Suite 4200  
Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589

May 24, 2019

**IFB ADDENDUM #1**

Reference – Request for Proposal:  
Title:

GMU-1588-19  
Grease Trap Pumping and  
Maintenance Services

Dated:  
For Delivery To:

May 08, 2019  
George Mason University

**The following changes and/or information are hereby incorporated into the  
aforementioned IFB:**

**Please make sure to sign and include this addendum and all other addendums issued under  
this IFB with your bid.**

- **Clarification and Answers to Questions Submitted During the Mandatory Pre-Bid  
Conference on May 15, 2019 at 1:00PM.**

1. **Question:** What was the winning bid price that was awarded for the previous contract?

**Answer:** Please see attachment of the original standard contract. The pricing in the  
contract is the winning bid price from the previous IFB.

2. **Question:** What is the address to come to for the public bid opening?

**Answer:** Please go to the Purchasing Office, 4<sup>th</sup> Floor, Allen and Sally Merten (Merten)  
Hall – same instructions as hand delivery. You can park in the Rappahannock parking  
deck and pay to park. (Alan and Sally Merten Hall, 4441 George Mason Blvd. 4th Floor,  
Room 4200, Fairfax, VA 22030.)

We are modifying Section B. **Special Requirements for Great Trap Interceptors - #7-  
Page 4 of the Invitation for Bid as follows. Please see highlighted changes to this  
paragraph below and incorporate these changes/information into your Bid.**

The vendor shall clean grease traps at the Fairfax, Arlington, Front Royal, and SciTech  
Campus quarterly during the following months: July, October, January, and April. The  
vendor shall clean the grease traps at The Southside Dining facility monthly from July  
through June. In addition, the vendor will completely empty the 10,000-gallon grease trap  
and clean it twice yearly during the winter break and during the summer when the  
building is closed. The vendor also shall clean the grease traps at the Johnson Center,  
Ike's, Mason Club/Pilot House, and Student Union I **four (4)** times per year during the  
months of September, November, and January, March, May. The vendor will provide a  
twenty-four (24) hour advanced confirmation call to Mason for the above services.

Please use the pricing schedule chart to do your pricing as that is correct.

**Please sign and include this addendum as part of your offer.**

In Compliance With this IFB And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this IFB at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and in any schedule hereto is true, correct, and complete.

Name and Address of Firm:

24/7 Grease Trap & Plumbing Inc

Date: 6/6/2019

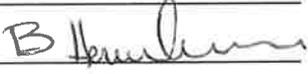
7514 Diplomat Dr., #101

By: Blanca Hernandez

Manassas, VA 20109

Title: President

Fed ID No: 27-4429394

Signature: 

Email: 247greasetrapinc@gmail.com

Phone: 703-330-3491

Sincerely,  
Chi Nguyen  
Senior Buyer, Purchasing (VCA)  
Purchasing Department  
George Mason University

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- I. **PURPOSE:** The purpose and intent of this Invitation for Bid is to establish a contract with one qualified source to provide Grease trap pumping, pumping maintenance, and emergency on-call services for repairs for all food service locations at the Arlington, Fairfax, Front Royal, and SciTech campuses.

Campus maps available at: <https://info.gmu.edu/campus-maps-and-directions/>

- II. **CONTRACT TERM:** The initial period of the contract shall be for one (1) year from date of contract execution. Mason reserves the right to extend the contract for an additional four (4) one (1) year renewal options.
- III. **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>
- IV. **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.
- 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. **FINAL CONTRACT:** 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
- VIII. **SCOPE OF WORK:** The Contractor shall furnish all necessary labor, materials, transportation, personnel and supervision as needed to provide grease trap pumping, pumping maintenance, and emergency on-call services for repairs for all food service locations on the Arlington, Fairfax, Front Royal, and SciTech campuses in accordance with all the terms, specifications and conditions herein.

