


Purchase Change Request				Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU24JANITORIAL	
FY 25	Buyer LL	Date 08/02/2024	Account VARIES	P.O. Date 03/12/2024	Contract MU24JANITORIAL		
Document			Document Action				
<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			<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				
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		
Item#	Quantity	Description of Change			Unit Price	Extended Price	
		Change Order # 2 To amend the contract MU24JANITORIAL all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders. JANITORIAL SERVICES 1. To "split" and specifically state separately, the cost of the Baseball Operations Building and the Softball Operations as stated on the attached pricing page. 2. All other prices remain the same per the original contract (page 3). Effective Date of Change(s): 08/01/2024 Contract Effective Dates: July 1, 2024 - June 30, 2025 Renewals: Five (5) one-year, optional renewals					
Reason for Change: 1. To "split" and specifically state separately, the cost of the Baseball Operations Building and the Softball Operations as stated on the attached pricing page (page 2). 2. All other prices remain the same per the original contract (page 3).					Previous Total	\$ Open-end	
					Increase	\$ -	
					Decrease	\$ -	
					New Total	\$ Open-end	

Approved: Michelle Wheeler 8/9/24
 Authorized Signature Date

[Signature] 8/8/24
 Attorney General if required Date

Item #	Campus Building	Square Footage	Monthly Rate Tier 1	July 2024 Invoice
1-1	Harris Hall	48,633	\$ 4,440.77	\$ 4,440.77
1-2	Education Building	33,568	\$ 3,065.15	\$ 3,065.15
1-3	East Hall	19,101	\$ 1,744.15	\$ 1,744.15
1-4	Prichard Hall	28,998	\$ 2,647.86	\$ 2,647.86
1-5	Sorrell Maintenance Building	8,946	\$ 816.88	\$ 816.88
1-6	Myers Hall	11,745	\$ 1,072.46	\$ 1,072.46
1-7	Joseph M. Gillette Welcome Center	5,900	\$ 538.74	\$ 538.74
1-8	Office Public Safety	4,456	\$ 406.89	\$ 406.89
1-9	Drinko Library	90,376	\$ 8,252.39	\$ 8,252.39
1-10	Shewey Building	35,941	\$ 3,281.84	\$ 3,281.84
1-11	Dot Hicks Complex	2,816	\$ 257.13	\$ 257.13
1-12	Softball Press Box	2,258	\$ 206.18	\$ 206.18
1-13	Bobby Pruett Weight Room	14,000	\$ 1,278.37	\$ 1,278.37
1-14	Visual Arts Center	48,591	\$ 4,436.93	\$ 4,436.93
1-15	Child Development Academy	9,760	\$ 891.20	\$ 891.20
1-16	Indoor Athletic Complex / Buck Harless & Hall of Fame	14,000	\$ 1,278.37	\$ 1,278.37
1-17	Corbly Hall	78,323	\$ 7,151.81	\$ 7,151.81
1-18	Morrow Library	83,886	\$ 7,659.78	\$ 7,659.78
1-19	Career Services	4,016	\$ 366.71	\$ 366.71
1-20	Soccer Complex	12,500	\$ 1,141.36	\$ 1,141.36
1-21	Art Warehouse / Receiving Warehouse	16,584	\$ 1,514.31	\$ 1,514.31
1-22	Engineering Lab	14,077	\$ 1,285.40	\$ 1,285.40
1-23	Smith Business Building	72,500	\$ 6,620.10	\$ 6,620.10
1-24A	Baseball Operations Building	8,500	\$ 776.15	\$ 776.15
1-24B	Softball Operations	6,329	\$ 577.91	\$ 577.91
1-25	South Charleston Academic Bldg.	16,224	\$ 1,481.44	\$ 1,481.44
1-26	South Charleston Graduate Bldg.	33,862	\$ 3,092.00	\$ 3,092.00
1-29	Pedestrian Bridge (Henderson Center)	1,783	\$ 162.81	\$ 162.81
7/15/2024 4-1	Dietetics (Downtown)	7,710	\$ 950.58	\$ 537.28
7/15/2024 4-2	Huntington Kitchen	2,600	\$ 320.56	\$ 181.19
7/1/2024 4-4	School of Pharmacy	37,500	\$ 6,936.75	\$ 6,936.75

Monthly Total: \$ 74,652.98 \$74,100.31

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 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	Drinking 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	Robby Pruitt 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	Corby 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	RCB	\$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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▼ General Info

Vendor/Customer : VC0000139343	Restrict Use by Department : <input type="checkbox"/>
Legal Name : HHS EDUCATION SERVICES LLC	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 : No
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : HHS EDUCATION SERVICES LLC	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 checked="" type="checkbox"/>
Previous Country : <input type="text"/>	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 : 07/24/2024
	Department : <input type="text"/>
	Unit : <input type="text"/>

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

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