

"Performance on a higher level"



06/25/15 09:28:57
WU Purchasing Division

"In Our Business, We Do Everything For Appearance Sake"

Exhibit A Pricing Page

Inside and Outside Cleaning- All inclusive flat rate per building.

LOCATION	Cleaning Inside	Cleaning Outside
<u>Capitol Complex Campus</u>		
Bldg. 1 Main Capitol Bldg	\$1,750.00	\$5,050.00
Bldg. 3 DMV Bldg	\$770.00	\$1,689.00
Bldg. 4 112 California Avenue	\$489.00	\$1,865.00
Bldg. 5 Highways	\$982.00	\$2,855.00
Bldg. 6 Education	\$809.00	\$2,952.00
Bldg. 7 Gaston Caperton Center	\$100.00	\$200.00
Bldg. 8 Governor's Mansion	\$210.00	\$800.00
Bldg. 10 Holly Grove	\$100.00	\$350.00
Bldg. 11 Chilled Water Plant	\$80.00	\$120.00
Bldg. 14. Supreme Court	\$80.00	\$140.00
Bldg. 15 Purchasing	\$100.00	\$308.00
Bldg. 16 Daycare	\$100.00	\$280.00
Bldg. 17 Finance(2101 Wash St.)	\$209.00	\$ 600.00
Bldg. 18 GSD Engineering	\$70.00	\$ 130.00
<u>Off Campus</u>		
Bldg. 22 Tax & Revenue	\$200.00	\$480.00
Bldg. 23 Beckley (407 Nevill St)	\$100.00	\$400.00
Bldg. 25 Parkersburg (5th & Avery)	\$100.00	\$400.00
Bldg. 32 Huntington, WV	\$400.00	\$1,600.00
Bldg. 34 Weirton, WV	\$120.00	\$700.00
Bldg. 36 One Davis Square	\$539.00	\$3,000.00
Bldg. 37 DEP (Kanawha City)	\$1,150.00	\$4,000.00
Bldg. 54 Fairmont Excluding North side (Quincy St)	\$200.00	\$400.00
Bldg. 54 Fairmont Including North side (Quincy St)	\$225.00	\$500.00
Bldg. 54 Fairmont North side (Quincy St) Only	\$75.00	\$250.00
Bldg. 55 Logan	\$200.00	\$790.00
Bldg. 74 Plaza IV (South Charleston)	\$130.00	\$650.00
Bldg. 84 Cornerstone (Greenbrier St.)	\$120.00	\$650.00
Bldg. 86 Summers Building (Smith St)	\$280.00	\$1,001.00
Bldg. 97 Williamson, WV	\$211.00	\$600.00
TOTALS	\$ 9,899.00 (A)	\$ 32,760.00 (B)
TOTAL BID (A + B) = C		\$ 42,659.00 (C)

Vendor Information

Company Name: VIP Special Services, LLC

Company Address: 583 Valley Rd, West Orange, NJ 07052

Contractor Email Address: lukeward@vipspecialservices.com

Please provide the following numbers below:

Fax# For Release Order Receipt: 973-812-6633

Email address for Release Order Receipt: lukeward@vipspecialservices.com



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 27 – Miscellaneous

Proc Folder: 107317

Doc Description: Window Cleaning Services for Dept. of Admin buildings

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-05-26	2015-06-25 13:30:00	CRFQ 0211 GSD1500000029	1

BID RECEIVING LOCATION:
 BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:
VIP Special Services, LLC Phone: 973 - 812 - 0775
583 Valley Road
West Orange, NJ 07052

FOR INFORMATION CONTACT THE BUYER
 Guy Nisbet
 (304) 558-2596
 guy.l.nisbet@wv.gov

Signature X  FEIN #20-2665740 DATE 06/24/15

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 1900 KANAWHA BLVD E, BLDG 1 RM MB60 CHARLESTON WV 25305-0123 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Window Cleaning Services - Bldg 1 Main Capitol Bldg - Inside				\$6,800.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 1 Main Capitol Bldg - Inside

INVOICE TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 1900 KANAWHA BLVD E, BLDG 1 RM MB60 CHARLESTON WV 25305-0123 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Window Cleaning Services - Bldg 1 Main Capitol Bldg -Outside				\$5,050.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 1 Main Capitol Bldg -Outside

INVOICE TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 3 - MOTOR VEHICLES 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Window Cleaning Services - Bldg 3 DMV Bldg - Inside				\$770.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 3 DMV Bldg - Inside

INVOICE TO:			
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 3 - MOTOR VEHICLES 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Window Cleaning Services - Bldg 3 DMV Bldg - Outside				\$1,689.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 3 DMV Bldg - Outside

