



Purchase Change Request		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2018	Buyer VT	Date 06/29/2017	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>		
Vendor Name, Address, Phone #, etc.		Vendor Code		BOG Unit Name & Address	
Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100				Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Item#	Quantity	Description of Change		Unit Price	Extended Price
		Change Order # <u>9</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices are contained the following document. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of renewal: July 1, 2017 to June 30, 2018 Renewal No.: 4 Renewal Remaining: *(0) zero			
Reason for Change: To renew contract..				Previous Total	\$ OPEN-END
				Increase	\$
				Decrease	\$
				New Total	\$ OPEN-END

Approved:


 Authorized Signature

 Date
 6/29

N/A


Attorney General if required

Date

Specifications are found on Attachments A - C

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

Item	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
13	Laidley Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
14	Weisburg Engineering	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
		5 Full Service	\$14,496.00	\$1,208.00
15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
		5 Full Service	\$32,370.00	\$2,697.50
16	Dot Hicks Complex	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
17	Softball Pressbox	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
18	Bobby Pruett Weight Room	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
19	Soccer Complex	3-Day per week		\$1,392.00
		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 Huntington, WV 25755-4100		Order # MU14MAINT
FY 2017	Buyer VT	Date 07/26/2016	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
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Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		
Item#	Quantity	Description of Change		Unit Price	Extended Price
		Change Order # <u>8</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices are contained the following document.. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of renewal: July 1, 2016 to June 30, 2017 Renewal No.: 3 Renewal Remaining: (1) one			
Reason for Change: To renew contract..				Previous Total \$ <u>OPEN-END</u> Increase \$ _____ Decrease \$ _____ New Total \$ <u>OPEN-END</u>	

Approved:

Authorized Signature

N/A

Attorney General if required

7/26/2016
Date

Date

Specifications are found on Attachments A - C

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

Item	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
13	Laidley Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
14	Weisburg Engineering	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
		5 Full Service	\$14,496.00	\$1,208.00
15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
		5 Full Service	\$32,370.00	\$2,697.50
16	Dot Hicks Complex	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
17	Softball Pressbox	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
18	Bobby Pruett Weight Room	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
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		5-Day per week		\$1,799.00
20	Visual Arts Center	Add'l services		\$15.50/hour
		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 Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2016	Buyer VT	Date 02/16/2016	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT	
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Item#	Quantity	Description of Change			Unit Price	Extended Price
		Change Order # <u>7</u> To amend contract no. MU14MAINT to include the Indoor Facility Academics and Child Development Center. Prices are contained in the following document. <p style="text-align: center;">JANITORIAL SERVICES</p> 24. Indoor Facility Academics – Effective Date 06/04/2015 25. Child Development Center – Effective Date 02/01/2016				
Reason for Change: Add-on requested.					Previous Total	\$ OPEN-END
					Increase	\$
					Decrease	\$
					New Total	\$ OPEN-END

Approved:

Authorized Signature

N/A

Attorney General if required

Date

Date

Specifications are found on Attachments A - C

Item #	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
1	Harris Hall	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
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		3 Full Service	\$36,901.80	\$3,075.15
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3	East Hall	2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
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		3 Full Service	\$13,595.40	\$1,132.95
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5	Sorrell Maintenance Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
		5 Full Service	\$12,948.00	\$1,079.00
6	Jomie Jazz	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
		5 Full Service	\$ 9,711.00	\$ 809.25
7	Joseph M. Gillette Welcome Center	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
		5 Full Service	\$12,588.00	\$1,049.00
8	Office of Public Safety	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
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9	Myers Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
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11	Art Warehouse/The Old State Electric Building	2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
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12	Memorial Student Center	See Attachment D		
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		3 Full Service	\$ 8,697.60	\$ 724.80
		5 Full Service	\$14,496.00	\$1,208.00
15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
		5 Full Service	\$32,370.00	\$2,697.50
16	Dot Hicks Complex	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
17	Softball Pressbox	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
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18	Bobby Pruett Weight Room	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
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19	Soccer Complex	3-Day per week		\$1,392.00
		5-Day per week		\$1,799.00
20	Visual Arts Center	Add'l services		\$15.50/hour
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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
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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 Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2016	Buyer VT	Date 01/13/2016	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT	
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Item#	Quantity	Description of Change			Unit Price	Extended Price
		Change Order # <u>6</u> To amend contract no. MU14MAINT to include Morrow Library. Prices are contained in the following document. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of adds: December 14, 2015				
Reason for Change: Add-on requested.					Previous Total	\$ OPEN-END
					Increase	\$
					Decrease	\$
					New Total	\$ OPEN-END

