



**REQUEST FOR PROPOSAL
PROJECT #V211-26-0**

BARRACKS CUSTODIAL OPERATIONS

30 September 2025



PURPOSE:

The purpose of this Request for Quote (RFQ) is to solicit quotes from current service providers with VASCUPP cooperative contracts to provide custodial services to Virginia Military Institute.

PERFORMANCE PERIOD:

The term of this contract is for one year beginning 1 January 2026 through 30 December 2026 with optional renewals based on the expiration of the VASCUPP contract successfully utilized.

Any purchase order issued to the successful offeror will be in accordance with the provisions of the current VASCUPP contract and the general terms and conditions of the Commonwealth of Virginia.

BACKGROUND:

Founded in 1839 as the nation's first state military college, the Virginia Military Institute is organized under the laws of the Commonwealth of Virginia and is governed by a Board of Visitors appointed by the Governor. In accordance with the provisions of the *Code of Virginia*, the 1700 cadets constitute a military corps.

The VMI academic program educates cadets in a rigorous environment that encourages lifelong learning and develops citizens of character who anticipate, respond, and lead in a complex and changing world. VMI offers cadets a challenging four-year core curriculum and 14 nationally recognized majors in engineering, the sciences, and the humanities, with an array of enrichment opportunities provided through the Institute Honors Program, undergraduate research, foreign study, internships, and the Institute Writing Program.

The distinctive VMI approach to higher education, which is the result of over 180 years of development, continues to prove its effectiveness in providing young men and women an environment that fosters intellectual, physical, and character development. VMI graduates leave the Institute demonstrating the ability to apply the art and science of leadership to inspire, motivate, and develop subordinates, accomplish organizational goals, and lead in a complex and changing world. VMI's mission of producing leaders—educated men and women of unimpeachable character and absolute integrity—remains the clear focus today and for the future.

SUBMISSION:

QUESTIONS ARE TO BE SUBMITTED VIA EMAIL ONLY TO procurement@vmi.edu no later than 10 October 2025.

Proposals require a capability statement, and a current list of schools to which your company provides services along with the contact information for each of those schools. The pricing form must also be submitted in its entirety.

Submissions will be evaluated on experience, geographic location, approach to unique needs of a barracks (communal) environment, and price. From the number of responses, a shortlist will be developed and an in-person meeting arranged on Post.

Barracks Custodial Contract Scope of Work

The Virginia Military Institute is seeking custodial coverage for the Barracks and adjacent spaces, hence forth being called Barracks. Adjacent spaces include the Daniels' Courtyard, the Lejeune Hall Visitors Center, the PX windows, the stairway behind the Barracks from Burma Road to Saunders' Drive, and the public area outside of the VMI bookstore.

VMI seeks:

- A full-time dedicated VMI account manager or supervisor, 40 hours per week minimum, on Post.
- Eight full-time staff members.
- 2600 additional hours for contracted for summer and school break projects.
- Support 7 days per week with additional support needed including extended hours as required for specific events.
- General services:
 - o Contractor provides year-round custodial services for in and around Barracks;
 - Normal school year services include maintaining all common areas such as bathrooms, stoops, conference rooms, Barracks study room; support spaces such as offices; and adjacent spaces such Daniels' Courtyard, the Visitor's Center, et c. (Cadet rooms are the responsibility of the Cadets).
 - Summer Barracks comprehensive custodial services including deep cleaning and stripping and waxing of all spaces including unoccupied Cadet rooms within the Barracks;
 - o Emergency custodial services including call ins after hours;
 - o Collection and processing of recyclables (cardboard only currently);
 - o Building snow removal (sidewalks, ramps, steps, landings, stoops, and New Barracks courtyard sentinel path);
 - o The Contractor shall furnish all management, supervision, trained personnel, scheduling, tools, equipment, vehicles, cleaning products, supplies and other accessories required to perform the services. Services shall be provided seven (7) days a week, Sunday through Saturday, as applicable.
 - o VMI provides all paper towels, toilet paper, feminine hygiene products, urinal screens, hand soap, and two sets of shower curtains per shower to be ordered and picked up from the Supply warehouse located off-Post.
- Level of Service:
 - o The Contractor shall provide a level of cleaning that is at least equal to standards defined by The Association of Physical Plant Administrators (APPA) for Ordinary Tidiness – Level 2.
- Basic Custodial Services:
 - o Barracks (general) – During the academic year, all interior public and work areas of the Barracks (excluding most mechanical areas expect where specified), as well as all exterior areas and building steps shall be cleaned daily, Monday through Friday.
 - o Saturday and Sundays will require support to ensure areas are properly stocked and no unhealthy situations are present.
 - o Weekly the compactor room spaces should be cleaned.
 - o Roughly, the summer maintenance process begins after Spring Graduation until the early return of the fall athletes at the very end of July, or approximately 10 weeks.

