


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU24JANITORIAL	
FY 26	Buyer LL	Date 06/23/2025	Account Varies	P.O. Date 03/12/2024	Contract MU24JANITORIAL	
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 checked="" 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. HHS Education Services LLC 12495 Silver Creek Road Dripping Springs, TX 78620			Vendor Code 843527671		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Ph# 512-478-1888		Fax		FEIN# 843527671		
Item#	Quantity	Description of Change			Unit Price	Extended Price
		<p style="text-align: center;">Change Order # 3</p> <p>To renew and amend the contract MU24JANITORIAL all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p style="text-align: center;">JANITORIAL SERVICES</p> <p>1. To renew the contract.</p> <p>2. To increase pricing, see pages 2-3.</p> <p>Effective Date of Change(s): 08/01/2025 Contract Effective Dates: July 1, 2025 - June 30, 2026 Renewal: One (1) of Five (5) one-year, optional renewals Renewals Remaining: Four (4)</p> <p>Vendor Contact: Michael DiSparano, 786.718.8167, mdisparano@hhs1.com</p>				
Reason for Change: 1. To renew the contract. 2. To increase pricing.					Previous Total \$ <u>Open-end</u> Increase \$ <u>-</u> Decrease \$ <u>-</u> New Total \$ <u>Open-end</u>	

Approved:


 Authorized Signature

June 30, 2023
 Date


 Attorney General if required

6-27-25
 Date

Exhibit A Pricing Page

Solicitation: MU24JANITORIAL

Company Name: HHS Education Services

Bidders must complete the pricing page as detailed in Specifications section 6.2. Chart details are provided below:

Chart 1: Contract award will be based on the pricing included in Chart 1. This chart includes all buildings that we intend to award as part of this solicitation. Bidder must provide a monthly rate for each building. The monthly rate shall be all inclusive of Janitorial services required as part of the contract, unless otherwise noted in the specifications. Chart 1 included three (3) cleaning Tiers. Award will be based on Tier 1. University may switch to Tier 2 or 3 based on process detailed in specifications.

Chart 2: The items listed in Chart 2 will be awarded as part of this contract. The usage of these items is not guaranteed and will be requested as needed.

Chart 3: The items listed in Chart 3 are optional items that we may review adding to the contract if the pricing is beneficial to the University. These items will not be exclusive to the awarded vendor. Written approval from both parties is required for the use of these items.

Chart 4: Marshall University currently utilized in-house janitorial staff for the buildings listed in Chart 4. We are requesting pricing in the event that we need to utilize Vendor services for a listed building during the term of the contract. Written approval is required from both

Chart 1: Janitorial Services for Buildings included in Contract

Item #	Building / Description	Monthly Rate - Tier 1	Monthly Rate - Tier 2	Monthly Rate - Tier 3
1-1	Harris Hall	\$4,596.19	\$4,274.63	\$4,024.43
1-2	Education Building	\$3,172.43	\$2,950.48	\$2,777.80
1-3	East Hall	\$1,805.19	\$1,678.90	\$1,580.63
1-4	Prichard Hall	\$2,740.53	\$2,548.80	\$2,399.63
1-5	Sorrell Maintenance Building	\$845.47	\$786.31	\$740.29
1-6	Myers Hall	\$1,109.99	\$1,032.33	\$971.92
1-7	Joseph M. Gillette Welcome Center	\$557.60	\$518.58	\$488.23
1-8	Office Public Safety	\$421.13	\$391.66	\$368.74
1-9	Drinko Library	\$8,541.23	\$7,943.66	\$7,478.74
1-10	Shewey Building	\$3,396.70	\$3,159.06	\$2,974.17
1-11	Dot Hicks Complex	\$266.13	\$247.51	\$233.03
1-12	Softball Press Box	\$213.40	\$198.47	\$186.85
1-13	Bobby Pruett Weight Room	\$1,323.11	\$1,230.54	\$1,158.52
1-14	Visual Arts Center	\$4,592.22	\$4,270.94	\$3,989.93
1-15	Child Development Academy	\$922.40	\$857.86	\$807.65
1-16	Indoor Athletic Complex/Buck Harless & Hall of Fame	\$1,323.11	\$1,230.54	\$1,158.52
1-17	Corbly Hall	\$7,402.13	\$6,884.25	\$6,481.34
1-18	Morrow Library	\$7,927.87	\$7,373.21	\$6,941.69
1-19	Career Services	\$379.54	\$352.99	\$332.33
1-20	Soccer Complex	\$1,181.31	\$1,098.70	\$1,034.39
1-21	Art Warehouse/Receiving Warehouse	\$1,567.32	\$1,457.66	\$1,372.35
1-22	Engineering Lab	\$1,330.38	\$1,237.31	\$1,164.89
1-23	Smith Business Building	\$6,851.81	\$6,372.43	\$5,999.48
1-24	Baseball & Softball Operations Bldgs.	\$1,401.45	\$1,303.40	\$1,227.12

1-25	South Charleston Academic Bldg.	\$1,533.29	\$1,426.02	\$1,342.56
1-26	South Charleston Graduate Bldg.	\$3,200.22	\$2,976.32	\$2,802.13
1-27	Garage Elevators/Stairwells (3rd Ave)	\$453.64	\$421.90	\$397.21
1-28	Garage Elevators/Stairwells (6th Ave)	\$264.62	\$246.11	\$231.70
1-29	Pedestrian Bridge (Henderson Center)	\$168.51	\$156.52	\$147.55
4-1	Dietetics (Downtown)	\$983.85	\$828.46	\$763.16
4-2	Huntington Kitchen	\$331.78	\$279.38	\$257.36
4-4	Pharmacy Building	\$7,178.36	\$6,676.14	\$5,845.64
	Bid total	\$77,982.90		