Approved:

Authorized Signature

N/A

Attorney General if required


Date

Date

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Purchase Change Request		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2016	Buyer VT	Date 08/20/2015	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>		
Vendor Name, Address, Phone #, etc.		Vendor Code		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Aetna 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 # <u>5</u> To amend contract no. MU14MAINT to include Placement Center and Corbly Hall. Prices are contained in the following document. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of adds: August 3, 2015			
Reason for Change: Add-ons requested.				Previous Total	\$ OPEN-END
				Increase	\$
				Decrease	\$
				New Total	\$ OPEN-END

Approved:


 Authorized Signature

Date

N/A


Attorney General if required

Date

Specifications are found on Attachments A - C

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

Item	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
13	Laidley Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
14	Weisburg Engineering	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
		5 Full Service	\$14,496.00	\$1,208.00
15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
		5 Full Service	\$32,370.00	\$2,697.50
16	Dot Hicks Complex	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
17	Softball Pressbox	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
18	Bobby Pruett Weight Room	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
19	Soccer Complex	3-Day per week		\$1,392.00
		5-Day per week		\$1,799.00
20	Visual Arts Center	Add'l services		\$15.50/hour
		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 # MU14MAINT	
FY 2016	Buyer VT	Date 07/02/2015	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT	
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>			
Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Item#	Quantity	Description of Change			Unit Price	Extended Price
		Change Order # <u>4</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices are as contained in the attachment. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of renewal: July 1, 2015 through June 30, 2016 Renewal No.: 2 Renewals Remaining: (2) two				
Reason for Change: Renewal requested.					Previous Total	\$ OPEN-END
					Increase	\$
					Decrease	\$
					New Total	\$ OPEN-END

Approved:

Authorized Signature

Virginia Turner

Date

7/2

N/A


Attorney General if required

Date

Specifications are found on Attachments A - C

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

Item	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
13	Laidley Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
14	Weisburg Engineering	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
		5 Full Service	\$14,496.00	\$1,208.00
15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$19,422.00	\$1,618.50
		5 Full Service	\$32,370.00	\$2,697.50
16	Dot Hicks Complex	2 Day RR cleaning & stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
17	Softball Pressbox	2 Day RR Cleaning & Stocking	\$ 345.83	\$ 28.82
		3 Full Service	\$ 1,684.80	\$ 140.40
		5 Full Service	\$ 2,808.00	\$ 234.00
18	Bobby Pruett Weight Room	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
19	Soccer Complex	3-Day per week		\$1,392.00
		5-Day per week		\$1,799.00
20	Visual Arts Center	Add'l services		\$15.50/hour
		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 # MU14MAINT
FY 2015	Buyer VT	Date 08/21/2014	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>		
Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		
Item#	Quantity	Description of Change		Unit Price	Extended Price
		Change Order # <u> 3 </u> 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 full service rate for the Welcome Center.				Previous Total	\$ OPEN-END
				Increase	\$
				Decrease	\$
				New Total	\$ OPEN-END

Approved:

