

Purchase Change Request



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

Order #
MU19MAINT

FY 20	Buyer DG	Date 12/11/19	Account Various	P.O. Date 01/25/19	Contract MU19MAINT
----------	-------------	------------------	--------------------	-----------------------	-----------------------

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 type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" 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
--	---	--

Vendor Name, Address, Phone #, etc. Aetna Building Maintenance Inc 646 Parsons Ave. Columbus, OH 43206	Vendor Code	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 614-246-8145	Fax	FEIN# 310620970

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>2</u></p> <p>To renew the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.</p> <p>Cleaning Services</p> <p>Effective Dates: 01/01/2020 - 12/31/2020 Renewal: 1 of 4 Remaining Renewals: 3</p>		

Reason for Change: Contract Renewal	Previous Total	\$ Open End
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ Open End

Approved: Angela White, Negf 12/11/19
 Authorized Signature Date

N/A
 Attorney General if required Date

Price Listing

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#1-1	Harris Hall	58,500	2 Day RR Cleaning & Stocking	Day/Night	Yes	\$ 340.15	\$ 4,081.80	None
#1-2	Harris Hall	58,500	3 Full Service	Day/Night	Yes	\$ 2,881.24	\$ 34,574.88	None
#1-3	Harris Hall	58,500	5 Full Service	Day/Night	Yes	\$ 4,802.07	\$ 57,624.84	Currently
#1-4	Harris Hall	58,500	Day Porter	Day/Night	Yes	\$ 2,401.04	\$ 28,812.48	Currently
#2-1	Jenkins Hall	42,500	2 Day RR Cleaning & Stocking	Day/Night	Yes	\$ 240.10	\$ 2,881.20	None
#2-2	Jenkins Hall	42,500	3 Full Service	Day/Night	Yes	\$ 1,080.47	\$ 12,965.64	None
#2-3	Jenkins Hall	42,500	5 Full Service	Night	Yes	\$ 1,800.78	\$ 21,609.36	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#3-1	East Hall	21,721	2 Day RR Cleaning & Stocking	Night	No	\$ 140.06	\$ 1,680.72	None
#3-2	East Hall	21,721	3 Full Service	Night	No	\$ 1,080.47	\$ 12,965.64	None
#3-3	East Hall	21,721	5 Full Service	Night	No	\$ 1,800.78	\$ 21,609.36	Currently
#4-1	Prichard Hall	36,850	2 Day RR Cleaning & Stocking	Night	Yes	\$ 160.07	\$ 1,920.84	None
#4-2	Prichard Hall	36,850	3 Full Service	Night	Yes	\$ 1,080.47	\$ 12,965.64	None
#4-3	Prichard Hall	36,850	5 Full Service	Night	Yes	\$ 1,800.78	\$ 21,609.36	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#5-1	Sorrell Maintenance Building	40,000	2 Day RR Cleaning & Stocking	Day	No	\$ 100.04	\$ 1,200.48	None
#5-2	Sorrell Maintenance Building	40,000	3 Full Service	Day	No	\$ 720.31	\$ 8,643.72	None
#5-3	Sorrell Maintenance Building	40,000	5 Full Service	Day	No	\$ 1,200.52	\$ 14,406.24	Currently
#6-1	Jomie Jazz	13,500	2 Day RR Cleaning & Stocking	Night	No	\$ 80.03	\$ 960.36	None
#6-2	Jomie Jazz	13,500	3 Full Service	Night	No	\$ 720.31	\$ 8,643.72	None
#6-3	Jomie Jazz	13,500	5 Full Service	Night	No	\$ 1,200.52	\$ 14,406.24	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#7-1	Joseph M. Gillette Welcome Center	5,900	2 Day RR Cleaning & Stocking	Night	No	\$ 70.03	\$ 840.36	None
#7-2	Joseph M. Gillette Welcome Center	5,900	3 Full Service	Night	No	\$ 540.23	\$ 6,482.76	None
#7-3	Joseph M. Gillette Welcome Center	5,900	5 Full Service	Night	No	\$ 900.39	\$ 10,804.68	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#8-1	Office of Public Safety	6,850	2 Day RR Cleaning & Stocking	Days	No	\$ 70.03	\$ 840.36	None
#8-2	Office of Public Safety	6,850	3 Full Service	Days	No	\$ 600.26	\$ 7,203.12	Currently
#8-3	Office of Public Safety	6,850	5 Full Service	Days	No	\$ 1,000.43	\$ 12,005.16	None
#9-1	Myers Hall	N/A	2 Day RR Cleaning & Stocking	N/A	N/A	\$ 180.08	\$ 2,160.96	None
#9-2	Myers Hall	N/A	3 Full Service	N/A	N/A	\$ 1,080.47	\$ 12,965.64	None
#9-3	Myers Hall	N/A	5 Full Service	N/A	N/A	\$ 1,800.78	\$ 21,609.36	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#10-1	Drinko Library	115,000	2 Day RR Cleaning & Stocking	Day/Night	No	\$ 240.10	\$ 2,881.20	None
#10-2	Drinko Library	115,000	3 Full Service	Day/Night	No	\$ 6,241.73	\$ 74,900.76	None
#10-3	Drinko Library	115,000	5 Full Service	Day/Night	No	\$ 6,481.80	\$ 77,781.60	Currently
#10-4	Drinko Library	115,000	Day Porter	Day/Night	No	\$ 0.00	\$ 0.00	Included in above plus Sat & Sun policing coverage
#11-1	Art Warehouse	38,800	2 Day RR Cleaning & Stocking	Days	No	\$ 90.04	\$ 1,080.48	None
#11-2	Art Warehouse	38,800	3 Full Service	Days	No	\$ 1,200.52	\$ 14,406.24	Currently
#11-3	Art Warehouse	38,800	5 Full Service	Days	No	\$ 2,000.86	\$ 24,010.32	None

