

Purchase Change Request



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

Order #
MU19MAINT

FY 22	Buyer MW	Date 02/14/2022	Account	P.O. Date 01/25/2019	Contract MU19MAINT
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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 <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 VendorName/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Atalian Global Services PO Box 74008995 Chicago, IL 60674-8995 Ph# 304-962-2818 Fax	Vendor Code FEIN# 31-0620970	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>9</u> Janitorial Services To cancel Change Order # 7 as it was not executed according to the laws that govern Marshall University. Effective Date: February 14, 2022		

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

Approved: Michelle Wheeler 2/14/2022
 Authorized Signature Date

N/A
 Attorney General if required Date

**Purchase
Change Request**



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

Order #
MU19MAINT

FY 22	Buyer TD	Date 8/31/2021	Account Various	P.O. Date 01/25/19	Contract MU19MAINT
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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 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 checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Atalian Global Services PO Box 74008995 Chicago, IL 60674 8995	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>7</u></p> <p>To amend the MU19MAINT contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.</p> <p align="center">Cleaning Services</p> <p>1. Replace price list Items: #1-1 thru #13-3 and #15-1 thru #24-3 effective date of change as of November 1, 2021.</p> <p>2. Delete in its entirety #12-1 thru #12-3 effective October 31, 2021.</p> <p>3. Replace services and price list item #14-1 thru #14-5 and addition of services for items #32 thru #34 effective November 1, 2021.</p> <p>Effective Dates: 01/01/2021 - 12/31/2021 Renewal: 2 of 4 Remaining Renewals: 2</p>		

Reason for Change: Contract price and service changes	Previous Total	\$	Open End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open End

Approved: *Tracey Brundolinski* 11/30/2021
 Authorized Signature Date

N/A
 Attorney General if required Date

Handwritten signature or text at the bottom of the page.



Amendment to Contractor Agreement

This amendment, dated September 14, 2021, is between Marshall University (hereinafter referred to as "Owner") and Atalian US Ohio Valley, Inc. f/k/a Aetna Building Maintenance Inc. (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, Owner and Contractor entered into that certain Contract #MU19MAINT effective January 1, 2019, whereby the Contractor provides custodial and other related services to Owner; and

WHEREAS, the parties have agreed to further amend the aforesaid Agreement;

Now, therefore, in consideration of the promises contained herein and for other good and valuable consideration, the parties hereto agree as follows:

1. Effective November 1, 2021, the price listed items #1-1 thru #24-3 shall be replaced in it's entirely with the attached Exhibit A.
2. Effective September 14, 2021, Contractor shall provide the following additional services at the prices listed below at Shewey Building:
 - a. Monday through Friday (* \$8,230.47 monthly charge) *Total of two below
 - i. Day Porter 40 hours \$2,743.49 monthly charge
 - ii. Night cleaners 80 hours \$5,486.98 monthly charge
 - b. Saturday and Sunday (* \$3,292.19 monthly charge) * Total of two below
 - i. Day Porter 16 hours \$1097.40 monthly charge
 - ii. Night Cleaners 32 hours \$2194.79 monthly charge
 - c. Total Monthly Charge for Shewey Building A+B= \$11,522.66
 - i. Weekly rate for Shewey-\$2,661.12

This Amendment is effective as of September 14, 2021 and thereafter, unless otherwise amended. All other terms and conditions contained in the Original Agreement shall remain unchanged and in full force and effect.

-IN WITNESS WHEREOF, - the parties hereto have caused this -Amendment to be signed by their duly authorized representatives, all done the day and year above written.

ATALIAN US Ohio Valley, Inc.

Bradley Reep

Name: Bradley Reep

Title: Regional Vice President

Date: 11/22/2021

Marshall University

Tracey Brown-Dolinski

Tracey Brown-Dolinski

Name: Tracey Brown-Dolinski

Title: Assistant Director of Purchasing

Date: 11/30/2021

Introduction

The purpose of this document is to provide an overview of the project and its objectives.

The project aims to develop a comprehensive system that will address the current challenges faced by the organization. The system will be designed to be user-friendly, secure, and scalable, ensuring that it can meet the needs of the organization in the future.

The project will be managed using the following approach:

1. **Project Management:** The project will be managed using a structured approach, with regular communication and reporting to ensure that the project stays on track.

2. **Resource Allocation:** Resources will be allocated based on the project's needs, ensuring that the project has the necessary support and expertise.