Authorized Signature

N/A


Attorney General if required

Date

Specifications are found on Attachments A - C

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

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

Purchase Change Request		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT													
FY 2016	Buyer VT	Date 07/02/2015	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT												
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>														
Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100														
Item#	Quantity	Description of Change		Unit Price	Extended Price												
		Change Order # <u>4</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices are as contained in the attachment. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of renewal: July 1, 2015 through June 30, 2016 Renewal No.: 2 Renewals Remaining: (2) two															
Reason for Change: Renewal requested.				<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Previous Total</td> <td style="width: 10%;">\$</td> <td style="width: 40%;">OPEN-END</td> </tr> <tr> <td>Increase</td> <td>\$</td> <td></td> </tr> <tr> <td>Decrease</td> <td>\$</td> <td></td> </tr> <tr> <td>New Total</td> <td>\$</td> <td>OPEN-END</td> </tr> </table>		Previous Total	\$	OPEN-END	Increase	\$		Decrease	\$		New Total	\$	OPEN-END
Previous Total	\$	OPEN-END															
Increase	\$																
Decrease	\$																
New Total	\$	OPEN-END															

Approved:

Authorized Signature

N/A

Attorney General if required


Date

Date

Specifications are found on Attachments A - C

Item #	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
1	Harris Hall	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
		5 Full Service	\$64,740.00	\$5,395.00
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3	East Hall	2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
		3 Full Service	\$ 8,739.90	\$ 728.33
		5 Full Service	\$14,566.50	\$1,213.88
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		3 Full Service	\$13,595.40	\$1,132.95
		5 Full Service	\$22,659.00	\$1,888.25
5	Sorrell Maintenance Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
		5 Full Service	\$12,948.00	\$1,079.00
6	Jemie Jazz	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
		5 Full Service	\$ 9,711.00	\$ 809.25
7	Joseph M. Gillette Welcome Center	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 3,884.40	\$ 323.70
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8	Office of Public Safety	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
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		3 Full Service	\$54,381.60	\$4,531.80
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11	Art Warehouse/The Old State Electric Building	2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
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12	Memorial Student Center	See Attachment D		
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Item	Building Name	Days of Service	Price per Building	
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13	Laidley Hall	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
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19	Soccer Complex	3-Day per week		\$1,392.00
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20	Visual Arts Center	Add'l services		\$15.50/hour
		5 Full Service	\$54,288.00	\$4,524.00
21	New Sites	VARIOUS		
22	Maximum % increase per year <u>3</u> %			

Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT
FY 2015	Buyer VT	Date 08/21/2014	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>		
Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		
Item#	Quantity	Description of Change		Unit Price	Extended Price
		Change Order # <u> 3 </u> 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 full service rate for the Welcome Center.				Previous Total	\$ OPEN-END
				Increase	\$
				Decrease	\$
				New Total	\$ OPEN-END

Approved:

Authorized Signature

Date

N/A


Attorney General if required

Date

Specifications are found on Attachments A - C

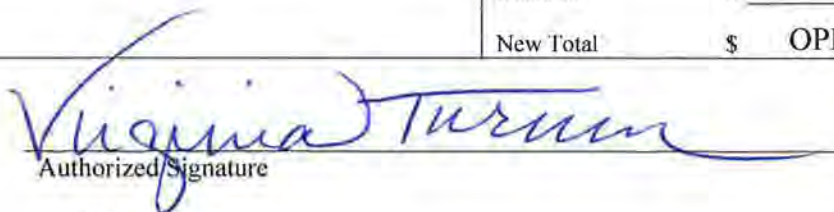
Item #	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
1	Harris Hall	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
		5 Full Service	\$64,740.00	\$5,395.00
2	Jenkins Hall	2 Day RR cleaning & stocking	\$ 2,074.95	\$ 172.91
		3 Full Service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

