


Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU19MAINT	
FY 24	Buyer MD	Date 04/05/24	Account Varies	P.O. Date 01/25/2019	Contract MU19MAINT		
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. GDI Services, Inc. 24300 Southfield Rd. Suite 300 Southfield, MI 48075			Vendor Code 392079800		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		
Ph# 502-608-6457		Fax		FEIN# 39-2079800			
Item#	Quantity	Description of Change			Unit Price	Extended Price	
		<p style="text-align: center;">Change Order # 20</p> <p>To make the following change(s) in accordance with the same terms and conditions, prices, and specifications contained in the original contract and all authorized change orders.</p> <p>1. To add MU Location: Baseball and Softball Operations Building at \$1,173.00 per month. Ref. GDI quote and work scope attached</p> <p>No other changes made.</p> <p>Current Term: January 1, 2024 - June 30, 2024.</p>					
Reason for Change: Incorporate Baseball and Softball Operations Building to contract					Previous Total	\$ Open-End	
					Increase	\$ -	
					Decrease	\$ -	
					New Total	\$ Open-End	

Approved: Michelle Wheeler 4.05.2024
 Authorized Signature Date

N/A
 Attorney General **if** required Date



Date: 3/28/2024
Location: Marshall University Baseball and Softball Operations Buildings
Attention: Paul Carico

Service to be provided:

Janitorial Cleaning Services

Total: \$1173.00 per month.

**The above pricing does not include the applicable taxes*

Please sign below as acceptance of this proposal. We appreciate the opportunity.

Signed:


NAME

3-28-24
Date

Accepted:


CLIENT CONTACT

3/29/2024
Date

SEE ATTACHED CLEANING
ACTIVITIES & FREQUENCIES.
P.C.S.

Baseball/Softball Operations Buildings Cleaning Activities and Frequencies

Administrative Offices/Conference Rooms/Training Rooms/Common Areas	
Daily	Empty trash/recycling receptacles, replace liners as needed, remove to designated area
Daily	Dust mop, all hard surface floors
Daily	Spot mop all hard surface floors
Daily	Spot vacuum carpeted areas
Daily	Spot clean carpeted areas
Daily	Clean and disinfect all drinking fountains/water bottle fill stations
Daily	Clean dry-erase marker boards chalk boards & trays
Daily	Dust and spot clean all horizontal & vertical surfaces removing fingerprints, smudges and stains
Weekly	Vacuum all carpeted areas and upholstered furniture
Monthly	Dust all high and low reach areas
Monthly	Dust all window blinds
Quarterly	Clean HVAC registers
Quarterly	Clean baseboards
Annually	Clean diffusers and exposed areas of light fixtures
Annually	Deep clean carpeted areas
Annually	Scrub and refinish hard surface flooring
Restrooms/Shower/Locker Rooms	
Daily	Empty trash/recycling receptacles, replace liners as needed, remove to designated area
Daily	Empty personal hygiene containers, clean and disinfect, replace liners as needed
Daily	Restock soap and paper products
Daily	Clean mirrors
Daily	Clean and disinfect fixtures, sinks, and countertops. Verify dispensers and fixtures are operational.
Daily	Clean and disinfect shower walls and floors
Daily	Spot clean walls and partitions
Daily	Vacuum carpeted floors
Daily	Sweep and mop hard surface floors
Weekly	Dust and spot clean all horizontal & vertical surfaces removing fingerprints, smudges and stains
Weekly	Dust all high and low reach areas
Monthly	Wash all ceramic tile walls
Monthly	Scrub all restroom floors using germicidal detergent
Quarterly	Clean HVAC registers
Quarterly	Deep clean carpets
Quarterly	Clean baseboards
Semi-Annually	Clean lockers
Annually	Clean diffusers and exposed areas of light fixtures
Corridors	
Daily	Empty trash/recycling receptacles, replace liners as needed, remove to designated area
Daily	Spot clean door glass and side glass
Daily	Spot vacuum carpeted areas
Daily	Mop all stains and spills
Daily	Dust mop
Daily	Clean and disinfect all drinking fountains/water bottle fill stations
Daily	Remove outdated or unauthorized posters/flyers
Daily	Dust and spot clean all horizontal & vertical surfaces removing fingerprints, smudges and stains
Weekly	Vacuum all carpeted areas and upholstered furniture
Weekly	Spot clean walls removing soil, tape residue, etc
Weekly	Dust all high and low reach areas

Monthly	Machine scrub hard surface floors with automatic scrubber as needed
Monthly	Deep clean carpeted area as needed
Quarterly	Clean HVAC registers
Quarterly	Clean baseboards
Annually	Clean diffusers and exposed areas of light fixtures
Annually	Deep clean carpeted areas
Annually	Scrub and refinish hard surface flooring
Entry Lobbies	
Daily	Empty trash/recycling receptacles, replace liners as needed, remove to designated area
Daily	Clean and disinfect all drinking fountains/water bottle fill stations
Daily	Vacuum carpeted floors
Daily	Dust mop
Daily	Mop all stains and spills
Daily	Spot clean entry doors and side glass
Daily	Clean and polish bright metal work
Daily	Dust and spot clean all horizontal & vertical surfaces removing fingerprints, smudges and stains
Monthly	Vacuum all carpeted areas and upholstered furniture
Weekly	Dust all high and low reach areas
Quarterly	Clean HVAC registers
Quarterly	Clean baseboards
Annually	Clean diffusers and exposed areas of light fixtures
Annually	Deep clean carpeted areas
Annually	Scrub and refinish hard surface flooring
Miscellaneous	
As Needed	Building entrances up to 15' from entry door snow, ice, leaf, and debris removal
Monthly	Fire extinguisher cabinets

J. Co

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ VC0000135570	GDI SERVICES INC		Active	Inactive	

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▼ General Info

Vendor/Customer : VC0000135570

Legal Name : GDI SERVICES INC

Alias/DBA :

Vendor Active Status : Active

Vendor Approval Status : Complete

Customer Active Status : Inactive

Customer Approval Status : Incomplete

Location Name :

First Name :

Middle Name :

Last Name :

Company Name : GDI SERVICES INC

Previous Name :

Previous Street :

Previous City :

Previous State/Province :

Previous Country :

Restrict Use by Department :

Miscellaneous Account :

Internal Account :

Third Party Only :

Third Party Vendor :

Third Party Customer :

Inventory Customer :

Healthcare Provider :

Never Archive :

Restrict VSS Access : No

Discontinue - No New Business :

Prevent MA Reference :

PunchOut Enabled :

Re-PunchOut Enabled :

Electronic Order Enabled :

W-9 Received :

W-9 Received Date : 02/13/2023

W-8 Received :

W-8 Received Date :

Accepts Credit Cards :

Active From : 11/14/2023

Active To :

Last Usage Date : 01/30/2024

Department :

Unit :

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt :

Registration Application Date :

Registration Effective Date :

Registration Expiration Date :

Pre-Registration Code :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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