Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100

-	41.0		11
	MAG	ler	· II
v	10	101	TT

FY Buyer	Change Request		One John Marshall Drive Huntington, WV 25755-4100		MU14MAINT	
2018 VT	Date 06/29/2	Acco 2017 Vario		P.O. Date July 1, 2013	Contrac MU14N	
Document Requisition (Car Regular Purchas Contract Purcha ✓ Open End Contr Agreement	e Order se Order		Document Action ☐ Cancellation ☐ Increase/Decrease ☐ Unused Balance ☐ Freight ☐ Renewal ☐ Extension Error	se 「	Error in Total Amo Change of Account Change of Vendor Other	nt
	V 25704			Mars Offic One	Vame & Address shall University se of Purchasing John Marshall Dr ington, WV 2575	ive
Item# Quantity		Des	scription of Change		Unit Price	Extended Price
	contained th		ORIAL SERVIC	ES		
	Renewal No Renewal Re	o.: 4	: July 1, 2017 to Jun	ne 30, 2018		
Reason for Change:	Renewal No	o.: 4 maining: *		Pre	vious Total \$	OPEN-END
Reason for Change:	Renewal No Renewal Re	o.: 4 maining: *		Pre: Incr		OPEN-END

Page 2

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Item#	Building Name	Days of Service	Price per Buildin	ng.
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230,55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
1		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485,55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachment D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#9 Page 3

Item	Building Name	Days of Service	Price per Buildi	ng rage :
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
		2 Day RR cleaning & stocking	\$ 345,83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
7.6		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
	Contain 1100000	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
		3-Day per week		\$1,392.00
19	Soccer Complex	5-Day per week		\$1,799.00
		Add'l services		\$15.50/hour
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00
21	Placement Center	5 Full Service		\$689.00
22	Corbly Hall	5 Full Service		\$8,795.00
23	Morrow Library	5 Full Service		\$4,957.00
24	Indoor Facility Academics	5 Full Service		\$1,060.00
25	Child Development Center	5 Full Service		\$1,963.00
26	New Sites	VARIOUS		
27	Maximum % increase per year	<u>3</u> %		

Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive

0	rd	er	#
v	1 U	CI	TT

FY Buyer	and the second	MARSHA	器. Huntin	gton, WV 25755	-4100	171	U14MAIN1
	Date 07/26/20	10 10 10	ccount	P.O. Date	2	Contrac	
Document Requisition (Cancellation only) Regular Purchase Order Contract Purchase Order Open End Contract Purchase Agreement Vendor Name, Address, Phone #, etc. Vendor Officer Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)		Document Acti	Document Action ☐ Cancellation ☐ Increase/Decrease ☐ Unused Balance ☐ Freight ☐ Renewal ☐ Extension Error DOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4		IAINT ount nt Name/Address		
	and specificatincluding all contained the	JAN of rene	oct according to all ontained in the origized change orders. ving document IITORIAL SERV wal: July 1, 2016 to	prices are Prices are	ons,		
Reason for Change: T	o renew contract				Previous Tota Increase Decrease	1 \$ \$ \$	OPEN-END

Page 2

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Item#	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachment D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#8

Page 3 Item **Building Name** Days of Service Price per Building Lump Sum Monthly 2 Day RR cleaning & stocking \$ 691.65 \$ 57.64 3 Full Service \$ 4,855.50 \$ 404.63 13 Laidley Hall 5 Full Service \$ 8,092.50 \$ 674.38 2 Day RR cleaning & stocking \$ 691.65 \$ 57.64 3 Full Service \$ 8,697.60 \$ 724.80 \$1,208.00 14 Weisburg Engineering 5 Full Service \$14,496.00 2 Day RR cleaning & stocking \$ 230.55 \$ 2,766.60 3 Full Service \$19,422.00 \$1,618.50 5 Full Service 15 Shewey Bldg. \$32,370.00 \$2,697.50 2 Day RR cleaning & stocking \$ 345.83 \$ 28.82 3 Full Service \$ 1,684.80 \$ 140.40 16 \$ 2,808.00 \$ 234.00 Dot Hicks Complex 5 Full Service 2 Day RR Cleaning & Stocking \$ 345.83 \$ 28.82 3 Full Service \$ 1,684.80 \$ 140.40 17 \$ 234.00 Softball Pressbox 5 Full Service \$ 2,808.00 2 Day RR cleaning & stocking \$ 691.65 57.64 3 Full Service \$ 4,855.50 \$ 404.63 18 5 Full Service Bobby Pruett Weight Room \$ 8,092.50 \$ 674.38 3-Day per week \$1,392.00 19 Soccer Complex 5-Day per week \$1,799.00 \$15.50/hour Add'l services 20 Visual Arts Center 5 Full Service \$4,524.00 \$54,288.00 21 Placement Center 5 Full Service \$689.00 22 Corbly Hall 5 Full Service \$8,795.00 23 Morrow Library 5 Full Service \$4,957.00 24 Indoor Facility Academics 5 Full Service \$1,060.00 25 Child Development Center 5 Full Service \$1,963.00

VARIOUS

3 %

26

27

New Sites

Maximum % increase per year

Purchase



Marshall University Office of Purchasing

O				20	11
ı D	r	П	Α	r	#
•		u	•		11

Change Request		No.	One John Marshall Drive Huntington, WV 25755-4100		MU14MAINT	
FY 2016	Buyer VT	Date 02/16/2016	Account Various	P.O. Date July 1, 2013	Contrac MU14N	
Document Requirements Regulary	sition (Cancellati ar Purchase Orde act Purchase Ord End Contract Pu	ion only) er ler	Document ☐ Cancella ☑ Increase ☐ Unused ☐ Freight ☐ Renewal ☐ Extensio	Action tion Decrease Balance	Error in Total Ame Change of Accou Change of Vendor Other	ount nt
Aetna 1032 1 Huntin	Name, Address, Building Main 2th St. W. agton, WV 25	ntenance Inc.	(304)522-1100	Mars Offic One	Name & Address shall University se of Purchasing John Marshall Dr ington, WV 2575	ive
Item#	Quantity		Description of Ch	nange	Unit Price	Extended Price
		4. Indoor Facility		RVICES ctive Date 06/04/2015 ctive Date 02/01/2016		
Reason fo	or Change: Add-	on requested.		100	vious Total \$	OPEN-END
				Dec	rease \$	OPENLEND
		Approved:	Authorized Signa N/A Attorney General	ma Tu	v Total \$	OPEN-END

Page 2

ATTACHMENT F: Cost Sheet

Attachment F: BUILDING LIST COST

Item#	Building Name	Days of Service	Price per Buildin	ng
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230,55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
	1000	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
	The second secon	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
3	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
)	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
0	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachment D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#7 Page 3

Item	Building Name	Days of Service	Price per Buildir	1g
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
52.	1 × × × × × × × × × × × × × × × × × × ×	3 Full Service	\$ 4,855.50	\$ 404.63
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
	Solicali i ressoon	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
		3-Day per week		\$1,392.00
19	Soccer Complex	5-Day per week		\$1,799.00
		Add'1 services		\$15.50/hour
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00
21	Placement Center	5 Full Service		\$689.00
22	Corbly Hall	5 Full Service		\$8,795.00
23	Morrow Library	5 Full Service		\$4,957.00
24	Indoor Facility Academics	5 Full Service		\$1,060.00
25	Child Development Center	5 Full Service		\$1,963.00
26	New Sites	VARIOUS		
27	Maximum % increase per year	3 %		

Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive

-			
<i>a</i> 1	346	OM	++
•	1 (1	er	11

		MARSHALL UNIVERSITY	Huntington	WV 25755-4100	M	U14MAINT
Buyer VT	Date 01/13/2	Accou 016 Vario		P.O. Date July 1, 2013	Contrac MU14N	
Pocument Requisition (Cand Regular Purchase Contract Purchase Open End Contra Agreement	Order e Order ct Purchase		Document Action ☐ Cancellation ☐ Increase/Decrease ☐ Unused Balance ☐ Freight ☐ Renewal ☐ Extension Error	, F	Error in Total Am Change of Accou Change of Vendor Other	ount nt r Name/Address
Aetna Building 1032 12th St. W Huntington, WV FEIN: 31-0620	Maintenance Ind 7. 7 25704	c. NE: (304)5	22-1100	Mars Offic One	Vame & Address shall University se of Purchasing John Marshall Dr ington, WV 2575	rive 55-4100
em# Quantity		Desc	cription of Change	Unit Price	Extended Price	
Effective date of add			DRIAL SERVICE December 14, 2013			
teason for Change:	Add-on requested.			Pre	vious Total \$	OPEN-END
					rease \$	
				Nev	v Total \$	OPEN-END
	Appro	Aut	horized Signature	Dec New	crease	\$ \$ \$
			orney General if require	ed .		1

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Specifications are found on Attachments A - C

Page 2

Item #	Building Name	Days of Service	Price per Buildin	ng
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691,65	\$ 57.64
		3 Full Service	\$ 5,826,50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#6 Page 3

Item	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
1.2	2 20 22 6	3 Full Service	\$ 4,855.50	\$ 404.63	
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 8,697.60	\$ 724.80	
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$19,422.00	\$1,618.50	
5	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50	
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR Cleaning & Stocking	\$ 345,83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
7	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 4,855.50	\$ 404.63	
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38	
		3-Day per week		\$1,392.00	
19	Soccer Complex	5-Day per week		\$1,799.00	
		Add'l services		\$15.50/hour	
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00	
21	Placement Center	5 Full Service		\$689.00	
22	Corbly Hall	5 Full Service		\$8,795.00	
23	Morrow Library	5 Full Service		\$4,957.00	
24	New Sites	VARIOUS			
24	Maximum % increase per year	3 %			

Purchase



Marshall University Office of Purchasing

O	rd	er	#
•	4 44	-	

Cha	nge Rec	uest		One John Marshall Driv untington, WV 25755-4		MU14MAINT
Y 2016	Buyer VT	Date 08/20/2015	Account Various	P.O. Date July 1, 2013	Contra MU14	act 4MAINT
Regul	isition (Cancellat lar Purchase Orde act Purchase Orde End Contract Pu	er der	Document Cancella Increase Unused Freight Renewa Extension	ation e/Decrease Balance	☐ Error in Total Ar ☐ Change of Acco ☐ Change of Vend ☐ Other	ount
Aetna 1032 I Huntii	Name, Address, Building Mai 2th St. W. ngton, WV 25 : 31-0620970	ntenance Inc.	endor Code : (304)522-1100		nit Name & Addre Marshall University Office of Purchasing One John Marshall I Huntington, WV 25	g Drive
em#	Quantity		Description of Cl	hange	Unit Price	Extended Price
	I		JANITORIAL SE			
eason fo	or Change: Add	ons requested.			Previous Total	\$ OPEN-END
					Increase	\$
					Decrease New Total	\$ OPEN-END
		. Nami de	Vii	·) ////	New Total	%20
		Approved	Authorized	ature 100	w =	720
			N/A Attorney Genera	l if required		r

ATTACHMENT F: Cost Sheet Attachment F: BUILDING LIST COST Specifications are found on Attachments A - C

ltem#	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$38,844.00	\$3,237.00	
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00	
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91	
		3 Full Service	\$36,901.80	\$3,075.15	
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
		3 Full Service	\$ 8,739.90	\$ 728.33	
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$13,595.40	\$1,132.95	
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$ 7,768.80	\$ 647.40	
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 5,826.50	\$ 485.55	
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 3,884.40	\$ 323.70	
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 2,913.30	\$ 242.78	
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 5,826.60	\$ 485.55	
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$54,381.60	\$4,531.80	
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40	
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00	
		See Attachement D			
		6 Full Service	\$87,718.00	\$7,309.83	
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00	

MU14MAINT CO#5 Page 3

Item	Building Name	Days of Service	Price per Buildir	Price per Building		
			Lump Sum	Monthly		
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64		
		3 Full Service	\$ 4,855.50	\$ 404.63		
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38		
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64		
		3 Full Service	\$ 8,697.60	\$ 724.80		
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00		
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55		
	1	3 Full Service	\$19,422.00	\$1,618.50		
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50		
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82		
		3 Full Service	\$ 1,684.80	\$ 140.40		
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00		
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82		
		3 Full Service	\$ 1,684.80	\$ 140.40		
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00		
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64		
		3 Full Service	\$ 4,855.50	\$ 404.63		
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38		
		3-Day per week		\$1,392.00		
19	Soccer Complex	5-Day per week		\$1,799.00		
		Add'l services		\$15.50/hour		
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00		
21	Placement Center	5 Full Service		\$689.00		
22	Corbly Hall	5 Full Service		\$8,795.00		
23	New Sites	VARIOUS				
24	Maximum % increase per year	3 %				

Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Order#

Chan	ge keq	uest	MARSHALL UNIVERSITY		WV 25755-410	0	M	U14MAINT
FY 2016	Buyer VT	Date 07/02/20	Accou 115 Variou		P.O. Date July 1, 2013		Contrac MU14M	
Regular Contrac	tion (Cancellation Purchase Order of Purchase Order and Contract Purchase	r er		Document Action ☐ Cancellation ☐ Increase/Decrease ☐ Unused Balance ☐ Freight ☐ Renewal ☐ Extension Error		☐ Error in ☐ Change ☐ Change ☐ Change ☐ Other	of Accou	
Aetna B 1032 12 Hunting	ame, Address, I suilding Main th St. W. ston, WV 25'	ntenance Inc			Ma Of Or	t Name & arshall Unitifice of Pure 10hn Mauntington, V	versity chasing rshall Dr	ive
tem#	Quantity		Desc	cription of Change		Un	it Price	Extended Price
	ai ir co	nd specificancluding allontained in	tions contar authorized the attachm JANITO e of reneward (uly 1, 2015) : 2	ORIAL SERVICE al: 5 through June 30, 2	contract ces are as			
Reason for	Change: Renev	wal requested.			1	Previous Tota Increase Decrease New Total	1 \$ \$ \$	ODEN END
		Approv	Auti	horized signature N/A	Tu	m.	_	7/2

Attorney General if required

Date

ATTACHMENT F: Cost Sheet

Attachment F: BUILDING LIST COST

Item #	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
	0.17	3 Full Service	\$38,844.00	\$3,237.00	
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00	
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91	
		3 Full Service	\$36,901.80	\$3,075.15	
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
		3 Full Service	\$ 8,739.90	\$ 728.33	
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$13,595.40	\$1,132.95	
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$ 7,768.80	\$ 647.40	
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
	1	3 Full Service	\$ 5,826.50	\$ 485.55	
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 3,884.40	\$ 323.70	
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 2,913.30	\$ 242.78	
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 5,826.60	\$ 485.55	
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$54,381.60	\$4,531.80	
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40	
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00	
		See Attachement D			
		6 Full Service	\$87,718.00	\$7,309.83	
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00	

