


<b>Request for Bids</b>	 <p style="text-align: center;"> <b>Marshall University</b>  <b>Office of Purchasing</b>  <b>One John Marshall Drive</b>  <b>Huntington, WV 25755-4100</b>          Direct all inquiries regarding this order to: (304) 696-2822       </p>	<b>Bid #</b>  MUGC19MAINT
-----------------------------	---	---------------------------------

<b>Vendor:</b>    <b>FEIN/SSN:</b>	<b>Phone:</b>  <b>Fax:</b>	<b>For information contact:</b> <b>Purchasing Contact:</b> Harold R. Sanders <b>Email:</b> <a href="mailto:sanders13@marshall.edu">sanders13@marshall.edu</a> & <a href="mailto:purchasing@marshall.edu">purchasing@marshall.edu</a> <b>Phone:</b> (304) 696-2822
--	----------------------------------	---

Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM IN ORIGINAL AND (1) COPY, SIGNED IN FULL IN INK, AND RECEIVED IN THE OFFICE OF PURCHASING TO HAVE A DATE/TIME STAMP AFFIXED, ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

<b>DATE</b> 08/22/2018	MANDATORY PRE-BID MEETING N/A	<b>DEPARTMENT REQUISITION NO.</b> MU19MAINT	<b>BIDS OPEN:</b> 3:00 p.m. on 08/29/18	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
---------------------------	----------------------------------	--	--	--

Item #	Quantity	Description	Unit Price	Extended Price
		<p style="text-align: center;"><b>CONTRACT INVITATION TO BID</b></p> <p>Marshall University, on behalf of the Board of Governors, invites sealed Bids to provide all Work, including but not limited to labor, material, equipment, supplies, and transportation for:</p> <p>Janitorial Services at Robert C. Byrd Academic and Technology Center, Administrative Building located at Marshall University Graduate College</p> <p>All bids must be submitted in accordance with the Bidding Documents issued on the Purchasing Website:</p> <p><a href="https://www.marshall.edu/purchasing/resources/bids-and-proposals/">https://www.marshall.edu/purchasing/resources/bids-and-proposals/</a></p>		

**Total**

To the Office of Purchasing,  
 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	Bidder's name Vendor _____ Signed By _____
FOB _____ After receipt of order at address shown	Typed Name _____ Title _____
Terms _____	Street Address _____ City/State/Zip _____
	Date _____ Phone _____
	Fein _____

## **I. GENERAL CONDITIONS**

### **1. Special Conditions**

- A. The Contractor shall provide for all taxes, permits, fees, insurance, liability, compensations, and items necessary to render the Owner free and harmless from all claims arising from services performed under such contract. Contract insurance, liability and compensation shall be sufficient to cover Contractor's employees and the public in general, as herein after specified. See Section V CONTRACTOR'S RESPONSIBILITY
- B. The Contractor shall take steps required to ensure equal opportunity for employment in accordance with the policies promulgated by the President's Committee on Equal Employment Opportunity.
- C. The Owner or his designated representative shall be responsible for evaluating the quality of services provided under this contract.

### **2. Indemnity**

- A. Contractor shall indemnify, defend and save harmless the Owner from and against liability, claims, demands, payments, suits, actions, recoveries, judgments, losses, damage, on account of the death of or injury to any persons, or the destruction of or damage to any property by reason of defective materials supplied or workmanship by the Contractor, or any subcontractor, its or their agents or employees provided Owner promptly notifies Contractor of any claims, demands, suits or actions and permits Contractor to fully participate in the defense or settlement thereof. However, Contractor shall not be liable to Owner for consequential damages of a commercial nature, (including but not limited to loss of revenue or loss of profits.)
- B. Contractor shall also be solely responsible for and shall indemnify and save harmless, Owner from and against liability, loss, costs, damages and expenses which Owner may incur, sustain, or be subjected to on account of death of or injury to employees or agents of Contractor or any subcontractor by reason of defective materials or workmanship supplied by the Contractor.

### **3. Subcontract Prohibited**

The Contractor may not subcontract the work to be performed under this agreement.