**A. GENERAL REQUIREMENTS:**

1. The Contractor shall furnish all supervision, labor, equipment, tools, transportation, licensing, permits (as needed), materials and supplies necessary to service and maintain the grease traps on campus located in the Johnson Center, Ike's, Starbucks, Express, The Globe, Wing Zone, Student Union I, The Hub, Southside Dining, Mason Club/Pilot House, Arlington, Front Royal, and the SciTech/PW campuses.
2. All work shall be coordinated with Dining Services. The Contract Administrator is Sisc Johnson, Business Manager, Student Centers, 703-993-2937.
3. All employees of the contractor shall be trained in the safe operation of all equipment prior to being utilized on this contract. All safety and health requirements as mandated by the State of Virginia must be followed.

**B. SPECIAL REQUIREMENTS FOR GREASE TRAP INTERCEPTORS:**

1. Material Safety Data Sheets shall be submitted for any chemical agents used during the grease trap cleaning. The solvent or cleaner should not itself be a hazardous substance.
2. The Contractor shall submit a separate invoice for each site, detailing the date, location, gallons pumped, and/or type of service(s) performed.
3. The Contractor shall be responsible for the repair, replacement, cleanup, or reimbursement to Mason for any personal or real property, facilities, vehicles, or persons injured or damaged by the Contractor or the Contractor's agents or employees. Mason shall be notified in writing of the specific nature of the damage and cost of repair or replacement. Mason may elect to have the damage repaired or replacement made by a third party and deduct the cost from the contractor's regular invoice, invoice the Contractor for the cost, or direct the Contractor to make the repairs at its expense.
4. Only equipment designed and suited for the performance of functions required to clean grease traps shall be used. No improvised or makeshift equipment will be permitted in performing this contract. Trucks shall be capable of loading with their pumps and, if required, snaking out the waste line to ensure the system is operating properly.
5. The Contractor shall be responsible for hauling and properly disposing of all site wastes removed from grease traps, strainer buckets, filters, drains and used grease collection containers in accordance with all local, County, State, and Federal regulations.
6. Equipment will be adequate for the load size and also have an on-board pressure washer to remove solidified grease, as necessary.
7. The vendor shall clean grease traps at the Fairfax, Arlington, Front Royal, and SciTech Campus quarterly during the following months: July, October, January, and April. The vendor shall clean the grease traps at The Southside Dining facility monthly from July through June. In addition, the vendor will completely empty the 10,000-gallon grease trap and clean it twice yearly during the winter break and during the summer when the building is closed. The vendor also shall clean the grease traps at the Johnson Center, Ike's, Mason Club/Pilot House, and Student Union I five (5) times per year during the months of September, November, and January, March, May. The vendor will provide a twenty-four (24) hour advanced confirmation call to Mason for the above services.
8. The Contractor shall inform the Contract Administrator in writing if frequency of cleanings needs to be adjusted to ensure proper grease interceptor operation.
9. The Contractor shall jet wash drain lines, as needed, beginning at the source of floor drains in the kitchens to the grease interceptors in order to maintain proper waste water discharge, preventing grease build up in drain lines and traps.
10. The Contractor shall provide all tools, and labor, necessary to remove and replace interceptor containment lids in accordance with manufacturer specifications.
11. The Contractor shall submit cleaning procedures for grease interceptor with their bid. The vendor shall inform Mason of ANY changes to cleaning procedures after contract is awarded.
12. Positive cleaning methods shall include but not be limited to manual removal of solidified, semi-solidified, or liquid cooking grease buildup by low pressure application of approved detergents, wash/rinse processes utilizing high pressure hot water or saturated steam cleaning.
13. No flammable solvents or other flammable cleaning aids shall be used in accomplishing services described in this solicitation.
14. Cleaning shall remove all grease accumulation throughout the entire Grease Trap system. Cleaning shall include but is not limited to the interior and exterior surface of Grease Trap and waffles. Cleaning shall include the immediate area surrounding the grease traps and prevent accumulation of grease and debris.
15. No waste materials will be returned to the grease interceptor.

