

Purchase Change Request		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU16WINDOWS
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FY 2016	Buyer VT	Date 4/27/2016	Account No.	P.O. Date April 8, 2016	Contract
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input checked="" type="checkbox"/> Agreement	Document Action <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 <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
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Vendor Name, Address, Phone #, etc. The Descenders Window Cleaning 81 Snyders Lane Martinsburg, WV 25405 FEIN: 30-0158975 PHONE: 304/285-8634	Vendor Code	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # <u> 1 </u> WINDOW CLEANING CONTRACT Effective April 08, 2016 through April 07, 2017 To change Additional Services, page 4, item# 31 – 37, Unit of Measure fields. To change from and to are listed on page 2 of this Change Order #1.		

Reason for Change: To change unit of measurement field to read as per vendor's RFB submission for Additional Services.	<table style="width:100%;"> <tr> <td>Previous Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">Open-end</td> </tr> <tr> <td>Increase</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Decrease</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>New Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">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: Virginia Turner 4/27
 Authorized Signature Date

N/A

Attorney General if required Date

To change page 4, Additional Services, item# 31 – 37, Unit of Measure fields.

Now reads:

Additional Services

Item#	Description	U/M	Regular	Premium
31	Clean Oxidized Window Frames	Per Cleaning	\$36.91	\$44.29
32	Clean Power Vent Protrusions	Per Cleaning	\$36.91	\$44.29
33	Remove/Clean/Re-Install Full Sized Screens	Per Cleaning	\$4.00	-
34	Construction Cleanup	Per Cleaning	\$59.05	\$59.05
35	Caulk, Expansion Joint Repair, Mortar Work, Sealants, Glazing, Brush and Paint Rusted Vents	Per Cleaning	\$59.05	\$59.05
36	Pressure Wash	Per Cleaning	\$59.05	\$59.05
37	On Call Service Cleaning	Per Cleaning	\$36.91	\$44.29
38	Window Cleaning Per Quote Basis (Attach Quote)	As Quoted	As Quoted	As Quoted

Change to read:

Additional Services

Item#	Description	U/M	Regular	Premium
31	Clean Oxidized Window Frames	Hour Per Man	\$36.91	\$44.29
32	Clean Power Vent Protrusions	Hour Per Man	\$36.91	\$44.29
33	Remove/Clean/Re-Install Full Sized Screens	Each (screen)	\$4.00	-
34	Construction Cleanup	Hour Per Man	\$59.05	\$59.05
35	Caulk, Expansion Joint Repair, Mortar Work, Sealants, Glazing, Brush and Paint Rusted Vents	Hour Per Man	\$59.05	\$59.05
36	Pressure Wash	Hour Per Man	\$59.05	\$59.05
37	On Call Service Cleaning	Hour Per Man	\$36.91	\$44.29
38	Window Cleaning Per Quote Basis (Attach Quote)	As Quoted	As Quoted	As Quoted