## **II. OWNER'S RIGHTS**

### 1. Inspections

The Owner reserves the right to make such inspection tests as and when deemed advisable, to ascertain that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the Owner may immediately demand that the Contractor perform with these requirements. If the Contractor fails to comply with such demands, within a reasonable time, the Owner may, by (15) days written notice to Contractor, terminate his right to proceed further with the work. In such event, the Owner may take over the work and pursue it to completion, by contract or otherwise and the Contractor and his sureties shall be liable to the Owner for any excess cost occasioned by the Owner thereby.

### 2. Changes in Specifications

The Owner reserves the right to change the specifications at any time with a thirty (30) day notice to the Contractor. In this event, Contractor and Owner shall negotiate to determine what price adjustments are to be made.

## **III. OWNER'S RESPONSIBILITY**

### 1. Required Action by Owner

- A. Owner will provide secured storage space for the Contractor's equipment and supplies.
- B. Owner will provide such light, water, and electricity as are necessary to perform the services.

## **IV. CONTRACTOR'S QUALIFICATIONS**

1. Contractor must have been in business for at least five (5) years. Contractor must have sufficient equipments, knowledge, experience, and vehicles to support this contract.
2. Provide information of three (3) similar designs of size and scope as the Marshall University Graduate College. Provide contact information for three (3) references include contact name, company name, address, and telephone.

## **V. CONTRACTOR'S RESPONSIBILITY**

### 1. Required Action by Contractor

- A. The Contractor shall be responsible for the upkeep and cleanliness of the Robert C. Byrd Academic and Technology Center, Administrative Building located at Marshall University Graduate College, 100 Angus E. Peyton Drive, South Charleston, West Virginia.
- B. The Contractor shall only provide employees with integrity and technical knowledge of the duties to properly conduct services. The contractor agrees to permanently remove any employee from this project whose conduct the University feels is detrimental to its best interest and the best interest of the general public.
- i.) Qualifications: High School diploma or GED, and knowledge of custodial method and procedures; however, less education is acceptable if equivalent job experience is directly related to job duties; ability to read and write English; ability to operate commercial cleaning equipment. Possess the knowledge and ability to perform basic preventive maintenance tasks; possess the physical ability to perform duties such as climb ladders, lift up to 50 pounds regularly, stand, walk, bend and stoop daily. Valid driver's license preferred. Employees must have a verifiable record of building and maintaining excellent professional relationships with associates, supervisors, and clients.
  - ii.) Personnel shall be clean and neat in appearance. The University reserves the right to refuse to accept services from any personnel deemed by the University to be unqualified, disorderly or otherwise unable to perform the assigned work.
  - iii.) Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.
  - iv.) The contractor shall undertake and guarantee to pay all payroll taxes and any other taxes on items that may be levied against payrolls by city, state or federal agencies, and the Contractor shall make all payments to any welfare plans or other benefits programs, as may be required. These records shall be available for review by the University upon request.
  - v.) Minimum wage for cleaners must be in compliance with the Department of Labor standard minimum wage rates.
- C. Contractor will be held responsible for satisfactory work in accord with the intent of the specifications.

- D. Upon request, Contractor shall submit to Owner prior to commencement of contract, a list of all materials to be used in providing the services. Owner may approve or disapprove any product prior to commencement of services.
- E. Contractor shall be held responsible for any breakage, damage, or loss incurred through the carelessness of any of his employees.
- F. The Contractor shall supply competent and trained supervisors to check, inspect facilities and maintain records of all work performed. These records shall be available for review by the University upon request.  
All custodial personnel shall be adequately supervised and the supervisor shall be qualified and trained in directing custodial services of the type and scope as described herein. The supervisor shall be available (cell phone, radio, pager, etc.,) while the work is in progress to receive notices, reports or requirement from the University.  
A list of regular employees in the building will be kept by MUPD and/or Security Guards. The Contractor must keep the Building Maintenance Coordinator of Security advised of changes daily. MUPD/Security will refuse entrance after hours to anyone not listed, or personal not escorted in by the foreman.
- G. Contractor must have an established drug screening and background check programs. Contractor must perform criminal background check (10 years), drug test, SSN verification and employment verification, as a minimum, and the results are to be made to the University. Explain your company's policy on drug testing and background checks.
- H. Contractor must be bonded in the amount of no less than \$100,000.00.
- I. Trash collection and removal by Contractor to the various dumpster or holding areas are included in the services to be provided.
- J. The Contractor will be required to have on file in the Office of Purchasing, a current certificate of Insurance prior to performing any work. It is important that the Board of Governors on behalf of Marshall University be named as an additional insured. The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Contractor, any Subcontractor, or their employees in the performance of the contract. \$1,000,000.00 of insurance is required.
- K. Contractor shall carry Workers Compensation Insurance at statutory coverage limits and/or applicable insurance required in accordance with the laws of the United States.
- L. Vendor must be registered with State of West Virginia Purchasing. This is a \$125.00 annual fee. To obtain proper vendor registration procedures, contact the Purchasing Division at 304-558-3970.