16. A service ticket is to be left with the following individuals or their designee following each visit. Service ticket will detail the type of service completed (grease trap cleaning, grease trap collection), the number of gallons collected, and any deficiencies noted.

Contact phone numbers for grease trap approval would be (tentatively):

Sisc Johnson 703-993-2937 / mobile 703-994-2507

2:30PM -5:30AM -Central Plant (CHCP) 703-993-2535

17. The Contractor is solely responsible for immediate (same day) containment, cleanup, and disposal of any spills occurring in the performance of awarded contract. This will include any costs incurred by Mason in the cleanup of spills caused by the vendor. Contact information shall be current so that spills or other emergencies can be immediately reported to Mason.

18. The Contractor shall report in writing, any damaged or malfunctioning grease trap to Mason within 24 hours of servicing that unit and conduct the necessary repairs to return the equipment to normal operation within one week.

19. Vendor must submit with bid an itemized detail of what is included with their bid price. If this information is not received with bid, it will be considered non-responsive.

20. 3-hour response time on all emergency calls.

21. One individual will be assigned keys to our food service locations. That individual must be on site for every pumping/repair. Keys are issued to a single individual and they cannot be loaned or shared.

22. All work must be performed after everything closes, but before everything opens. The current vendor arrives around 1am and finishes up before 5am.

**IX. CONTRACT ADMINISTRATOR: Sisc Johnson, Business Manager, Student Centers 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.**

**X. PRICING SCHEDULE (BIDDER MUST COMPLETE AND RETURN WITH BID): In Accordance with this Invitation for Bid# GMU-1588-19 and Subject to all conditions imposed therein, the Contractor agrees to provide the required services at the following Prices (**Vendor must complete the below table and return with their bid**). Prices must be inclusive of all labor/personnel, transportation, supervision, materials, tools, equipment, etc. to provide these services:**

1. **NOTE:** Vendor must submit with bid an itemized detailed explanation of what is included with their bid price. You must attach this along with the pricing table below. If this information is not received with bid, it will be considered non-responsive.

| Tank and Drain Services | Location   | Capacity | Frequency | Cost per Occurrence | Annual Cost |
|-------------------------|--|----------|-----------|---------------------|-------------|
| Pumping and Cleaning    | Southside (Install Date: 2007)                       | 10,000   | Monthly   | \$655.00            | \$7,860.00  |
| Pumping and Cleaning    | Arlington Campus (Install Date: 2011)                | 50       | Quarterly | \$185.00            | \$740.00    |
| Pumping and Cleaning    | Prince William Campus: (Install Date: Occoquan-1997) | 50       | Quarterly | \$115.00            | \$460.00    |

|                           |   |       |             |               |             |
|---------------------------|---|-------|-------------|---------------|-------------|
| Pumping and Cleaning      | Wing Zone (The Hub) (Install Date: 1982)      | 40    | Quarterly   | \$185.00      | \$740.00    |
| Pumping and Cleaning      | Mason Global Center (The Globe) (2010)        | 2,600 | Quarterly   | \$365.00      | \$1,460.00  |
| Pumping and Cleaning      | Johnson Center (Install Date: 1995)           | 750   | 4x per year | \$255.00      | \$1,020.00  |
| Pumping and Cleaning      | Ike's (Install Date: 1990)                    | 2,600 | Monthly     | \$285.00      | \$3,420.00  |
| Pumping and Cleaning      | Pilot House (Mason Club) (Install Date: 2010) | 5,000 | 4x per year | \$505.00      | \$2,020.00  |
| Pumping and Cleaning      | Front Royal                                   | 3,000 | 4x per year | \$375.00      | \$1,500.00  |
| Pumping and Cleaning      | Starbucks (JC)                                | 75    | Monthly     | \$115.00      | \$1,380.00  |
| Pumping and Cleaning      | Express (JC)                                  | 30    | Monthly     | \$115.00      | \$1,380.00  |
| Pumping and Cleaning      | Sub 1   | 1500  | 4x a year   | \$285.00      | \$1,140.00  |
| Pumping and Cleaning      | Peterson                                      | 50    | 2x a year   | \$115.00      | \$230.00    |
| Hydro-jetting             | Southside                                     | 1     | 1x a year   | \$400.00      | \$400.00    |
| Hydro-Jetting             | Ikes  | 1     | 1x a year   | \$400.00      | \$400.00    |
| Hydro-jetting Services    | Any Location                                  | NA    | As-Needed   | \$180.00/hour | NA          |
| Emergencies (hourly rate) | Any Location                                  | NA    | As-needed   | \$180.00/hour | NA          |
| <b>GRAND TOTAL</b>        |   |       |             |               | \$24,150.00 |