- VMI will provide a summer maintenance schedule including summer housing locations, early arrivals, and other information.
- Special or Emergency Cleaning: When directed, clean any area required for a special occasion, or made necessary by an emergency or mishap, the Contractor shall fulfill the order.
 - This shall include responding to requests for mold remediation. Per EPA Publication 402-K-01-001, issued September 2008, the remediation guidelines for Small and Medium total surface areas (cleanup methods 1-4) shall apply.
 - The clean-up of blood or other bodily fluids.
 - The clean-up of excrement.
 - The clean-up of pest affected rooms after treatment.
- Uniforms and IDs:
 - All employees must project a professional image in both their work habits and personal hygiene. All employees shall wear uniforms that bear the company name/logo. Uniforms shall be approved by the Institute and shall be clean and without stains, tears, or signs of excessive wear.
- All Contractor vehicles, personal and company, shall be registered with the Post Police and display a parking tag.
- All Contractor's employees shall be considered "essential" and follow the same procedures as with the VMI's essential personnel.
 - Recognizing that in the event of emergency situations, typically weather-related, the Institute continues to house and care for the Cadets who all must live on Post.
 - The Contractor shall still report to Post to conduct the duties and responsibilities as described in this scope of work.
 - Barracks is rarely without occupants, and the appropriate level of support is required each day, including most holidays.
- The Contractor shall comply with all VMI's General Orders.
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Annex A – Schedules

It is the responsibility of the incumbent contractor to determine the best schedule and approach to the required work based on the cadet schedule, their team, and their methodologies. With that said, below is information on the general cadet schedule and a suggested cleaning routine for Barracks.

Cadet Schedules

Monday through Friday:

0600 – 0730: Early morning workouts for selected cadets
 0700: Breakfast formation
 0800 – 1530: Academic times
 1540 – 1800: Military duty (training, club sports, etc.)
 1830: Supper formation
 2000 – 2230: Study time and other cadet activities
 2230: Taps

Hours occasionally need to be adjusted or supplemented based on operational needs. These will be communicated as early as possible.

Suggested Cleaning Schedule

Shift A (4 people) 0500 – 1330 (assuming 30-minute lunch)

- AM Routine:
 - o Clean Lejeune Hall/Visitor's Center (2 floors)
 - o Clean Commandant Staff area (2 floors)
 - o Clean "The Sinks," barbershop, offices, locker room
 - o Clean coin laundry, bathrooms, BSR
- PM Routine:
 - o Police all responsible areas
 - o Restock assigned areas
 - o Fix "hot spots"

Shift B (4 people) starts at 0730 – 1600 (assuming 30-minute lunch)

- AM Routine:
 - o Clean each stoop including showers, bathrooms, vending rooms, recycling, etc.
 - o Shower area should be started after 0800
- PM Routine:
 - o Police of all responsible areas
 - o Compactor rooms
 - o Outside trash cans
 - o Restock assigned areas
 - o Fix "hot spots"

Weekend Support

- 2 people to check all bathrooms and showers, restock, and address "hot spots;" 4 hours for each person, 2 days

Special Events

Matriculation – Always a Saturday, mid-August. All hands-on deck based. Expect a 12-hour day.

Football weekends – Normal weekend support plus one to support Visitor's Center, Parade Ground trash, etc. The Sunday crew should police the Parade Ground parking areas for trash early in the day. Five "regular" games, 6 additional hours on Saturday and 4 additional hours on Sunday, over the normal weekend support.

Family weekend – Normal weekend and football support plus supervisor (6 hours) and one additional to support Visitor's Center, Parade Ground trash, higher usage of Barracks bathrooms, etc. for six additional hours.

Spring Weekend Reunions - Normal weekend support plus one to support Visitor's Center an additional 4 hours each day. Two spring weekend reunions each year.

Spring Graduation – May 15th, 16th, and 17th of each year. This should be all hands-on deck regardless of the days of the week these dates fall on. Post is incredibly busy. Expect high usage of the Visitor's Center and Parade Ground.