M. West Virginia Business License

N. Contactor will post rules and regulations governing the Contractor's agents while in the building.

O. The Contractor shall vacate furnished building space and restore the premises to the conditions which received, at his or her expense, fair wear and tear expected, at the end of the contract period.

## 2. Contractor's Employee Identification

No employee of Contractor shall perform any duties in the building until: (1) each such employee shall have submitted to the Owner to obtain and/or have access to his criminal history record information; (2) the Owner has obtained and/or reviewed such criminal history record information; and (3) the Owner has determined, in its sole discretion, that the presence of such employee will not prove an actual or potential threat to the security of the facility.

## 3. Janitorial Personnel

A. Contractor shall instruct its personnel that no gratuities shall be solicited or accepted or any reason whatsoever from State employees or other persons using the premises.

B. All cleaning service employees must comply with the following requests while working in the Buildings:

- i.) Employees name badges, with I.D. picture, must be worn at all times.
- ii.) Consideration must be given to MUGC Employees working late in buildings, unnecessary noise and boisterous conduct will not be tolerated.
- iii.) Use of any machines such as; adding machines, computers, or telephones, or any of the materials in offices or work areas is not permissible for any reason.
- iv.) **DO NOT UNDER ANY CIRCUMSTANCES** Opening exterior doors to permit a person or persons entering or leaving the buildings.
- v.) MUPD and/or Security Guards will not receive telephone calls or relay messages to cleaning employees.

- vi.) Visitors or relatives will not be allowed in the buildings during assigned work hours, except in case of emergency.
- vii.) Do not loiter in the buildings. When work is completed employees must leave the buildings.
- viii.) Articles found on the floors in the offices, such as pens, papers, forms, etc. are not to be considered trash. Place items on the desk. Only trash baskets are to be emptied.
- ix.) No eating or drinking will be permitted in the building, except in designated areas.
- x.) Any and all containers that brought in or taken out of the buildings are subject to search.
- xi.) All janitorial personnel must sign in and out with MUPD and/or Security Guard.

**Submittals:**

When submitting bid package, please included copies of the following requested items.

Back Ground Checks (name of company)  
Drug Testing (name of company)  
Proof of Insurance \$1,000,000.00  
Workers Compensation  
Vendor Registration  
West Virginia Business License  
Purchasing Affidavit

**VI, VII, VIII, IX, X, XI, XII, all applies to VIII Pricing**

**VI. Cleaning Schedule**

1. Offices/Classrooms

- A. Daily
  - a.) Empty trash
  - b.) Replace trash liners
- B. Weekly
  - a.) Vacuum Carpet
  - b.) Dust Furniture
  - c.) Dust Window Sills

**VII. Floor Service**

1. Carpet Areas

- A. Daily – Both Buildings
  - a.) Vacuum high traffic areas (hallways and entrance ways)
  - b.) Vacuum floor mats
  - c.) Vacuum problem areas as needed (classrooms, offices, etc.)
- B. Weekly - Vacuum all carpet wall to wall including (classrooms, offices, and hallways) in the Administrative Building
- C. Saturday – Vacuum all carpets wall to wall including (classrooms, offices, and the library) in the Robert C. Academic Center Building.

2. Tile and Forbo Floors

- A. Daily - Dust Mop
- B. Twice a Week - Damp Mop on Tuesdays and Thursdays
- C. Weekly - Wet Mop
- D. Weekly – Buff floors
- E. Annually - Strip and wax floors during the long Holiday break Marshall University observes at the end of December.