Preferred Payment Preference is Option #3-Net 30 payment Terms.

**XI. SOLICITATION TERMS AND CONDITIONS:**

A. GENERAL TERMS AND CONDITIONS – GEORGE MASON UNIVERSITY: <http://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

B. SPECIAL TERMS AND CONDITIONS:

1. AWARD: George Mason University will make an award on the **GRAND TOTAL SUM OF THE PRICING SCENARIO IN SECTION X. B** to 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.
2. 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 Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will 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(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

3. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to George Mason University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that George Mason University has purchased or uses any of its products or services, and the contractor shall not include George Mason University in any client list in advertising and promotional materials.
4. **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. George Mason University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
5. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for one hundred and twenty (120) days. At the end of the one hundred and twenty (120) 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.
6. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
7. **CANCELLATION OF CONTRACT:** Mason reserves the right to cancel and terminate any resulting contract, in part or in whole without penalty, upon 30 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 30 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.
8. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

|  |   |                |
|--|---|----------------|
| From: <u>24/7 Grease Trap &amp; Plumbing Inc</u> | <u>June 19, 2019</u>                                | <u>2:00 pm</u> |
| Name of Bidder/Offeror                           | Due Date  | Time           |
| <u>7514 Diplomat Dr., #101</u>                   | <u>GMU-1588-19</u>                                  |                |
| Street or Box Number                             | IFB No./RFP No.                                     |                |
| <u>Manassas, VA 20109</u>                        | <u>Grease Trap Pumping and Maintenance Services</u> |                |
| City, State, Zip Code                            | IFB/RFP Title                                       |                |
| Name of Contract/Purchase Officer or Buyer:      | <u>Sisc Johnson</u>                                 |                |

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the bidder or offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

9. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
10. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
11. MAINTENANCE MANUALS: The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
12. MANDATORY PREBID & SITE VISIT: A mandatory pre-bid conference and site visit/walkthrough will be held on Wednesday May 15, 2019 at 1:00PM at the Johnson Center- 4400 University Drive, Fairfax, VA 22030 in Meeting Room A. The purpose of this conference is to allow potential bidders an opportunity to visit the site, see the facility and equipment and present questions and obtain clarification relative to any facet of this solicitation.

Campus maps available at: <https://info.gmu.edu/campus-maps-and-directions/>

Due to the importance of all bidders/ having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a bid. Bids will only be accepted from those bidders who are represented at this prebid/preproposal conference. Attendance at the conference will be evidenced by the representative's signature on an attendance roster. The site visit will start at 2:10PM sharp. Once the site walkthrough/visit begins late vendors will not be allowed to sign the sign-in sheet and will not be allowed to submit a bid. After the site visit/walkthrough concludes the vendors will have the opportunity to ask questions about the solicitation and anything they saw during the site walkthrough that was not answered on the walkthrough.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

13. NEGOTIATION WITH THE LOWEST BIDDER: Unless all bids are cancelled or rejected, the Commonwealth reserves the right granted by § 15 of the *Governing Rules* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsive, responsible bidder.
14. PREVENTIVE MAINTENANCE: The contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.
15. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
16. SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small businesses. This shall include DMBE certified women-owned and/or minority/owned businesses when they have received DMBE small business certification. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing Mason's Purchasing Department at a minimum the following information: name of small business, phone number, total dollar amount subcontracted, category type (small, women, or minority/owned), and type of product/service provided.