INVOICE TO:			
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 70 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Window Cleaning Services - Bldg 4 112 California Ave -Inside				\$489.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 4 112 California Ave -Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Window Cleaning Services - Bldg 4 112 California Ave-Outside				\$1,865.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 4 112 California Ave-Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 5 - HIGHWAYS 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Window Cleaning Services - Bldg 5 Highways - Inside				\$982.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 5 Highways - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 5 - HIGHWAYS 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Window Cleaning Services - Bldg 5 Highways - Outside				\$2,855.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 5 Highways - Outside

SHIP TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 6 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Window Cleaning Services - Bldg 6 Education - Inside				\$809.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 6 Education - Inside

SHIP TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 6 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Window Cleaning Services - Bldg 6 Education - Outside				\$2,952.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 6 Education - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 7 - CONFERENCE CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Window Cleaning Services - Bldg 7 G Caperton Ctr - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 7 G Caperton Ctr - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 7 - CONFERENCE CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Window Cleaning Services - Bldg 7 G Caperton Ctr - Outside				\$200.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 7 G Caperton Ctr - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 8 - MANSION 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Window Cleaning Services - Bldg 8 Governors Mansion - Inside				\$210.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

low Cleaning Services - Bldg 8 Governors Mansion - Inside

INVOICE TO:		SHIP TO:	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 8 - MANSION 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Window Cleaning Services - Bldg 8 Governors Mansion -Outside				\$800.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 8 Governors Mansion -Outside

INVOICE TO:		SHIP TO:	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION J0 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG 10 - HOLLY GROVE 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Window Cleaning Services - Bldg 10 Holly Grove - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 10 Holly Grove - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG 10 - HOLLY GROVE 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Window Cleaning Services - Bldg 10 Holly Grove - Outside				\$350.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 10 Holly Grove - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Window Cleaning Services - Bldg 11 Chiller Plant - Inside				\$80.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 11 Chiller Plant - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Window Cleaning Services - Bldg 11 Chiller Plant - Outside				\$120.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 11 Chiller Plant - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		EXECUTIVE DIRECTOR 3045585435 COURTHOUSE FACILITIES 2003 QUARRIER ST CHARLESTON WV 25311 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Window Cleaning Services - Bldg 14 Supreme Court - Inside				\$80.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 14 Supreme Court - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		EXECUTIVE DIRECTOR 3045585435 COURTHOUSE FACILITIES 2003 QUARRIER ST CHARLESTON WV 25311 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Window Cleaning Services - Bldg 14 Supreme Court - Outside				\$140.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 14 Supreme Court - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 15 2019 WASHINGTON ST E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Window Cleaning Services - Bldg 15 Purchasing - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 15 Purchasing - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 15 2019 WASHINGTON ST E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Window Cleaning Services - Bldg 15 Purchasing - Outside				\$308.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 15 Purchasing - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 16 - CAPITOL SCHOOL 2100 WASHINGTON ST CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Window Cleaning Services - Bldg 16 Daycare - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 16 Daycare - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 16 - CAPITOL SCHOOL 2100 WASHINGTON ST CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Window Cleaning Services - Bldg 16 Daycare - Outside				\$280.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 16 Daycare - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 17 - CONTRACTORS 2101 WASHINGTON ST CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Window Cleaning Services - Bldg 17 Finance - Inside				\$209.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 17 Finance - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION .0 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 17 - CONTRACTORS 2101 WASHINGTON ST CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Window Cleaning Services - Bldg 17 Finance - Outside				\$600.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 17 Finance - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 18 103 MICHIGAN AVE CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Window Cleaning Services - Bldg 18 Engineering - Inside				\$70.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 18 Engineering - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 18 103 MICHIGAN AVE CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Window Cleaning Services - Bldg 18 Engineering - Outside				\$130.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