MU14MAINT CO#4 Page 3

Item	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 4,855.50	\$ 404.63	
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 8,697.60	\$ 724.80	
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$19,422.00	\$1,618.50	
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50	
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 4,855.50	\$ 404.63	
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38	
		3-Day per week		\$1,392.00	
19	Soccer Complex	5-Day per week		\$1,799.00	
		Add'l services		\$15.50/hour	
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00	
21	New Sites	VARIOUS			
22	Maximum % increase per year	3 %			

Purchase



Marshall University Office of Purchasing

Order#

Cha	nge Re	quest	ARSHALL H	One John Marshall Driv Juntington, WV 25755-4		MU14MAINT
FY 2015	Buyer VT	Date 08/21/2014	Account Various	P.O. Date July 1, 2013	Contra MU14	et MAINT
□ Regu □ Contr	isition (Cancella lar Purchase Or ract Purchase Or End Contract P	der rder	Document	ation e/Decrease d Balance al	☐ Error in Total Ar ☐ Change of Acco ☐ Change of Vend ☐ Other	unt
Aetna 1032 Huntii	Name, Address Building Ma 12th St. W. ngton, WV 2	intenance Inc.	endor Code : (304)522-1100	BOG U	nit Name & Addre Marshall University Office of Purchasing One John Marshall I Huntington, WV 257	Drive
tem#	Quantity		Description of Change Unit Price			
		monthly rate of \$15.50/hr. Effective date of (2) To increase 7) 5-day full served as \$1,049. to read as \$12,5	rvice monthly rate 00/mo.; annual rate	Welcome Center (i from \$539.50/mo. to e changes from \$6,4	0	
		add the Visual Arts Velcome Center.	Center to the contract	t and change the 5-day	Previous Total Increase Decrease	\$ OPEN-END \$ OPEN-END
					New Total	s OPEN-ENI
		Approved	Authorized Sign	nature lw	run	- %2/
			N/A	1.6		
			Attorney Genera	ai ii required		

Page 2

ATTACHMENT F: Cost Sheet

Item #	Building Name	Days of Service	Price per Buildin	ng
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1 -	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
	7.7	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

Item	Building Name	Days of Service	Price per Building		
		100	Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
10		3 Full Service	\$ 4,855.50	\$ 404.63	
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38	
		2 Day RR cleaning & stocking	\$ 691,65	\$ 57.64	
		3 Full Service	\$ 8,697.60	\$ 724.80	
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$19,422.00	\$1,618.50	
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50	
	112 - 22 - 2	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00	
	1	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
	5 - 3 - e e e e e e e e	3 Full Service	\$ 4,855.50	\$ 404.63	
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38	
		3-Day per week		\$1,392.00	
19	Soccer Complex	5-Day per week		\$1,799.00	
		Add'l services		\$15.50/hour	
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00	
21	New Sites	VARIOUS			
22	Maximum % increase per year	3 %			

Purchase



Marshall University Office of Purchasing

O	ro	ler	#
-	_		

Change Request		One John Marshall E MARSHALL UNIVERSITY Huntington, WV 25755				MU14MAINT		
Y 2016	Buyer VT	Date 07/02/2	Acco		P.O. Date July 1, 20	13	Contrac MU14N	
Regul	isition (Cancel lar Purchase O ract Purchase (End Contract	order Order		Document Act	ion crease ance	☐ Error in ☐ Change	of Accoun	
Aetna 1032 1 Huntir					BOG	Unit Name & Marshall Uni Office of Pur One John Ma Huntington,	versity chasing rshall Dr	ive
tem#	Quantity		De	scription of Chang	ge	Un	it Price	Extended Price
To renew the contract according and specifications contained in including all authorized change contained in the attachment. JANITORIAL Effective date of renewal: July 1, 2015 through Renewal No.: 2 Renewals Remaining: (2) two			ained in the ori d change orders ment. ORIAL SERV /al: 5 through June	ginal contract s. Prices are as	22.5			
teason fo	or Change: Re	enewal requested	1.			Previous Tota Increase Decrease	\$	
			3			New Total	\$	OPEN-END
			N.	/ .	1	usur		1//-

Attorney General if required

Date

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Specifications are found on Attachments A - C

Page 2

Item#	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
-2		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885,50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230,55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#4 Page 3

Item	Building Name	Days of Service	Price per Buildin	ng
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
13	Laidley Hall	5 Full Service	\$ 8,092,50	\$ 674.38
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28,82
		3 Full Service	\$ 1,684.80	\$ 140.40
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
		3-Day per week		\$1,392.00
19	Soccer Complex	5-Day per week		\$1,799.00
		Add'l services		\$15.50/hour
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00
21	New Sites	VARIOUS		
22	Maximum % increase per year	3 %		

Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Order#

Requisition (Cancellation only) Regular Purchase Order Contract Purchase Order Open End Contract Purchase Agreement Vendor Name, Address, Phone #, etc. Vendor Code Actna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100 Item# Quantity Description of Change Change Order # 3 To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. (1) To add the Visual Arts Center (item 20) for the monthly rate of \$4,524.00/mo. and hourly rate of \$15.50/hr. Effective date of add: June 9, 2014 (2) To increase Joseph M. Gillette Welcome Center (item 7) 5-day full service monthly rate from \$539.50/mo. to read as \$1,049.00/mo.; annual rate changes from \$6,474.00 to read as \$12,588.00. Effective date of change: September 1, 2014 Reason for Change: To add the Visual Arts Center to the contract and change the 5-day Decrease Show Total Approved: Appr	MARSIALL Huntington, WV 25755-4100		M	U14MAINT					
Requisition (Cancellation only) Regular Purchase Order Contract Purchase Order Open End Contract Purchase Agreement Vendor Name, Address, Phone #, etc. Vendor Code Actna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100 Item# Quantity Description of Change Change Order # 3 To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. (1) To add the Visual Arts Center (item 20) for the monthly rate of \$4,524.00/mo. and hourly rate of \$15.50/hr. Effective date of add: June 9, 2014 (2) To increase Joseph M. Gillette Welcome Center (item 7) 5-day full service monthly rate from \$539.50/mo. to read as \$1,049.00/mo.; annual rate changes from \$6,474.00 to read as \$12,588.00. Effective date of change: September 1, 2014 Reason for Change: To add the Visual Arts Center to the contract and change the 5-day Decrease Show Total Approved: Appro					A COLUMN				
Actna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100 Item# Quantity Description of Change Unit Price Extended Price Change Order # 3 To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. (1) To add the Visual Arts Center (item 20) for the monthly rate of \$4,524.00/mo. and hourly rate of \$15.50/hr. Effective date of add: June 9, 2014 (2) To increase Joseph M. Gillette Welcome Center (item 7) 5-day full service monthly rate from \$539.50/mo. to read as \$1,049.00/mo.; annual rate changes from \$6,474.00 to read as \$12,588.00. Effective date of change: September 1, 2014 Reason for Change: To add the Visual Arts Center to the contract and change the 5-day Increase Specrease \$100 per New York Spin Spin Spin Spin Spin Spin Spin Spin	☐ Requisition (Cancellation only) ☐ Cancellation ☐ Regular Purchase Order ☑ Increase ☐ Contract Purchase Order ☐ Unused ☑ Open End Contract Purchase ☐ Freight ☐ Agreement ☐ Renewal			☐ Cancellation ☐ Increase/Decreas ☐ Unused Balance ☐ Freight ☐ Renewal	e	☐ Error in Total Amount ☐ Change of Account ☐ Change of Vendor Name/Address			
Change Order #3_ To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. (1) To add the Visual Arts Center (item 20) for the monthly rate of \$4,524.00/mo. and hourly rate of \$15.50/hr. Effective date of add: June 9, 2014 (2) To increase Joseph M. Gillette Welcome Center (item 7) 5-day full service monthly rate from \$539.50/mo. to read as \$1,049.00/mo.; annual rate changes from \$6,474.00 to read as \$12,588.00. Effective date of change: September 1, 2014 Reason for Change: To add the Visual Arts Center to the contract and change the 5-day linerase \$	Aetna 1032 1 Huntin	Building M 2th St. W. ngton, WV	aintenance Inc 25704	3.			Marshall Univ Office of Puro One John Ma	versity chasing rshall Dr	ive
To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. (1) To add the Visual Arts Center (item 20) for the monthly rate of \$4,524.00/mo. and hourly rate of \$15.50/hr. Effective date of add: June 9, 2014 (2) To increase Joseph M. Gillette Welcome Center (item 7) 5-day full service monthly rate from \$539.50/mo. to read as \$1,049.00/mo.; annual rate changes from \$6,474.00 to read as \$12,588.00. Effective date of change: September 1, 2014 Reason for Change: To add the Visual Arts Center to the contract and change the 5-day ull service rate for the Welcome Center. Approved: Approved: Approved: Approved: Approved: N/A	tem#	Quantity		D	escription of Change	1	Uni	it Price	Extended Price
Approved: Approved: Approved: N/A Approved: Authorized Signature N/A			monthly rate \$15.50/hr. Effective dat (2) To increa 7) 5-day full read as \$1,04 to read as \$1	te of \$4,524 te of add: ase Joseph service n 49.00/mo. 2,588.00.	June 9, 2014 M. Gillette Welcomonthly rate from \$5; annual rate change	me Center (it 39.50/mo. to s from \$6,47)		
Approved: Authorized Signature W/A					to the contract and char	ge the 5-day	Increase Decrease	s	
N/A			Appro		uquia	Thu	w		8/21
Afforney General if required					0	red			