**VIII. Exterior Services**

## 1. Daily

A. Empty all trash receptacles

B. Collect loose debris and trash from the perimeters of the buildings

**IX. Elevators**

1. Daily - Ensure elevator door tracks are clean and free of debris on each floor

## 2. Twice a Week

A. Dust and polish elevators and elevator doors

B. Vacuum elevator floors

**X. Stairwells**

1. Daily - Remove all debris

2. Twice a Week - Sweep stairwells and landings

3. Weekly - Mop stairwells and landings on Saturday

**XI. Restrooms**

## 1. Daily

A. Sanitize and disinfect toilets including both sides of the toilet seats, sinks, and urinals with germicide solution.

B. Sanitize under bowls, basins, and urinals with germicide solution

C. Sweep, wet mop, and disinfect floors with germicide solution

D. Refill all paper towels, toilet tissue, toilet seat covers and hand soap dispensers

E. Clean and disinfect all tile walls

G. Clean and disinfect sanitary product disposal receptacles and insert new liner bags (liners are supplied by Contractor)

**X11. OTHER MISCELLANEOUS NEEDS**

1. Daily

- A. Remove fingerprints from glass doors and panels in the entry way/  
lobby areas.
- B. Sanitize all drinking fountains with germicide solution
- C. Refill all towel dispensers located in kitchen areas

**XIII. Pricing**

1. Areas Covered:

A. Buildings located on South Charleston Campus

Both the Robert C. Byrd Academic and Technology Center and the Administrative Building located Marshall University Graduate College, 100 Angus E. Peyton Drive, So. Charleston, WV 25303.

Service is to be provided six times per week between the hours of 8:00 pm and 11:30 pm Monday through Friday, everyday, and after 6:00 pm on Saturday. University recognized holidays excluded.

Areas of the South Charleston Campus that are not covered by this contract are all located in the Robert C Byrd Academic Center Building. These rooms are all part of the fabrication shop housed inside the building. The following room numbers are the ones excluded from this contract: 117, 117B, 122, 123, 128, 221, 223, and 224.

See Cleaning Schedule

\$ \_\_\_\_\_/per month

If the regularly scheduled day of cleaning falls on a University holiday, the contractor will clean on the following business day.

Contractor will provide all labor, equipment, materials including wash room supplies such as tissue, hand towels, soap, liners and supervision to provide cleaning services to customer as set forth in the attached schedule.

Failure to provide any one of the cited services in the attached cleaning schedule will result in immediate cancellation of the contract.

Hours/Days of service are subject to change at the owner's request.

## XIV. Submission of Bids

### 3.1 Submission of Bids in Bonfire

This part of the RFB outlines the format bidders must follow in arranging information within bid responses. Reference Attachment A for Bonfire Submission Instructions for Suppliers. All submissions are uploaded into Bonfire. The arrangement of submission is outlined below.

### 3.2 Vendor Support Portal

A vendor support Portal is provided at the following link:

<https://bonfirehub.zendesk.com/hc/en-us/categories/200053566-Vendors-Support-Portal>

Need Help? Contact Bonfire by email at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission.

### 3.3 Request for Bid (RFB) Document

The cover page must be filled out and signed by the vendor and include the following but not limited to, other requested information within this RFB document. Both RFB and Forms are to be submitted as one PDF file.

### 3.4 Finance/Cost Document

Cost may be submitted into Bonfire portal in Excel format or submit a PDF file.

### 3.5 Forms

MU96 Agreement Addendum <http://www.marshall.edu/purchasing/files/MU-96.pdf>

Purchasing Affidavit <http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf>

Drug Free Work Place Affidavit

<http://www.state.wv.us/admin/purchase/vrc/DrugFreeAff.pdf>



## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement	Instructions
Proposal	File Type: PDF (.pdf)	Multiple	Required	
Cost (BT- 14MV)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.

#### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

#### Requested BidTables:

The BidTable Response Templates can be obtained at <https://marshall.bonfirehub.com/opportunities/10109>.

Please note that BidTables may take a significant amount of time to prepare.

### 2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/10109>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Aug 29, 2018 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

#### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

#### Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

### Primary Responses

Success: All data is valid!

Status	Bid/No Bid Decision	#	Item	Quantity Required	Numeric	Text	Text	Total Cost
					Monthly Price	Yearly Price	Additional Text Box	
Not Bidding	No Bid	#0-1	Cleaning per Month (Robert C. Byrd Academic/Technology Center and Administrative Building)	1				

SAMPLE