17. **RENEWAL OF CONTRACT:** This contract may be renewed by George Mason University for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of Mason's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- A. If George Mason 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 contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the **"Other 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.
- B. If during any subsequent renewal periods, George Mason University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **"Other 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.
18. **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.
19. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency 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 the contract.
20. **WARRANTY (COMMERCIAL):** The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.
21. **WORK ESTIMATES (TIME AND MATERIAL CONTRACTS):** Under this time and material contract, the contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.
22. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

**XII. 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 ePayables 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 state your payment preference in your proposal response/bid.

GMU-1588-19  
Grease Trap Pumping and Maintenance Services

Page 4, Item 11, Cleaning Procedures for Grease Interceptor

1. Remove manhole lids and/or access panels. Interceptors may have one, two, or three compartments and manhole access openings. Assure all traffic, worker, and pedestrian control safety measures are understood and followed.
2. Begin the cleaning procedure from the inlet end or inlet compartment using the following general sequence:
  - a. Remove the floating grease layer first.
  - b. Scrape grease adhering to the interceptor or grease trap walls where accessible.
3. As the water level is reduced to the sediment level, pull sediment toward the vacuum hose, removing all sediment.
  - a. If it becomes necessary to add water back into the interceptor, add only enough to create sediment slurry.
  - b. Vacuum each compartment until completely empty.
4. Repeat the above procedure as necessary from each manhole or other access opening so that, when completed, the entire interceptor has been left "clean" and empty.
5. Notify the property owner that the interceptor or trap requires power cleaning at the first occurrence of either of the following intervals:
  - a. Annually, or
  - b. When the build-up of solids and grease on the walls or baffles becomes significant or interferes with the operation of the interceptor or trap.
6. If the interceptor or trap is not functioning properly due to defective or missing pipes or components, or if the interceptor or trap is leaking, report these findings to the property owner.
7. Waste will be disposed of according to regulations at an approved waste discharge facility.

GMU-1588-19

Page 5, Item 19, Itemized Detail of What is Included with Bid Price  
Grease Trap Pumping and Maintenance Services

**Pumping and Cleaning** -- the following is included with bid price:

Only the grease trap pump out is included in the pumping and cleaning bid price.

We will follow the Cleaning Procedures submitted to clean the grease interceptors.

Technician will arrive after everything closes and will be completed with pump outs before everything opens.

Frequency of grease trap pump outs will be performed as per contract.

If frequency of cleanings needs to be adjusted to ensure proper grease interceptor operation, Contract Administrator will be notified in writing.

Designated contract contact will receive an email or phone call informing them of the dates of service prior to us sending technician to perform service. We will wait for approval email or permission to ensure the date is approved if this is required.

Following pump out, a service ticket will be either left with the designated contract contact or it will be emailed depending on what is the preferred method.

Any notes regarding condition of grease trap or condition of lines will be on the service ticket.

One individual will be assigned keys to the food service locations and that individual must be on site for every grease trap pump out. Keys are not to be loaned or shared.

Work will be performed after everything closes, but before everything opens. We will arrive around midnight and be finished by 5:00 am.

At the Arlington Campus located at 3351 Fairfax Drive, Arlington, VA 22201, we will pump the Au Bon Pain located in Founders Hall 50-gallon grease trap quarterly (4X/year).

At the Prince William Campus located at 10900 University Boulevard, Manassas, VA 20110, we will pump Randall's Café 50-gallon grease trap quarterly (4X/year).

At the Front Royal Campus located at 1500 Remount Road, Front Royal, VA 22630, we will pump the dining commons at the Smithsonian-Mason School of Conservation 3,000-gallon grease trap quarterly (4x/year).