Attachment F: BUILDING LIST COST

Item#	Building Name	Days of Service	Price per Buildir	ıg
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844,00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
	-	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	bl	3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$12,588.00	\$1,049.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
	-	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

Item	Building Name	Days of Service	Price per Buildir	ng ,
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	a day take	3 Full Service	\$ 4,855.50	\$ 404.63
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
	1	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
	A CONTRACTOR OF THE CONTRACTOR	3 Full Service	\$ 1,684.80	\$ 140.40
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	The state of the s	3 Full Service	\$ 4,855.50	\$ 404.63
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
		3-Day per week		\$1,392.00
19	Soccer Complex	5-Day per week		\$1,799.00
		Add'l services		\$15.50/hour
20	Visual Arts Center	5 Full Service	\$54,288.00	\$4,524.00
21	New Sites	VARIOUS		
21	New Sites Maximum % increase per year	VARIOUS 3 %		

Purchase Change Request



Marshall University Office of Purchasing One John Marshall Drive

Order#

Date

	MARSHALL UNIVERSITY.		Hunting	Huntington, WV 25755-4100		MU14MAINT	
Buyer VT	Date 07/18/20	Acco		P.O. Date July 1, 2013		Contract MU14M	
Requisition (Cand Regular Purchase Contract Purchase Open End Contra Agreement	Order e Order		Document Action Cancellation Increase/Deci Unused Balar Freight Renewal Extension Error	rease	☐ Error in ☐ Change ☐ Change ☐ Other	of Accour	
	V 25704				nit Name & Marshall Unit Office of Pure One John Ma Huntington, V	versity chasing rshall Dr	ive
tem# Quantity		De	scription of Change		Uni	t Price	Extended Price
	including all contained in Effective dat	JANIT se of renew July 1, 201	ORIAL SERVI val: 4 through June 3	Prices are as			
	Renewal requested				Previous Tota	s	OPEN-ENI

Attorney General if required

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Item #	Building Name	Days of Service	Price per Buildin	1g
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	Larry A of L	3 Full Service	\$ 3,884.40	\$ 323.70
7	Joseph M. Gillette Welcome Center	5 Full Service	\$ 6,474.00	\$ 539,50
		2 Day RR cleaning & stocking	\$ 691,65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718,00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

MU14MAINT CO#2 Page 3

		Lump Sum	Monthly
	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	3 Full Service	\$ 4,855.50	\$ 404.63
Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38
	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	3 Full Service	\$ 8,697.60	\$ 724.80
Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
	3 Full Service	\$19,422.00	\$1,618.50
Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
	3 Full Service	\$ 1,684.80	\$ 140.40
Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
	3 Full Service	\$ 1,684.80	\$ 140.40
Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
A STATE OF THE STA	3 Full Service	\$ 4,855.50	\$ 404.63
Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
	3-Day per week		\$1,392.00
Soccer Complex	5-Day per week		\$1,799.00
New Sites	VARIOUS		
	Shewey Bldg. Dot Hicks Complex Softball Pressbox Bobby Pruett Weight Room Soccer Complex	Laidley Hall Laidley Hall S Full Service 2 Day RR cleaning & stocking 3 Full Service Weisburg Engineering 5 Full Service 2 Day RR cleaning & stocking 3 Full Service 5 Full Service 2 Day RR cleaning & stocking 3 Full Service 2 Day RR cleaning & stocking 3 Full Service 5 Full Service 2 Day RR Cleaning & stocking 3 Full Service 2 Day RR Cleaning & Stocking 3 Full Service 5 Full Service 2 Day RR Cleaning & Stocking 3 Full Service 5 Full Service 2 Day RR cleaning & stocking 3 Full Service 5 Full Service	Section Sect

Purchase



Marshall University Office of Purchasing

Ord	ler#
-----	------

Cha	nge Re	quest		ne John Marshall Dr htington, WV 25755-	ive	М	U14MAINT
Y 014	Buyer VT	Date 09/09/2013	Account Various	P.O. Date July 1, 201		Contrac MU14N	
Regul	sition (Cancella lar Purchase Or act Purchase O End Contract P	der rder	Document A ☐ Cancellati ☐ Increase/I ☐ Unused B ☐ Freight ☐ Renewal ☐ Extension	ion Decrease Balance	☐ Error in ☐ Change ☐ Change ☐ Other	of Accoun	
Aetna 1032 1 Huntir			(304)522-1100	BOG	Unit Name & Marshall Uni Office of Pur One John Ma Huntington, N	versity chasing rshall Dr	ive
em#	Quantity		Description of Cha	inge	Un	it Price	Extended Price
		Effective date of	add: August 19, 20	013.			
eason fo	or Change: To	add the Soccer Comp	elex to the contract.		Previous Tota	1 \$	OPEN-END
					Decrease New Total	\$	OPEN-END
		Approved:	Authorized Signatu	nue CPS	1100	9-1	10-13 D
			N/A				
			Attorney General i	if required			D