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#12-1	Memorial Student Center	113,000	See Attachment D	Day/Night	Yes	\$ 420.18	\$ 5,042.16	None
#12-2	Memorial Student Center	113,000	6 Full Service	Day/Night	Yes	\$ 5,881.63	\$ 70,579.56	5 days plus Sat. policing coverage
#12-3	Memorial Student Center	113,000	7 Full Service	Day/Night	Yes	\$ 6,181.72	\$ 74,180.64	Currently, 5 days plus Sat. & Sun policing coverage
#13-1	Weisberg Engineering	16,000	2 Day RR Cleaning & Stocking	Night	No	\$ 80.03	\$ 960.36	None
#13-2	Weisberg Engineering	16,000	3 Full Service	Night	No	\$ 900.39	\$ 10,804.68	Currently
#13-3	Weisberg Engineering	16,000	5 Full Service	Night	No	\$ 1,500.65	\$ 18,007.80	None

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#14-1	Shewey Building	42,825	2 Day RR Cleaning & Stocking	Night	No	\$ 180.08	\$ 2,160.96	None
#14-2	Shewey Building	42,825	3 Full Service	Night	No	\$ 1,440.62	\$ 17,287.44	None
#14-3	Shewey Building	42,825	5 Full Service	Night	No	\$ 2,401.24	\$ 28,814.88	Currently
#15-1	Dot Hicks Complex	2,816	2 Day RR Cleaning & Stocking	Night	No	\$ 125.05	\$ 1,500.60	None
#15-2	Dot Hicks Complex	2,816	3 Full Service	Night	No	\$ 360.16	\$ 4,321.92	None
#15-3	Dot Hicks Complex	2,816	5 Full Service	Night	No	\$ 600.26	\$ 7,203.12	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#16-1	Softball Press Box	2,258	2 Day RR Cleaning & Stocking	Night	No	\$ 0.00	\$ 0.00	None
#16-2	Softball Press Box	2,258	3 Full Service	Night	No	\$ 140.00	\$ 1,680.00	Currently
#16-3	Softball	2,258	5 Full Service	Night	No	\$ 233.00	\$ 2,796.00	None
#17-1	Bobby Pruett Weight Room	14,000	2 Day RR Cleaning & Stocking	Night	No	\$ 110.05	\$ 1,320.60	None
#17-2	Bobby Pruett Weight Room	14,000	3 Full Service	Night	No	\$ 360.16	\$ 4,321.92	None
#17-3	Bobby Pruett Weight Room	14,000	5 Full Service	Night	No	\$ 600.26	\$ 7,203.12	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#18-1	Visual Arts Center	66,600	2 Day RR Cleaning & Stocking	Day/Night	No	\$ 360.16	\$ 4,321.92	None
#18-2	Visual Arts Center	66,600	3 Full Service	Day/Night	No	\$ 2,160.93	\$ 25,931.16	None
#18-3	Visual Arts Center	66,600	5 Full Service	Day/Night	No	\$ 3,601.55	\$ 43,218.60	Currently
#19-1	Child Development Academy	9,760	2 Day RR Cleaning & Stocking	Evening	No	\$ 130.06	\$ 1,560.72	None
#19-2	Child Development Academy	9,760	3 Full Service	Evening	No	\$ 1,440.62	\$ 17,287.44	None
#19-3	Child Development Academy	9,760	5 Full Service	Evening	No	\$ 2,401.04	\$ 28,812.48	Currently
#19-4	Child Development Academy	9,760	See Attachment F	Evening	No	\$ 0.00	\$ 0.00	Included in above