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

Purchase Change Request				Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2015	Buyer VT	Date 07/18/2014	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT		
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement				Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>			
Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100			Vendor Code		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		
Item#	Quantity	Description of Change			Unit Price	Extended Price	
		Change Order # <u>2</u> To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices are as contained in the attachment. <p style="text-align: center;">JANITORIAL SERVICES</p> Effective date of renewal: July 1, 2014 through June 30, 2015 Renewal No.: 1 Renewals Remaining: (3) three					
Reason for Change: Renewal requested.					Previous Total \$ <u>OPEN-END</u> Increase \$ _____ Decrease \$ _____ New Total \$ <u>OPEN-END</u>		

Approved:

Authorized Signature



Date

N/A

Attorney General if required

Date

Specifications are found on Attachments A - C

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

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

Purchase Change Request		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU14MAINT	
FY 2014	Buyer VT	Date 09/09/2013	Account Various	P.O. Date July 1, 2013	Contract MU14MAINT
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement			Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>		
Vendor Name, Address, Phone #, etc.		Vendor Code		BOG Unit Name & Address	
Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100				Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Item#	Quantity	Description of Change		Unit Price	Extended Price
		Change Order # <u>1</u> To amend contract no. MU14MAINT to include Soccer Complex. Prices are contained in the following document. Effective date of add: August 19, 2013.			
Reason for Change: To add the Soccer Complex to the contract.				Previous Total	\$ OPEN-END
				Increase	\$
				Decrease	\$
				New Total	\$ OPEN-END

Approved:  9-10-13 Date

Authorized Signature

N/A

Attorney General if required

Date

Specifications are found on Attachments A - C

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

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



Purchase Order		 <p>Marshall University Office of Purchasing One John Marshall Drive Huntington WV, 25755-4100 Direct all inquiries regarding this order to: (304)696-2820</p>			Purchase Order # MU14MAINT		
TO:		Vendor Code:		Ship to:		THIS ORDER IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRESENTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.	
Aetna Building Maintenance Inc. 1032 12th St. W. Huntington, WV 25704 FEIN: 31-0620970 PHONE: (304)522-1100		n/a Room #		WV FIMS Account #: VARIOUS			
P.O. Date	FY	Buyer	Ship Via	F.O.B	Terms	Contract #	
07/01/13	14	VT			Net 30		
CONTRACT ACCEPTANCE On behalf of the Governing Board, MARSHALL UNIVERSITY hereby accepts the quotation of <u>Aetna Building Maintenance, Inc.</u> <u>1032 12th St. W., Huntington, WV 25704</u> signed by <u>Doug Chapman</u> Title <u>VP Business Development</u> on <u>June 6, 2013</u> Approved As To Form this _____ day of <u>N/A</u> , 20____ Attorney General By: <u>N/A</u> Asst. Attorney General <p style="text-align: center;">CLEANING SERVICES EFFECTIVE JULY 1, 2013 THRU JUNE 30, 2014 WITH FOUR (4) ONE-YEAR OPTIONAL ANNUAL RENEWALS.</p>							
THIS ORDER IS EXEMPT FROM ALL SALES TAX							
Line No.	Fund	Org.	Account	Encumber Amount			
1.							
2.							
3.							
4.							
					Total:	Open-end	
Mail Original Invoice and 1 Copy to: Marshall University Accounts Payable One John Marshall Drive Huntington, WV 25755-4300					 <div style="display: flex; justify-content: space-between;"> Authorized Signature 9-10-13 Date </div>		

Table of Content

Cost Attachments

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Attachment H	Alternate Services/Maintenance Lighting	6
Attachment I	Alternate Services/Maintenance Recovery Efforts	7
Attachment J	Alternate Services/Maintenance Optional	8

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Purchasing Affidavit	10
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Performance Bond	11
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Certificate of Liability Insurance	14
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RFP Addendum No. 1 included by Reference	15
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RFP included by Reference	16
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Proof of Good Standing & Authorization to Do Business	on file
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Vendor's Technical Response	17
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Table of Contents included by Reference