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Page 5, Item 19, Itemized Detail of What is Included with Bid Price  
Grease Trap Pumping and Maintenance Services

At the George Mason Fairfax Campus located at 4400 University Drive, Fairfax, VA 22030 we will pump:

Southside Dining 10,000-gallon grease trap every month.  
Wing Zone located in The Hub 40-gallon grease trap quarterly (4x/year)  
Mason Global Center (The Globe) 2,600-gallon grease trap quarterly (4x/year)  
Johnson Center 750-gallon grease trap quarterly (4x/year)  
Ike's 2,600-gallon grease trap every month  
Pilot House (Mason Club) 5,000-gallon grease trap quarterly (4x/year)  
Starbucks (Johnson Center) 75-gallon grease trap every month  
Express (Johnson Center) 30-gallon grease trap every month  
SUB I (Student Union Building) 1,500-gallon grease trap quarterly (4x/year)  
Peterson 50-gallon grease trap twice a year (2x/year)

**Hydro Jetting Services** – the following is included with bid price:

Hydro Jet from floor drains in the kitchen to the grease interceptors.  
This includes the inlet and outlet of the grease trap.

At the George Mason Fairfax Campus located at 4400 University Drive, Fairfax, VA 22030, we will hydro jet:

Southside Dining Hydro Jet once/year (1 time)  
Ike's Hydro Jet once/year (1 time)

Additionally, hydro jetting on an as needed basis at any location will be performed.

Emergency hourly rate for emergency calls on an as needed basis at any location will also be provided.  
A 3-hour response time is required on all emergency calls.

A separate invoice for each site, detailing the date, location, gallons pumped, and/or type of service performed will be submitted.

**ATTACHMENT A  
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.

2. **Vendor's Primary Contact:** Name: Barbara Karp Phone: O: 703-330-3491

3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service:  
10 Years \_\_\_\_\_ Months

4. **Vendor Information:**

FIN or FEI Number: 27-4429394 If Company, Corporation, or Partnership

Social Security Number: \_\_\_\_\_ If Individual

5. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: VDOT NOVA Fairfax Contact: Cynthia Neher, Procurement Officer

Phone: (703) 259-2493 Fax: (703) 815-8503

Email Address: cynthia.neher@vdot.virginia.gov

Project: Contract 46575 Chemical Pond & Tank Pumping Services Fairfax

Dates of Service: 4/26/2018 - present \$ Value: \$1,075,480.00 purchase order

Dept Cap. Constr. & Fac. Maint

B. Company Baltimore Regional Maintenance Contact: Scott Snyder

Phone: (410) 209-2101 Fax: ( )

C: (443) 895-2029

Email Address: scott.snyder@maryland.gov

Project: Grease Trap Services & Repair

Dates of Service: 12/7/2017-present \$ Value: \$50,000.00 purchase order

C. Company: PRIME Concrete Construction Contact: Janice Alvarenga

Phone: (301) 448-0075 Fax: ( )

Email Address: janicea@primecci.com

Project: on going

Dates of Service: 8 years \$ Value: \_\_\_\_\_

MINORITY-OWNED BUSINESS  YES ( ) NO. WOMEN-OWNED  YES ( ) NO. SMALL BUSINESS  YES ( ) NO.  
REGISTERED WITH eVA  YES ( ) NO. REGISTERED WITH DMBE  YES ( ) NO.

I certify the accuracy of this information.

Signed: B Hemander Title: President Date: 6/14/2019

(<http://www.virginia.gov>)



## Certification Status Search

Search by:  Tracking Number  Company Name

Tracking Number

717776

**SEARCH**

Tracking #: 717776

Legal Business Name: 24/7 GREASE TRAP & PLUMBING INC

Trade Name: 24/7 GREASE TRAP & PLUMBING INC

Submitted Date: 03-25-2019

Swam Expiration Date: 06-09-2019

S Pending recertification

MIC Pending recertification

W Pending

MIN Pending recertification

Resubmitted SWaM Recertification 717776 application on 3/25/2019. It is pending recertification.