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#20-1	Indoor Athletic Academics	48,500	2 Day RR Cleaning & Stocking	Night	No	\$ 60.03	\$ 720.36	None
#20-2	Indoor Athletic Academics	48,500	3 Full Service	Night	No	\$ 720.31	\$ 8,643.72	None
#20-3	Indoor Athletic Academics	48,500	5 Full Service	Night	No	\$ 1,200.52	\$ 14,406.24	Currently
#21-1	Corbly Hall	102,380	2 Day RR Cleaning & Stocking	Night	Yes	\$ 280.12	\$ 3,361.44	None
#21-2	Corbly Hall	102,380	3 Full Service	Night	Yes	\$ 3,961.71	\$ 47,540.52	None
#21-3	Corbly Hall	102,380	5 Full Service	Night	Yes	\$ 6,602.85	\$ 79,234.20	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#22-1	Morrow Library	108,041	2 Day RR Cleaning & Stocking	Day	Yes	\$ 220.09	\$ 2,641.08	None
#22-2	Morrow Library	108,041	3 Full Service	Day	Yes	\$ 2,160.93	\$ 25,931.16	None
#22-3	Morrow Library	108,041	5 Full Service	Day	Yes	\$ 3,601.55	\$ 43,218.60	Currently
#23-1	Placement Center	4,016	2 Day RR Cleaning & Stocking	Night	No	\$ 40.02	\$ 480.24	None
#23-2	Placement Center	4,016	3 Full Service	Night	No	\$ 360.16	\$ 4,321.92	None
#23-3	Placement Center	4,016	5 Full Service	Night	No	\$ 600.26	\$ 7,203.12	Currently

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#24-1	Soccer Complex	12,500	2 Day RR Cleaning & Stocking	Night	No	\$ 320.14	\$ 3,841.68	None
#24-2	Soccer Complex	12,500	3 Full Service	Night	No	\$ 720.31	\$ 8,643.72	None
#24-3	Soccer Complex	12,500	5 Full Service	Night	No	\$ 1,200.52	\$ 14,406.24	Currently
#25-1	VARIOUS	N/A	Various	N/A	n/a	\$ 13.85	\$ 13.85	Hourly Rate for new additional buildings
#26-1	3rd Ave Parking Garage	N/A	As needed/Per Hour	N/A	N/A	\$ 18.50	\$ 18.50	OT Rate
#27-1	Concourse Restroom Cleaning	N/A	As Needed/Per Hour	N/A	N/A	\$ 18.50	\$ 18.50	OT Rate

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#28-1	Event Cleanup	N/A	As Needed/Per Hour	N/A	N/A	\$ 18.50	\$ 18.50	OT Rate
#29-1	Additional Price for Day Staff	N/A	As Needed/Per Hour	N/A	N/A	\$ 20.00	\$ 20.00	Day Staff OT Rate
#30-1	Max % Increase	N/A	N/A	N/A	N/A	2.70%	2.70%	Pricing fixed for first 3 year unless gov change
#31-1	Various	NA	NA	NA	NA	\$ 18.50	\$ 18.50	Hourly Rate
#31-2	Maintenance Landscaping With University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate
#31-3	Maintenance Landscaping Without University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate plus equipment Rental

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#31-4	Maintenance Lighting With University Equipment	N/A	N/A	N/A	N/A	\$ 33.00	\$ 33.00	Per hour
#31-5	Maintenance Lighting Without University Equipment	N/A	N/A	N/A	N/A	\$ 39.00	\$ 39.00	Per hour
#31-6	Maintenance Recovery Efforts With University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate

#	Building	Square Feet	Days of Service	Shift	Unlock	Monthly Fee Per Building	Total Cost	Comments
#31-7	Maintenance Recovery Efforts Without University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate plus Equipment Rental
#31-8	Maintenance Special With University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate
#31-9	Maintenance Special Without University Equipment	N/A	N/A	N/A	N/A	\$ 20.00	\$ 20.00	OT Rate plus Equipment Rental

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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 exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Atelier Global Services dba, Atelier Media

Authorized Signature: _____ Date: 12-2-2019

State of OHIO

County of FRANKLIN, to-wit:

Taken, subscribed, and sworn to before me this 2nd day of DECEMBER, 2019.

MARK A SANDERSON
Notary Public, State of Ohio
My Commission Expires 02-13-24



NOTARY PUBLIC Mark A. Sanderson

November 5, 2019

AETNA BUILDING MAINTENANCE INC
646 PARSONS AVE.
COLUMBUS, OH 43206

Re: Contract Renewal for MU19MAINT

To Whom It May Concern:

The above referenced contract expires December 31, 2019. Marshall University wishes to renew the contract for Aetna Building Maintenance INC.

Please annotate on the bottom of this letter, with your signature and date, if you agree to extend contract **MU19MAINT** effective January 1, 2020 through December 31, 2020 under the same terms and conditions. Enclosed is a Purchasing Affidavit which requires signature and notarization as well.

Please return the letter and the enclosures signed in the original to the noted below.

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

If you have any questions, please feel free to call me at 304-696-2819

Sincerely,

Derrick Gillespie
Purchasing Agent



I agree to extend the current contract # **MU19MAINT** for an additional twelve (12) month period under the same terms and conditions.

Yes No

Yes, subject to the following changes indicated below or in the attached letter.

 _____
Signature 12-2-19
Date

Bradley A. Reep
Printed Name

Regional Vice President
Title

Comments: _____