Chart 2: Additional Services included in Contract

Item #	Description	Hourly Rate		
2-1	Emergency Clean-up - Large Emergency Events	\$31.34		
2-2	Event Setup/Cleanup over 2 hours	\$20.90		
2-3	Additional Floor Stripping and Waxing (5.11.4)	\$20.90		

Chart 3: Optional Alternative Services

Item #	Description	Hourly rate		
3-1	Landscaping (5.11.3.1) - Mowing, string trimming and removal of grass from sidewalks (Vendor Supplied Equipment)	\$31.34		
3-2	Landscaping (5.11.3.2) - Leaf Removal (Vendor Supplied Equipment)	\$20.90		
3-3	Landscaping (5.11.3.3) - Snow Removal (Vendor Supplied Equipment)	\$20.90		
3-4	Pressure Washing (5.11.5)	\$20.90		
3-5	Window Cleaning at ground floor (5.11.6.1)	\$20.90		
3-6	Window Cleaning above ground floor (5.11.6.2)	\$33.92		
3-7	Window Cleaning requiring lift (5.11.6.3)	\$50.15		
3-8	Campus Trash Removal (5.11.7)	\$20.90		
3-9	Other Services as described by Bidder			
3-10	Other Services as described by Bidder			
3-11	Other Services as described by Bidder			

Chart 4: Janitorial Services for Optional Buildings

Item #	Building	Monthly Rate Tier 1	Monthly Rate Tier 2	Monthly Rate Tier 3
4-1	Dietetics (Downtown)	\$983.85	\$828.46	\$763.16
4-2	Huntington Kitchen	\$331.78	\$279.38	\$257.36
4-3	RCBI	\$3,151.10	\$2,654.09	\$2,444.89



Office of Purchasing

June 5, 2025

Renewal Letter

VIA EMAIL: mdisparano@hhs1.com

Mr. Michael DiSparano
 HHS Education Services LLC
 12495 Silver Creek Road
 Dripping Springs, TX 78620

Re: Contract Renewal for MU24JANITORIAL

Dear Michael,

The above referenced contract expires on June 30, 2025. There is a provision for renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to renew contract, MU24JANITORIAL effective July 1, 2025 through June 30, 2026, under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter via email at your earliest convenience.

If you have any questions, please feel free to call me at 304-696-3056.

Sincerely,

Leeann Lemon
 Contract Specialist

I agree to the current MU24JANITORIAL for an additional one (1) year period under the same terms and conditions as the original contract.

☒ Yes ☐ No

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

w/ a 3.5% increase to the contract amount.
 New monthly fee = \$77,638.21

Signature

June 11, 2025

Date

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: _____ Address: _____

Name of Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

1. Subcontractors or other entities performing work or service under the Contract

☐ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☐ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☒ Check here if none, otherwise list entity/individual names below.

Signature: _____ Date Signed: _____

Notary Verification

State of _____, County of _____:

I, _____, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this _____ day of _____, _____.

Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

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 exceeds 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: HHS Education Services LLC

Authorized Signature: [Signature] Date: 06/12/2025

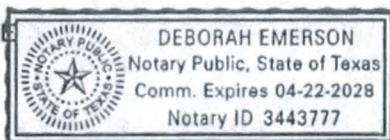
State of Texas

County of Hays, to-wit:

Taken, subscribed, and sworn to before me this 12th day of June, 2025.

My Commission expires April 22, 2028.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature: Deborah Emerson]

1 of 1 | [View All](#) | Some of the values entered as Search Criteria for UI secured field ...

Vendor/Customer

[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ VC0000139343	HHS EDUCATION SERVICES LLC		Active	Inactive	

From 1 to 1 of 1 First Prev Next Last [Attachments](#)Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#) 

▼ General Info

Vendor/Customer :	VC0000139343	Restrict Use by Department :	<input type="checkbox"/>
Legal Name :	HHS EDUCATION SERVICE	Miscellaneous Account :	<input type="checkbox"/>
Alias/DBA :		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 :		Healthcare Provider :	<input type="checkbox"/>
First Name :		Never Archive :	<input type="checkbox"/>
Middle Name :		Restrict VSS Access :	No
Last Name :		Discontinue - No New Business :	<input type="checkbox"/>
Company Name :	HHS EDUCATION SERVICE	Prevent MA Reference :	<input type="checkbox"/>
Previous Name :		PunchOut Enabled :	<input type="checkbox"/>
Previous Street :		Re-PunchOut Enabled :	<input type="checkbox"/>
Previous City :		Electronic Order Enabled :	<input type="checkbox"/>
Previous State/Province :		W-9 Received :	<input checked="" type="checkbox"/>
Previous Country :		W-9 Received Date :	01/03/2023
		W-8 Received :	
		W-8 Received Date :	
		Accepts Credit Cards :	<input type="checkbox"/>
		Active From :	03/09/2024
		Active To :	
		Last Usage Date :	06/20/2025
		Department :	
		Unit :	

▶ Headquarters

▶ 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 :		Unemployment Insurance :	<input checked="" type="checkbox"/>
Registration Effective Date :		Worker's Compensation :	<input type="checkbox"/>
Registration Expiration Date :		Secretary of State Registration :	<input type="checkbox"/>
Pre-Registration Code :		Federal Debarred :	<input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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