Attachment F: BUILDING LIST COST

ATTACHMENT F: Cost Sheet

Specifications are found on Attachments A - C

Page 2

Item#	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
	the state of the s	3 Full Service	\$38,844.00	\$3,237.00	
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00	
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91	
		3 Full Service	\$36,901.80	\$3,075.15	
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
		3 Full Service	\$ 8,739.90	\$ 728.33	
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$13,595.40	\$1,132.95	
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$ 7,768.80	\$ 647.40	
5	Sorrell Maintenance Bldg.	5 Full Service	\$12,948.00	\$1,079.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 5,826.50	\$ 485.55	
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 3,884.40	\$ 323.70	
7	Joseph M. Gillette Welcome Center	5 Full Service	\$ 6,474.00	\$ 539.50	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 2,913.30	\$ 242.78	
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 5,826.60	\$ 485.55	
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$54,381.60	\$4,531.80	
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00	
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28	
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40	
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00	
		See Attachement D			
		6 Full Service	\$87,718.00	\$7,309.83	
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00	

MU14MAINT CO#1 Page 3

Item	Building Name	Days of Service	Price per Building		
			Lump Sum	Monthly	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 4,855.50	\$ 404.63	
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
		3 Full Service	\$ 8,697.60	\$ 724.80	
14	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00	
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55	
		3 Full Service	\$19,422.00	\$1,618.50	
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50	
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82	
		3 Full Service	\$ 1,684.80	\$ 140.40	
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00	
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64	
	Transaction and the	3 Full Service	\$ 4,855.50	\$ 404.63	
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38	
		3-Day per week		\$1,392.00	
19	Soccer Complex	5-Day per week		\$1,799.00	
20	New Sites	VARIOUS			
21	Maximum % increase per year	3 %			

Purchase



Marshall University Office of Purchasing

Purchase Order

Order		MARSHALL UNIVERSITY.	One John Ma Huntington WV, 2 Direct all inquires regarding	25755-4100	6-2820	MU14I	MAINT
1032 12th 5	ding Mair St. W.	ndor Code:	Ship to:		GENER COND THE R AND A	RAL TERMS ITIONS AS I EVERSE SII AS SET FOR	PRESENTED ON DE HEREOF I'H HEREIN.
Huntington FEIN: 31-06209	PH	704 IONE: 304)522-1100	Room #			AS Account	#:
P.O. Date	FY	Buyer	Ship Via	F.O.B	Terms	C	ontract #
7/01/13	14	VT			Net 30		
3- 3- 3- 3-	he he	reby accepts the qu	rerning Board, MARSHA uotation of <u>Aetna B</u> n St. W., Huntington Doug Chapman	uilding Mainten	ance, Inc.		
	Titl	e <u>\</u>	P Business Develop June 6, 2013	22/3	, 20		
	Atto By:	EFFECTIV WITH FOU	CLEANING SERVE JULY 1, 2013 TH R (4) ONE-YEAR O RENEWALS	RU JUNE 30, 2 PTIONAL AND S.	79		
ne No. Fur	nd O	org. Accour	IIS ORDER IS EXEMPT FROM t Encumber Amount				
1.						Total:	Open-end

3. 4.

Mail Original Invoice and 1 Copy to:
Marshall University Accounts Payable
One John Marshall Drive
Huntington, WV 25755-4300

phani Al

Authorized Signature

Date

Table of Content

Cost Attachments		
Attachment F	Building List Cost	3-4
Attachment G	Alternate Services/Maintenance Landscaping	S
Attachment H	Alternate Services/Maintenance Lighting	6
Attachment I	Alternate Services/Maintenance Recovery Efforts	7
Attachment J	Alternate Services/Maintenance Optional	8
Life of Contract Pa	ge	9
Purchasing Affiday	10	
Performance Bond		11
Certificate of Liabi	lity Insurance	14
RFP Addendum No	. 1 included by Reference	15
RFP included by Re	eference	16
Proof of Good Stan	ding & Authorization to Do Business	on file
Vendor's Technica	l Response	17
Table of Conte	nts included by Reference	
Other Attachments	S.	
Attachment A	Legend Key	on file
Attachment B	Requirement Services and 3-Day Service Level	on file
Attachment C	Requirement Services and 5-Day Service Level	on file
Attachment D	Memorial Student Center Requirement Services	on file
Attachment E	Training	on file
Attachment K	Proposal Title Page for Written Technical Proposal	on file

ATTACHMENT F: Cost Sheet

Attachment F: BUILDING LIST COST

Item#	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
1	Harris Hall	5 Full Service	\$64,740.00	\$5,395.00
		2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service	\$36,901.80	\$3,075.15
2	Jenkins Hall	5 Full Service	\$61,503.00	\$5,125.25
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
3	East Hall	5 Full Service	\$14,566.50	\$1,213.88
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
4	Prichard Hall	5 Full Service	\$22,659.00	\$1,888.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
	Sorrell Maintenance Bldg.	3 Full Service	\$ 7,768.80	\$ 647.40
5		5 Full Service	\$12,948.00	\$1,079.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
6	Jomie Jazz	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	Joseph M. Gillette Welcome Center	3 Full Service	\$ 3,884.40	\$ 323.70
7		5 Full Service	\$ 6,474.00	\$ 539.50
- 1		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
8	Office of Public Safety	5 Full Service	\$ 4,885.50	\$ 404.63
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.60	\$ 485.55
9	Myers Hall	5 Full Service	\$ 9,711.00	\$ 809.25
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
10	Drinko Library	5 Full Service	\$90,636.00	\$7,553.00
		2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
	Art Warehouse/The Old State	3 Full Service	\$ 7,768.80	\$ 647.40
11	Electric Building	5 Full Service	\$12,948.00	\$1,079.00
		See Attachement D		
		6 Full Service	\$87,718.00	\$7,309.83
12	Memorial Student Center	7 Full Service	\$90,720.00	\$7,560.00

tem	Building Name	Days of Service	Price per Buildi	ng
			Lump Sum	Monthly
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
	1.74	3 Full Service	\$ 4,855.50	\$ 404.63
13	Laidley Hall	5 Full Service	\$ 8,092.50	\$ 674.38
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
L4	Weisburg Engineering	5 Full Service	\$14,496.00	\$1,208.00
		2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
15	Shewey Bldg.	5 Full Service	\$32,370.00	\$2,697.50
		2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
16	Dot Hicks Complex	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
17	Softball Pressbox	5 Full Service	\$ 2,808.00	\$ 234.00
		2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
18	Bobby Pruett Weight Room	5 Full Service	\$ 8,092.50	\$ 674.38
20	New Sites	VARIOUS		

Attachment G: Alternate Services - Maintenance Landscaping Contract

Description of Work

Awarded contractor shall provide Marshall University the following services at a rate per hour for the following tasks.

Provide general landscape maintenance services as outlined below. Job Duties:

- Turf/Mowing Operations.
- Mechanical Edging.
- Aeration.
- · Litter Control.
- Leaf Removal.
- Hedge and Shrub pruning.
- Tree Pruning and care.
- Watering landscaped beds.
- Weeding of landscaped areas.
- Mulching of beds.
- Installation of new flowers and shrubs.
- Removal of Snow from campus walks.

Cost per man hour using university equipment and materials. \$\\\ \frac{16.11}{0.11}\$

Cost per man hour providing equipment for all landscapes duties. \$\\\\ \frac{16.11}{0.11}\$

on a part-time staffing it would be uneconomic to purchase mowing equipment.

