

**Purchase  
Change Request**



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

**Order #**  
MU19MAINT


FY 20	Buyer HRS	Date 8/2/2019	Account Various	P.O. Date 1/25/2019	Contract MU19MAINT
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<b>Document</b> <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	<b>Document Action</b> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input checked="" 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. 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# 31-0620970

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>1</u></b>  To adjust the "Total Cost" for each item to reflect the calculated totals based on the "Monthly Fee Per Building".		

Reason for Change: To adjust the "Total Cost" for each item.	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved:  8.2.19  
 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	<b>Sorrell Maintenance Building</b>	40,000	2 Day RR Cleaning & Stocking	Day	No	\$ 100.04	\$ 1,200.48	None
#5-2	<b>Sorrell Maintenance Building</b>	40,000	3 Full Service	Day	No	\$ 720.31	\$ 8,643.72	None
#5-3	<b>Sorrell Maintenance Building</b>	40,000	5 Full Service	Day	No	\$ 1,200.52	\$ 14,406.24	Currently
#6-1	<b>Jomie Jazz</b>	13,500	2 Day RR Cleaning & Stocking	Night	No	\$ 80.03	\$ 960.36	None
#6-2	<b>Jomie Jazz</b>	13,500	3 Full Service	Night	No	\$ 720.31	\$ 8,643.72	None
#6-3	<b>Jomie Jazz</b>	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	<b>Softball Press Box</b>	2,258	2 Day RR Cleaning & Stocking	Night	No	\$ 0.00	\$ 0.00	None
#16-2	<b>Softball Press Box</b>	2,258	3 Full Service	Night	No	\$ 140.00	\$ 1,680.00	Currently
#16-3	<b>Softball</b>	2,258	5 Full Service	Night	No	\$ 233.00	\$ 2,796.00	None
#17-1	<b>Bobby Pruett Weight Room</b>	14,000	2 Day RR Cleaning & Stocking	Night	No	\$ 110.05	\$ 1,320.60	None
#17-2	<b>Bobby Pruett Weight Room</b>	14,000	3 Full Service	Night	No	\$ 360.16	\$ 4,321.92	None
#17-3	<b>Bobby Pruett Weight Room</b>	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	<b>Indoor Athletic Academics</b>	48,500	2 Day RR Cleaning & Stocking	Night	No	\$ 60.03	\$ 720.36	None
#20-2	<b>Indoor Athletic Academics</b>	48,500	3 Full Service	Night	No	\$ 720.31	\$ 8,643.72	None
#20-3	<b>Indoor Athletic Academics</b>	48,500	5 Full Service	Night	No	\$ 1,200.52	\$ 14,406.24	Currently
#21-1	<b>Corbly Hall</b>	102,380	2 Day RR Cleaning & Stocking	Night	Yes	\$ 280.12	\$ 3,361.44	None
#21-2	<b>Corbly Hall</b>	102,380	3 Full Service	Night	Yes	\$ 3,961.71	\$ 47,540.52	None
#21-3	<b>Corbly Hall</b>	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