Other Attachments

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

Specifications are found on Attachments A - C

Item #	Building Name	Days of Service	Price per Building	
			Lump Sum	Monthly
1	Harris Hall	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$38,844.00	\$3,237.00
		5 Full Service	\$64,740.00	\$5,395.00
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		3 Full Service	\$ 8,739.90	\$ 728.33
		5 Full Service	\$14,566.50	\$1,213.88
4	Prichard Hall	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$13,595.40	\$1,132.95
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5	Sorrell Maintenance Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$ 7,768.80	\$ 647.40
		5 Full Service	\$12,948.00	\$1,079.00
6	Jomie Jazz	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 5,826.50	\$ 485.55
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		3 Full Service	\$ 3,884.40	\$ 323.70
		5 Full Service	\$ 6,474.00	\$ 539.50
8	Office of Public Safety	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 2,913.30	\$ 242.78
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10	Drinko Library	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
		3 Full Service	\$54,381.60	\$4,531.80
		5 Full Service	\$90,636.00	\$7,553.00
11	Art Warehouse/The Old State Electric Building	2 Day RR cleaning & stocking	\$ 1,383.30	\$ 115.28
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		5 Full Service	\$12,948.00	\$1,079.00
12	Memorial Student Center	See Attachment D		
		6 Full Service	\$87,718.00	\$7,309.83
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Item	Building Name	Days of Service	Price per Building	
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14	Weisburg Engineering	2 Day RR cleaning & stocking	\$ 691.65	\$ 57.64
		3 Full Service	\$ 8,697.60	\$ 724.80
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15	Shewey Bldg.	2 Day RR cleaning & stocking	\$ 2,766.60	\$ 230.55
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		3 Full Service	\$ 4,855.50	\$ 404.63
		5 Full Service	\$ 8,092.50	\$ 674.38
20	New Sites	VARIOUS		
21	Maximum % increase per year <u>3</u> %			

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. \$ 16.11

Cost per man hour providing equipment for all landscapes duties. \$ 16.11

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.	\$ 19.33,	\$24.16,	\$35.43
Cost per man hour providing equipment and materials.	\$ 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.

Attachment J: Alternate Services - Maintenance Optional Contract

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

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 July 1, 2013 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.

RFQ No. MU14MAINT

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:

"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, failure 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 exceeds 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.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Aetna Building Maintenance, Inc.

Authorized Signature: Douglas P. Chapman Date: 7/26/2013

State of Ohio

County of Franklin to-wit:

Taken, subscribed, and sworn to before me this 26 day of July, 2013

My Commission expires Jan 03, 2016.

AFFIX SEAL HERE



SUSAN A MARTIN
NOTARY PUBLIC

STATE OF OHIO

Susan A Martin

Purchasing Affidavit (Revised 07/01/2012)

KNOW ALL MEN BY THESE PRESENTS:

(Contractor name, complete address including ZIP Code and legal title)

(Surety name and complete address including ZIP Code)

as Surety, hereinafter called Surety, are held firmly bound unto Marshall University Office of Purchasing, One John Marshall Drive,
(Owner name, complete address including ZIP Code and legal title)

in accordance with drawings and specifications prepared by N/A for janitorial service contract

(Contractor Name)

(Title)

(Surety)

NOTE: Applicable sections of attached acknowledgments must be completed and returned as part of the bond.

APPROVED AG 08-20-09

ACKNOWLEDGMENTS**Acknowledgment by Principal if Individual or Partnership**

1. STATE OF _____
2. County of _____ to-wit: _____
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
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)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF Ohio
10. County of Franklin to-wit: _____
11. I, Susan A Martin, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Paul Greenland
13. who as President signed the foregoing writing for
14. BUSON A MARTIN Insurance a corporation,
15. has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
16. Given under my hand this STATE OF OHIO day of July 20 2013
17. Susan A Martin
(Notary Public)
18. My commission expires on the January day of 3 20 16

