

Purchase Change Request



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

Order #
MU24JANITORIAL

FY 25	Buyer LL	Date 07/10/2024	Account VARIES	P.O. Date 03/12/2024	Contract MU24JANITORIAL
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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 checked="" 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. HHS Education Services LLC 12495 Silver Creek Road Dripping Springs, TX 78620 Ph# 512-478-1888 Fax	Vendor Code 843527671 FEIN# 843527671	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
		<p align="center">Change Order # 1</p> <p>To amend the contract MU24JANITORIAL all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders as per the Investment Addendum beginning on Page 2 and renew the contract.</p> <p align="center">JANITORIAL SERVICES</p> <p>1. Add the School of Pharmacy with an cost of \$6,936.75 monthly/\$83,241.03 annually.</p> <p>2. Add the Dietetics Building at the cost stated in Chart 4 of the contract.</p> <p>Effective Date of Change(s): 07/15/2024</p> <p>Contract Effective Dates: July 1, 2024 - June 30, 2025</p> <p>Renewals: Five (5) one-year, optional renewals</p>		

Reason for Change: 1. To add School of Pharmacy with an cost of \$6,936.75 monthly/\$83,241.03 annually. 2. To add Dietetics Building at the cost stated in Chart 4 of the contract.	Previous Total	\$ Open-end
	Increase	\$ -
	Decrease	\$ -
	New Total	\$ Open-end

Approved: Michelle Wheeler 7/19/2024
 Authorized Signature Date
John S. Gray 7/16/2024
 Attorney General if required Date



Proposal Date: 7.3.2024
Services StartDate: 7.8.2024
Location: School of Pharmacy
Campus: Marshall University

Monthly Cost: \$6,936.75
Annual Cost: \$83,241.03

Cost Proposal: Proposal made this 3rd day of July, 2024, between HHS and Marshall University.

REQUESTED SERVICES TO INCLUDE:

ADDITION: School of Pharmacy

- Labor and supplies included in price.
- Includes service for 37,500 square feet.
- 1 (8 hour) PM shift employee M-F.
- 1 (8 hour) AM shift employee M-F.
- Exterior windows up to 14' cleaned quarterly.
- Trash removal around landscaping daily.
- Adheres to same scope of work as main agreement.
- Supervision included in price.

Original Cost:
Monthly: \$ 67,139.06
Annually: \$805,668.68

Revised Cost:
Monthly: \$ 74,075.81
Annual: \$888,909.71

Approval Authorization

Print Name: _____
 Sign Name: _____

Date: _____
 P.O./Req# _____

HHS Approval: *Michael DiSparano* CEO

Date: July 8, 2024

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 useage 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 parties to utilize janitorial services for these buildings as part of this contract.

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	\$4,440.77	\$4,130.08	\$3,888.34
1-2	Education Building	\$3,065.15	\$2,850.71	\$2,683.87
1-3	East Hall	\$1,744.15	\$1,622.12	\$1,527.18
1-4	Prichard Hall	\$2,647.86	\$2,462.61	\$2,318.48
1-5	Sorrell Maintenance Building	\$816.88	\$759.72	\$715.26
1-6	Myers Hall	\$1,072.46	\$997.42	\$939.05
1-7	Joseph M. Gillette Welcome Center	\$538.74	\$501.05	\$471.72
1-8	Office Public Safety	\$406.89	\$378.42	\$356.27
1-9	Drinko Library	\$8,252.39	\$7,675.03	\$7,225.84
1-10	Shewey Building	\$3,281.84	\$3,052.23	\$2,873.59
1-11	Dot Hicks Complex	\$257.13	\$239.14	\$225.15
1-12	Softball Press Box	\$206.18	\$191.76	\$180.53
1-13	Bobby Pruett Weight Room	\$1,278.37	\$1,188.93	\$1,119.34
1-14	Visual Arts Center	\$4,436.93	\$4,126.51	\$3,855.00
1-15	Child Development Academy	\$891.20	\$828.85	\$780.34
1-16	Indoor Athletic Complex/Buck Harless & Hall of Fame	\$1,278.37	\$1,188.93	\$1,119.34
1-17	Corbly Hall	\$7,151.81	\$6,651.45	\$6,262.16
1-18	Morrow Library	\$7,659.78	\$7,123.88	\$6,706.94
1-19	Career Services	\$366.71	\$341.05	\$321.09
1-20	Soccer Complex	\$1,141.36	\$1,061.54	\$999.41
1-21	Art Warehouse/Receiving Warehouse	\$1,514.31	\$1,408.37	\$1,325.94
1-22	Engineering Lab	\$1,285.40	\$1,195.47	\$1,125.50
1-23	Smith Business Building	\$6,620.10	\$6,156.94	\$5,796.60
1-24	Baseball & Softball Operations Bldgs.	\$1,354.06	\$1,259.33	\$1,185.62
1-25	South Charleston Academic Bldg.	\$1,481.44	\$1,377.80	\$1,297.16
1-26	South Charleston Graduate Bldg.	\$3,092.00	\$2,875.67	\$2,707.37
1-27	Garage Elevators/Stairwells (3rd Ave)	\$438.30	\$407.63	\$383.78
1-28	Garage Elevators/Stairwells (6th Ave)	\$255.67	\$237.79	\$223.87
1-29	Pedestrian Bridge (Henderson Center)	\$162.81	\$151.25	\$142.56
Monthly total		\$67,139.06		

Chart 2: Additional Services included in Contract

Item #	Description	Hourly Rate
2-1	Emergency Clean-up - Large Emergency Events	\$30.28
2-2	Event Setup/Cleanup over 2 hours	\$20.19
2-3	Additional Floor Stripping and Waxing (5.11.4)	\$20.19

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)	\$30.28

3-2	Landscaping (5.11.3.2) - Leaf Removal (Vendor Supplied Equipment)	\$20.19
3-3	Landscaping (5.11.3.3) - Snow Removal (Vendor Supplied Equipment)	\$20.19
3-4	Pressure Washing (5.11.5)	\$20.19
3-5	Window Cleaning at ground floor (5.11.6.1)	\$20.19
3-6	Window Cleaning above ground floor (5.11.6.2)	\$32.77
3-7	Window Cleaning requiring lift (5.11.6.3)	\$48.45
3-8	Campus Trash Removal (5.11.7)	\$20.19

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)	\$950.58	\$800.45	\$737.36
4-2	Huntington Kitchen	\$320.56	\$269.93	\$248.65
4-3	RCBI	\$3,044.54	\$2,564.33	\$2,362.21

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

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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 : <input type="checkbox"/>
	W-8 Received Date :
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 03/09/2024
	Active To :
	Last Usage Date : 03/12/2024
	Department :
	Unit :

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Registration Application Date :	Unemployment Insurance : <input 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"/>
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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 : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 03/09/2024
	Active To : <input type="text"/>
	Last Usage Date : 03/12/2024
	Department : <input type="text"/>
	Unit : <input type="text"/>

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Registration Expiration Date : <input type="text"/>	Secretary of State Registration : <input type="checkbox"/>
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