Aetna has the ability to provide 2 trucks to remove parking lot snow. We have a ½ ton and ¾ ton pickups with 8 foot blades and spreaders. Price to be determined.

Attachment H: Alternate Services - Maintenance Lighting Contract

Description of Work

Awarded contractor shall provide Marshall University the following services at a rate per hour for the following tasks.

Provide general electrical maintenance for campus inside and outside lighting of complete lighting fixtures as outlined below.

Job Duties:

- Replaces incandescent/candescent lamps as required.
- Cleans inside light fixtures as needed.
- Conducts lamp surveys, noting condition of fixtures and dates lamps were replaced.

Requirements:

- Electrician License (preferred)
- Maintains routine records and reports all accomplished work at biweekly meetings.
- Requires considerable skill in climbing scaffolds and ladders and other types of rigging.

(1) (2) (3)

Cost per man hour using university equipment and materials. \$\,\frac{19.33, \\$24.16, \\$35.43}{31.00, \\$33.00, \\$39.00}

Aetna currently has 3 light maintenance workers in Huntington. If it is to follow the (1) Description of Work the first number applies, (2) if ballasts need to be changed use the second number and (3) if a licensed electrician is required use the 3rd number.

Attachment I: Alternate Services - Maintenance Recovery Efforts Contract

Description of Work

Awarded contractor shall provide Marshall University the following services at a rate per hour.

Provide general labor as required according to outlined below.

- Load and unload equipment. (Must be able to lift or move up to 100 lbs.)
- Cleanup debris from roofs and surrounding areas of buildings.
- Assist in keeping equipment operating in a safe manner. (Filling generators with fuel.)
- Ability to work in exposed outside weather conditions.

Cost per man hour using university equipment and materials. \$ 19.33

Cost per man hour providing equipment and materials. \$ 19.33

Aetna can provide additional support when necessary for recovery efforts. In some cases it may be at an overtime rate which would be 1.5 times the above rates.

Description of Work

- Events, setup: Table and chairs
 - Clean Stadium
 - · Pressure washing plaza, per hour

Cost per man hour using university equipment and materials.	\$ 15.50	<u> </u>
Cost per man hour providing equipment for all landscapes duties.	\$ 15.50	
		+ plus power washer rental fee

Aetna can provide additional staffing. It may mean using existing staff and pay them an overtime rate of 1.5 times the above rate. We would try to use non overtime or floaters to provide this service.

LIFE OF CONTRACT PAGE

LIFE OF CONTRACT: This contract becomes effective on <u>July 1, 2013</u> and extends for a period of **one (1) year** or until such reasonable time thereafter as is necessary to obtain a new contract. Such "reasonable time" shall not exceed twelve (12) months upon expiration of one (1) year from the effective date of this contract by giving the Director of Purchasing thirty (30) days written notice.

RENEWAL: This contract may be renewed upon mutual written consent, submitted to the Director of Purchasing thirty (30) days prior to the date of expiration. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to four (4) successive one (1) year periods.

CANCELLATION: The Director of Purchasing reserves the right to cancel this contract immediately upon written notice to the vendor if the commodities or services supplied are of an inferior quality or do not conform to the specifications of the bid and contract herein.

OPEN MARKET CLAUSE: The Director of Purchasing may authorize a spending unit to purchase in the open market, without the filing of a requisition or cost estimate, items specified on this contract for immediate delivery in emergencies due to unforeseen causes (including but not limited to delays in transportation or an unanticipated increase in the volume of work).

TIME: Time consumed in delivery or performance is of the essence.

ORDERING PROCEDURE: Departments shall submit a requisition for commodities covered by this contract to the Purchasing office. Purchasing will then issue a purchase order to the vendor as authorization for shipment. If accepted by the vendor, the University's State Purchasing card may be used.

FUNDING PARAGRAPH: Service performed under this contract is to be continued in the succeeding fiscal year contingent upon funds being appropriated by the Legislature for this service. In the event funds are not appropriated for these services, this contract becomes of no effect and is null and void after June 30.

INTEREST: Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.

CONTRACT PRICING: Unless otherwise allowed by the Director of Purchasing, price increases will be approved only at the beginning of each renewal period. All adjustments will be made in dollars, not per cent. Requests for price increases must be received in writing by the Director at least thirty (30) days in advance of the effective date. Vendors may add products throughout the term of this contract when it is in the best interest of the University. The Director at Marshall University will determine which products will be added. Price decreases will be "passed through" to Marshall University.

The contract is for mandatory use at Marshall University and is available on an optional basis for use by all other higher education institutions in West Virginia, including WVNET and the higher education central office.

REQNO. MULY MAINT

STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement,

DEFINITIONS:

WITNESS THE FOLLOWING SIGNATURE:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, fallure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

Inc.
Date: 7/26/2013
, 20 3
0
Sugar amartin
Purchasing Affidavit (Revised 07/01/2012

BOND # 1945271

APPROVED AG 08-20-09

KNOW ALI	MEN	BY THESE	PRESENTS:
----------	-----	----------	-----------

*Power of Attorney must be certified on this date or later.

That Aetna Building Maintenance, 646		STATE OF STA				
as Principal, hereinafter called Contractor, and		e, complete address including ver Insurance Compa		gal title)		
	d complete address including	ZIP Code)	20.00		1 15 1 5 1	
						and existing under
the laws of the State of New Hampsh	ire	, with its principal office in	n the City of _	Worceste	er, MA	
as Surety, hereinafter called Surety, are held firm	ily bound unto	Marshall University				
Huntington, WV 25755		(Owner name,	complete addres	s including ZIF	Code and le	egal title)
as Obligee, hereinafter called Owner, in the amo	unt of One	Hundred Thousand a	nd 00/100			
Dollars (\$100,000.00), for the	payment where	of Contractor and Surety	bind themselve	es, their heir	s, executor	S,
administrators, successors, and assigns, jointly a						
WHEREAS, Contractor has by written agreement	t dated Jul	y 1, 2013				
	entered in	nto a contract with Owner	for Janitori	al Service	s for an a	nnual period
beginning July 1, 2013						
in accordance with drawings and specifications p	repared by	N/A for janitorial servi	ce contract			
Shall save the Owner harmless from any complete the CONTRACT in accordance with its No right of action shall accrue on this bond to or fo Owner.	terms and cond	litions in a timely manner.	15-1			
Signed and sealed this * 1st		day of	July	20	13	
Principal Raised Corporate Seal (MUST BE AFF	IXED)	Aetna E	Building Mair	ntenance		-
AETNA G				ractor Name)		(Seal)
THOMOS BIE			./	66	5	
4/1 0 36812		BY;	18ens/	deles !		(Seal)
The Section of the Se		(Must be	President, Vice Pr	esident, Owner	Parlner, Mar	nager or Member)
		-		(Title)		
Surety Raised Corporate Seal (MUST BE AFFIXE	ED)	The Han	over Insura		anv	
Out - As VA			O FOR THIOGRAP	(Surety)	arry	
S. Carrier			7.	(Sales)		
1011		X	110	1,5	1	/
A.C.		BY:	overs	k 1.	1000	
NOTE: Raised Corporate Seals are manda				1	1 -	ndon (Seal)
- Please attach Down of Attachan	atory.	38-51	cable sections	of attached	acknowled	Indon (Seal)
Please attach Power of Attorney.	atory.	NOTE: Appli	cable sections			gments must be