3. **Risk Management:** Risks will be identified and managed throughout the project, ensuring that the project is completed on time and within budget.

4. **Quality Assurance:** Quality assurance will be implemented throughout the project, ensuring that the system meets the highest standards of quality.

5. **Documentation:** Comprehensive documentation will be maintained throughout the project, ensuring that all project activities are recorded and accessible.

6. **Communication:** Regular communication will be maintained with all stakeholders, ensuring that they are kept informed of the project's progress and any changes.

7. **Reporting:** Regular reporting will be provided to the project sponsor, ensuring that they are kept informed of the project's status and any issues.

8. **Review:** Regular reviews will be conducted throughout the project, ensuring that the project is on track and any issues are identified and resolved.

9. **Final Review:** A final review will be conducted at the end of the project, ensuring that the system meets the organization's requirements and that the project has been completed successfully.

10. **Post-Project:** The project team will continue to provide support and maintenance for the system, ensuring that it remains up-to-date and secure.

11. **Conclusion:** The project is expected to be completed on time and within budget, providing the organization with a comprehensive system that will address its current challenges and support its future growth.

12. **Appendix:** The appendix contains additional information related to the project, including a detailed project plan and a list of project stakeholders.

13. **References:** The references list the sources of information used in the project, including books, articles, and websites.

14. **Index:** The index provides a quick reference to the various sections of the document, making it easier to find the information you need.

15. **Disclaimer:** The information contained in this document is for informational purposes only and should not be used as a substitute for professional advice.

Project Sponsor

Student Center Operations

September 22, 2021

Angela White Negley
Marshall University
Office of Purchasing
OM 125

RE: Atalian Global Services

Dear Angela,

Please accept this letter as official notification that the Student Center Operating Office will be terminating our housekeeping contract with Atalian Global Services, effective October 31, 2021.

If you have any questions, feel free to contact me at 304-696-2528 or carterw@marshall.edu.

Sincerely,



William Carter, Director
Student Center Operating

Office of Purchasing

September 30, 2021

Sent Via Email and U.S. Postal Services

Bradley Reep
Regional Vice President, Ohio Valley
Atalian Global Services
4695 Hilton Corporate Drive
Columbus, Ohio 43232

RE: Notice of Cancellation of Items #12-1, #12-2, and #12-3 Under MU19MAINT

Dear Mr. Reep,

Marshall University hereby gives thirty (30) days' notice of our intent to cancel Items #12-1, #12-2, and #12-3 per the MU19MAINT Life of Contract Page, page 18, CANCELLATION . In accordance with the provisions set forth in the contract documents, consider the cancellation effective on October 31, 2021.

Please forward invoices to arnetty@marshall.edu as soon as possible should there be any outstanding invoices for work completed to date. Final invoices should be submitted no later than November 15, 2021.

If you have any questions, please feel free to contact me at the address referenced in the letterhead, by telephone at 304-696-2599 or via email at negley4@marshall.edu.

Sincerely,



Angela White Negley, CPPO, CPPB, NIGP-CPP
Chief Procurement Officer

WE ARE...MARSHALL.

Vendor/Customer









[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000171992	ATALIAN GLOBAL SERVICES		Active	Inactive	
000000171993	AETNA INTEGRATED SERVICES		Active	Inactive	
000000171994	ATALIAN US OHIO VALLEY INC		Active	Inactive	

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▼ General Info

Vendor/Customer : 000000171992	Restrict Use by Department : <input type="checkbox"/>
Legal Name : ATALIAN GLOBAL SERVICE	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active ▼	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive ▼	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : Yes ▼
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : ATALIAN GLOBAL SERVICE	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/> 	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/> 	W-9 Received Date : <input type="text"/> 
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/> 
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1999 
	Active To : <input type="text"/> 
	Last Usage Date : 09/08/2021
	Department : <input type="text"/> 
	Unit : <input type="text"/> 

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▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt :	<input type="checkbox"/>	Tax Clearance :	<input type="checkbox"/>
Registration Application Date :	01/23/2014 	Unemployment Insurance :	<input type="checkbox"/>
Registration Effective Date :	01/23/2014	Worker's Compensation :	<input type="checkbox"/>
Registration Expiration Date :	01/23/2015	Secretary of State Registration :	<input type="checkbox"/>
Pre-Registration Code :	<input type="text"/>	Federal Debarred :	<input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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