Acknowledgment by Surety

19. STATE OF Ohio
20. County of Franklin to-wit: _____
21. I, Cathy L. Noskowiak, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Robert B. Robinson
23. who as, Attorney-in-Fact signed the foregoing writing for
24. The Hanover Insurance Company a corporation,
- has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 1st day of July 20 13
26. Notary Seal _____
27. Cathy L. Noskowiak
(Notary Public)
28. My commission expires on the 29th day of April 20 14

Sufficiency in Form and Manner
of Execution Approved

Attorney General

This _____ day of _____ 20 _____

By: _____

(Deputy Attorney General)

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. Fischer, 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, seal, acknowledge and deliver for, and on its behalf, and as its act and deed 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 acknowledge 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 as if they had been duly executed and acknowledged 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 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens 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 Anderson
Mary Jeanne Anderson, Vice President

Robert K. Grennan
Robert K. Grennan, Assistant Vice President

THE COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

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. Starlick
Notary Public

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, Massachusetts 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 affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover 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 July, 2013.

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

Stephen L. Brou
Stephen L. Brou, Assistant Vice President

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
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(ies) 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 Hylant Group Inc - Columbus 565 Metro Place South Ste 450 Dublin OH 43017	CONTACT NAME: Kathy Manner PHONE (A/C, No, Ext): 614-932-1200 E-MAIL: kathy.manner@hylant.com ADDRESS: Kathy Manner INSURER(S) AFFORDING COVERAGE: INSURER A: Liberty Insurance Corporation INSURER B: First Liberty Insurance Corp INSURER C: Liberty Mutual Fire Ins Co INSURER D: Liberty Mutual Insurance Cos INSURER E: INSURER F:	FAX (A/C, No): 614-932-1299 NAIC # 42404 33588 23035
--	--	--

COVERAGES**CERTIFICATE NUMBER:** 1983635967**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS 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.


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC		TB7Z51290870123	7/17/2013	7/17/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000 Emp Benefit \$1,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		AS2Z51290870023	7/17/2013	7/17/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deduct \$1,000/1,000
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		TH7Z51290870053	7/17/2013	7/17/2014	EACH OCCURRENCE \$10,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		WC6Z51290870013	7/17/2013	7/17/2014	WC STATUTORY LIMITS E L EACH ACCIDENT \$1,000,000 E L DISEASE - EA EMPLOYEE \$1,000,000 E L 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 Huntington WV 25755	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 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 waive 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. PROPOSALS OPEN: 3:00 p.m. on June 6, 2013
BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID		
Item #	Quantity	Description
		<u>Addendum No. 1</u> 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 (3) respond to vendors' questions
		Unit Price
		Extended Price
		See Cost Proposal
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 _____

within _____ days

FOB _____

After receipt of order at address shown

Terms _____

Bidder's name Vendor Aetna Building Maintenance, Inc.

Signed By _____

Typed Name Doug Chapman

Title VP Business Development

Street Address 1032 12th St. W

City/State/Zip Huntington, WV 25704


Date 06/06/2013

Phone _____

(304) 522-1100

Fein 31-0620970

BOG 43

Request for Proposal	 <p>Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820</p>			Proposal# MU14MAINT
Vendor:		Phone: Fax: Email:	For information call: Buyer: Virginia Campbell-Turner Phone: (304) 696-2820 campbell@marshall.edu	
FEIN/SSN: 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 (3) 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 waive 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 April 26, 2013	DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: 3:00 p.m. on June 8, 2013	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
	Description REQUEST FOR PROPOSALS Marshall University will accept proposals for the following services until <u>3:00 p.m.</u> 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			Extended Price See Cost Proposal
				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 _____ within _____ days
After receipt of order at address shown _____
Terms _____

Bidder's name Vendor Aetna Building Maintenance, Inc.
Signed By *Douglas Chapman*
Typed Name Doug Chapman
Title VP Business Development
Street Address 1032 12th St. W
City/State/Zip Huntington, WV 25704
Date 06/06/2013 Phone (304) 522-1100
Fcin 31-0620970

MUC 43



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Section III: Cost (In Separately Sealed Envelope