ACKNOWLEDGMENTS

2. County of		to-wi
3. 1,		a Notary Public in and for the
4. county and state aforesaid, do hereby certify it		
whose name is signed to the foregoing writing,	, has this day acknowledged the same before me in my said county.	× -
5. Given under my hand this	day of	20
6. Notary Seal	7.	
	(Notary Public	Y-
My commission expires on the	day of	20
Acknowledgment by Principal if Corpo	pration	
		to-wit
11. 1, Susun A Martin		a Notary Public in and for the
12 county and state aforesald, do hereby certify t		a motory i done in and for the
13. whose Resident	Taw O'CONTIDE	inned the forestine written fo
BUSINEN MARK		
NOTARY PUBLIC	Knowledged the sald writing to be the act and deed of the sald corpo	vetion a corporation
15 Civen under out and his STATE OF CHO	그런 사용에 가장하는 경영을 하면 없다면 그렇게 살아 있다. 그렇게 어떻게 하는 목을 모르는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없었다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없	20 2013
STATE OF CHAP	17 Sumamation	
My Comm. Expires January 3.	17. Susan amartin (Notary Public)	-
SOLIC CINY		
		2.2
18. My commission expires on the Janua		2.2
18. My commission expires on the Janua		2.2
18. My commission expires on the <u>Janual</u> Acknowledgment by Surety		2.2
18. My commission expires on the Januar Acknowledgment by Surety 19. STATE OF Ohio 20. County of Franklin	ary day of 3	20 16
18. My commission expires on the Januar Acknowledgment by Surety 19. STATE OF Ohio 20. County of Franklin	ary day of 3	20 16
18. My commission expires on the Janua Acknowledgment by Surety 19. STATE OF Ohlo 20. County of Franklin 21. I, OSI	Kowiale,	to-wit
18. My commission expires on the January Acknowledgment by Surety 19. STATE OF Ohio 20. County of Franklin 21. I, Cathy L. NOS I 22. county and state aforesald, do hereby certify the	Kowiale, that Robert B. Robinson	20 16 to-with a Notary Public in and for the
Acknowledgment by Surety 19. STATE OF Ohlo 20. County of Franklin 21. I, OSI 22. county and state aforesald, do hereby certify the county of the county	Kowiale, that Robert B. Robinson	20 16 to-with a Notary Public in and for the algred the foregoing writing for
18. My commission expires on the January 19. STATE OF Ohio 20. County of Franklin 21. I, Carry L. NOSI 22. county and state aforesald, do hereby certify the county as a state of the county and state aforesald.	that Robert B. Robinson ttomey-in-Fact ne Hanover Insurance Company	20 16 to-with a Notary Public in and for the signed the foregoing writing to a corporation
18. My commission expires on the Janual Acknowledgment by Surety 19. STATE OF Ohio 20. County of Franklin 21. I, OSI 22. county and state storesald, do hereby certify the county and state storesald.	that Robert B. Robinson	20 16 to-with a Notary Public in and for the signed the foregoing writing to a corporation
18. My commission expires on the January Acknowledgment by Surety 19. STATE OF Ohio 20. County of Franklin 21. I, OSI 22. county and state storesald, do hereby certify the county and state storesald and hereby certified and hereby certified and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and hereby certified at the county and state storesald and the county and state storesald and the county at the county and state storesald and the county at the	that Robert B. Robinson ttorney-in-Fact ne Hanover Insurance Company cknowledged the said writing to be the act and deed of the said company day of July	a Notary Public in and for the signed the foregoing writing for a corporation or attorn.
18. My commission expires on the January 19. STATE OF Ohio 20. County of Franklin 21. I, OSI 22. county and state aforesald, do hereby certify the county and state aforesald and hereby certified and her	that Robert B. Robinson ttorney-in-Fact ne Hanover Insurance Company cknowledged the said writing to be the act and deed of the said corp	20 16 to-with a Notary Public in and for the signed the foregoing writing foregoing a corporation or attorn.
Acknowledgment by Surety 19. STATE OF Ohlo 20. County of Franklin 21. I, OSI 22. county and state aforesald, do hereby certify the county and state aforesald and the certification and county and c	that Robert B. Robinson Itomey-in-Fact The Hanover Insurance Company Coknowledged the said writing to be the act and deed of the said corn CATHYL NO CONTRACT (Notery Public)	20 16 to-with a Notary Public in and for the signed the foregoing writing foregoing a corporation or attorn.
Acknowledgment by Surety 19. STATE OF Ohlo 20. County of Franklin 21. I, OSI 22. county and state storesald, do hereby certify the county of the county	that Robert B. Robinson ttorney-in-Fact ne Hanover Insurance Company cknowledged the said writing to be the act and deed of the said corr	20 16 Lo-with a Notary Public in and for the algored the foregoing writing for a corporation or atton.
Acknowledgment by Surety 19. STATE OF Ohlo 20. County of Franklin 21. I, OSI 22. county and state aforesald, do hereby certify the county of the county	that Robert B. Robinson Itomey-in-Fact The Hanover Insurance Company Consolided the said writing to be the act and deed of the said company CATHYL NO XON MARKET PLANT (Notery Public) Residents Fath (Consolided April 20, 2014	20 16 to-with a Notary Public in and for the signed the foregoing writing form a corporation poration. 20 13
18. My commission expires on the January 19. STATE OF Ohio 20. County of Franklin 21. I, OSI 22. county and state aforesaid, do hereby certify the county and state aforesaid and hereby certify the county and state aforesaid and hereby certify the county and state aforesaid, do hereby certify the county and state aforesaid.	that Robert B. Robinson Itomey-in-Fact The Hanover Insurance Company Control dev of July CATHY: No XO/NA HEAD AND (Notery Public) Resident Fath (Control of the seld Control of the s	to-with a Notary Public in and for the signed the foregoing writing for a corporation or attorn. 20 13

THE HANOVER INSURANCE COMPANY MASSACHUSETTS BAY INSURANCE COMPANY CITIZENS INSURANCE COMPANY OF AMERICA

POWERS OF ATTORNEY CERTIFIED COPY

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint Craig S. Markos, Debra J. Flacher, Robert B. Robinson, Susan E. Hurd, Stephen J. Federer and/or Susan A. Diehr

of Dublin, OH and each is a true and lawful Attorney(s)-in-fact to sign, execute, seat, acknowledge and deliver for, and on its behalf, and as its act and dead any place within the United States, or, if the following line be filled in, only within the area therein designated

any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows: Any such obligations in the United States, not to exceed Twenty Million and No/100 (\$20,000,000) in any single instance

and said companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority of the following Resolution passed by the Board of Directors of said Companies which resolutions are still in effect:

"RESOLVED, That the President or any Vice President, in conjunction with any Assistant Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and ecknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of Indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company and been duly executed and scinowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetta Bay Insurance Company; Adopted September 7, 2001 - Citizene Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by a Vice President and an Assistant Vice President, this 17th day of March 2011.



THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

Mary Jeanne Alderson, Vica President

Robert K. Grangen, Assistant Vice President

THE COMMONWEALTH OF MASSACHUSETTS COUNTY OF WORCESTER

On this 17th day of March 2011, before me came the above named Vice President and Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



Barbara a Sarlick

My commission expires on November 3, 2011

I, the undersigned Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney Issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetta Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Assistant Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually efficied, even though one or more of any such signatures thereon may be facilities." (Adopted October 7, 1981 - The Henover Insurance Company; Adopted April 14, 1982 Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this

1St day of J

,20/3.

THE HANGVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

Steppen L. Braul, Assistanti Vice President

Page 14 of 17

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYY)

7/29/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	. 12	NAME: Kathy Manner			
Hylant Group Inc - Colum 565 Metro Place South S		PHONE (A/C, No. Ext):614-932-1200 FAX	AC, No. 614-932-1299		
Dublin OH 43017	te 450	ADDRESS:kathy.manner@hylant.com			
KOOMI STENOOTI		INSURER(S) AFFORDING COVERAGE	NAIC#		
		INSURER A :Liberty Insurance Corporation	42404		
NSURED	AETNA-2	INSURER B : First Liberty Insurance Corp	33588		
Aetna Building Maintenar		INSURER C: Liberty Mutual Fire Ins Co	23035		
	rial Services Group LLC; td; Floor Maintenance Group	INSURER D: Liberty Mutual Insurance Cos			
316emand investments L 346 Parsons Ave	td, Floor Maintenance Group	INSURER E :			
Columbus OH 43206		INSURER F:			
COVERAGES	CERTIFICATE NUMBER: 198	3635967 REVISION NUMBE	R:		

CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR POLICY EFF POLICY EXP TYPE OF INSURANCE POLICY NUMBER GENERAL LIABILITY TB7Z51290870123 7/17/2013 7/17/2014 \$1,000,000 EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) COMMERCIAL GENERAL LIABILITY \$500,000 CLAIMS-MADE X OCCUR MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER PRODUCTS - COMPJOP AGG \$2,000,000 \$1,000,000 X LOC Emp Benefit POLICY COMBINED SINGLE LIMIT (Ea accident) **AUTOMOBILE LIABILITY** 7/17/2013 7/17/2014 AS2Z51290870023 \$1,000,000 BODILY INJURY (Per person) 5 ANY AUTO SCHEDULED AUTOS NON-DWNED AUTOS ALL OWNED BODILY INJURY (Per accident) 5 PROPERTY DAMAGE (Per accident) HIRED AUTOS Comp/Coll Deduct \$1,000/1,000 UMBRELLA LIAB TH7Z51290870053 7/17/2013 7/17/2014 OCCUR EACH OCCURRENCE \$10,000,000 EXCESS LIAB CLAIMS-MADE AGGREGATE DED X RETENTION \$ 10,000 WORKERS COMPENSATION TORY LIMITS WC6Z51290870013 7/17/2014 7/17/2013 AND EMPLOYERS' LIABILITY
ANY PROPRIETOR/PARTNER/EXECUTIVE
OFFICER/MEMBER EXCLUDED?
(Mandatory in NH) \$1,000,000 EL EACH ACCIDENT NIA EL DISEASE - EA EMPLOYEE \$1,000,000 f yes, describe under DESCRIPTION OF OPERATIONS below EL DISEASE POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Project - Cleaning services for various MU academnic buildings and athletic facilities.

CERTIFICATE HOLDER	CANCELLATION
Marshall University One John Marshall	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Huntington WV 25755	AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

Request for Proposal



Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820

Proposal#

MU14MAINT

Vendor: Aetna Building Maintenance, Inc.

Phone: 606-324-4090

Fax: 606-324-5156

For information call:

Buyer: Virginia Campbell-Turner

Phone: (304) 696-2820 campbell@marshall.edu

FEIN/SSN: 31-0620970

Sealed requests for proposals furnishing services described below will be received by the institution. TO RECEIVE CONSIDERATION FOR AWARD, THE PROPOSAL WILL BE SUBMITTED ON THIS FORM IN ORIGINAL, SIGNED IN FULL IN INK AND (2) COPIES, AND RECEIVED IN THE PURCHASING DEPARTMENT TO HAVE A DATE/TIME STAMP AFFIXED, ON OR BEFORE THE DATE AND TIME SHOWN FOR THE PROPOSAL OPENING. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to walve informalities or irregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.

DATE May 24, 2013		DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.			BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Rem # Quantity		Addendum No. 1 Project Name: Janitorial Service Contract Project Title: MU14MAINT Opening Time/Date: 3:00 PM on June 6, 2013 The purpose of this addendum is to (1) correct proposal opening date and time (2) clarify required documents to submit with RFP			Extended Pri		
						See Cost Proposal	
		(3) respond to vendo	7-0	1	Total	See Cost Proposal	

To the Purchasing Department, In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from			Bidder's			Building Maintenance, Inc.
	within	days	Signed B	By	Dougan	-Co Chagun
FOB	After receipt of orde	er at address shown	Typed Na		Doug Chapm	
Terms			Title	VP B	usiness Develo	pment
			Street Ac	dress	1032 12th St.	w
			City/State	e/Zip	Huntington, V	VV 25704
			Dale	06/	06/2013	Phone
				(30	4) 522-1100	
BOG 43			Fein	31-	0620970	

Request for Proposal

To the Purchasing Department.



Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-410

ice of Purchasing ohn Marshall Drive MU14MAINT

Proposal#

Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820 Vendor: Phone: For information call: Fax: Buyer: Virginia Campbell-Turner Email: Phone: (304) 696-2820 campbell@marshall.edu HEIN/SSN: Sealed requests for proposals formishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR A WARD, THE PROPOSAL WILL BE SUBMITTED ON THIS FURM IN ORIGINAL, SIGNED IN FULL IN INK AND (3.) COPIES, AND RECEIVED IN THE PURCHASING DEPARTMENT TO HAVE A DATE/TIME STAMP AFFIXED, ON OR REFORE THE DATE AND TIME SHOWN FOR THE PROPOSAL OPENING. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to wave informalities or pregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN BIDDER MUST DELIVERY DEPARTMENT PROPOSALS OPEN: DATE ENTER April 26, 2013 REQUIREMENTS REQUISITION NO. 3:00 p.m. on June 8, DELIVERY 2013 DATE FOR EACH ITEM BID Description Extended Price See Cost REQUEST FOR PROPOSALS Proposal Marshall University will accept proposals for the following services until 3:00 p.m. on June 8, 2013. At that time, proposals will be recorded in Room 125, Old Main Building, located on the Campus of Marshall University.

> Open-end Contract for Janitorial Service

> > See Cost Proposal

	ourchaser) from the bid o	open date, specified	is accepted within calendar days (30 calendar days unless a above, to furnish any or all items upon which prices are offered, at a time specified.
Buide guarantees shipment from	within	days	Bidder's name Vendor Aetna Building Maintenance, Inc
1/018	After receipt of ore		Signed By Douglas Collegence Typed Name Doug Chapman
Larris			Title VP Business Development
			Street Address 1032 12th St. W
			City/State/Zip Huntington, WV 25704
			Date 06/06/2013 Phone (304) 522-1100
111.16, 1/3			l'ein 31-0620970



Table of Contents

Section I: Required RFP Documents	
Signed Addenda No. 1	1
Signed RFP	3
Vendor Preference Certificate	4
Insurance Certificate	5
Section II: Vendor Information	
5.1.D.1. Business Requirements	6
5.1.D.2. Existing Contracts	8
5.1.D.3. Lost/Cancelled Contracts	10
5.1.D.4. Workforce	11
5.1.D.5. Training	16
5.1.D.6. Cleaning Procedures	24
5.1.D.7. Organization Chart	35
5.1.D.8. Uniforms/Identification	37
5.1.D.9. Reporting	39
5.1.D.10 Alternate Services	12

Section III: Cost (In Separately Sealed Envelope