low Cleaning Services - Bldg 18 Engineering - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Window Cleaning Services - Bldg 22 Tax & Revenue - Inside				\$200.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 22 Tax & Revenue - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION .00 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Window Cleaning Services - Bldg 22 Tax & Revenue - Outside				\$480.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 22 Tax & Revenue - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 23 407 NEVILLE ST BECKLEY WV 25801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Window Cleaning Services - Bldg 23 Beckley - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 23 Beckley - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 23 407 NEVILLE ST BECKLEY WV 25801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Window Cleaning Services - Bldg 23 Beckley - Outside				\$400.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 23 Beckley - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 25 5TH & AVERY PARKERSBURG WV 26105 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Window Cleaning Services - Bldg 25 Parkersburg - Inside				\$100.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 25 Parkersburg - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 25 5TH & AVERY PARKERSBURG WV 26105 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	Window Cleaning Services - Bldg 25 Parkersburg - Outside				\$400.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 25 Parkersburg - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 32 2699 PARK AVE HUNTINGTON WV 25704 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	Window Cleaning Services - Bldg 32 Huntington - Inside				\$400.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 32 Huntington - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 100 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 32 2699 PARK AVE HUNTINGTON WV 25704 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Window Cleaning Services - Bldg 32 Huntington - Outside				\$1,600.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 32 Huntington - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 34 100 MUNICIPAL PLAZA WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Window Cleaning Services - Bldg 34 Weirton - Inside				\$120.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 34 Weirton - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 34 100 MUNICIPAL PLAZA WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Window Cleaning Services - Bldg 34 Weirton - Outside				\$700.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 34 Weirton - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 36 ONE DAVIS SQUARE CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Window Cleaning Services - Bldg 36 One Davis Sq - Inside				\$539.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 36 One Davis Sq - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 36 ONE DAVIS SQUARE CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Window Cleaning Services - Bldg 36 One Davis Sq - Outside				\$3,000.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 36 One Davis Sq - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
41	Window Cleaning Services - Bldg 37 DEP - Inside				\$1,150.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 37 DEP - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
42	Window Cleaning Services - Bldg 37 DEP - Outside				\$4,000.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 37 DEP - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 400 ADAMS ST FAIRMONT WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
43	WCS - Bldg 54 Fairmont Excluding N side (Quincy St) - Inside				\$200.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

3 - Bldg 54 Fairmont Excluding N side (Quincy St) - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
44	WCS - Bldg 54 Fairmont Excluding N side (Quincy St) -Outside				\$400.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

WCS - Bldg 54 Fairmont Excluding N side (Quincy St) -Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 400 ADAMS ST FAIRMONT WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
45	WCS - Bldg 54 Fairmont Including N side (Quincy St) - inside				\$225.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

WCS - Bldg 54 Fairmont Including N side (Quincy St) - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 70 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 400 ADAMS ST FAIRMONT WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
46	WCS - Bldg 54 Fairmont Including N side (Quincy St) -Outside				\$500.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
WCS - Bldg 54 Fairmont Including N side (Quincy St) -Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 400 ADAMS ST FAIRMONT WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
47	WCS - Bldg 54 Fairmont N side (Quincy St) Only - Inside				\$75.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
WCS - Bldg 54 Fairmont N side (Quincy St) Only - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 400 ADAMS ST FAIRMONT WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
48	WCS - Bldg 54 Fairmont N side (Quincy St) Only - Outside				\$250.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

S - Bldg 54 Fairmont N side (Quincy St) Only - Outside

BILL TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 55 130 STRATTON ST LOGAN WV 25601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
49	Window Cleaning Services - Bldg 55 Logan - Inside				\$200.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 55 Logan - Inside

BILL TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 0 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 55 130 STRATTON ST LOGAN WV 25601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
50	Window Cleaning Services - Bldg 55 Logan - Outside				\$790.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 55 Logan - Outside

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION J0 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
51	Window Cleaning Services - Bldg 74 Plaza IV - Inside				\$130.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 74 Plaza IV - Inside

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
52	Window Cleaning Services - Bldg 74 Plaza IV - Outside				\$650.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 74 Plaza IV - Outside

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 84 CORNERSTONE 1409 GREENBRIER ST CHARLESTON WV 25311 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
53	Window Cleaning Services - Bldg 84 Cornerstone - Inside				\$120.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 84 Cornerstone - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 84 CORNERSTONE 1409 GREENBRIER ST CHARLESTON WV 25311 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
54	Window Cleaning Services - Bldg 84 Cornerstone - Outside				\$650.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 84 Cornerstone - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 86 1124 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
55	Window Cleaning Services - Bldg 86 Summers - Inside				\$280.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

Window Cleaning Services - Bldg 86 Summers - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 10 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 86 1124 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
56	Window Cleaning Services - Bldg 86 Summers - Outside				\$1,001.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 86 Summers - Outside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 97 203 E 3RD AVE WILLIAMSON WV 25661 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
57	Window Cleaning Services - Bldg 97 Williamson - Inside				\$211.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :
Window Cleaning Services - Bldg 97 Williamson - Inside

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 97 203 E 3RD AVE WILLIAMSON WV 25661 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
58	Window Cleaning Services - Bldg 97 Williamson - Outside				\$600.00

Comm Code	Manufacturer	Specification	Model #
76111504			

Extended Description :

indow Cleaning Services - Bldg 97 Williamson - Outside

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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the General Services Division to establish an "Open-End" contract for window cleaning services at various buildings owned and operated by the West Virginia Department of Administration.

Bidders can arrange site visits prior to the bid opening date by contacting Dave Parsons, Operations and Maintenance Manager, GSD, at email David.K.Parsons@wv.gov and copying Anthony.J.Walizer@wv.gov. Anything that is said or discussed during these site visits is non-binding. Should a questions arise it must be submitted to the Buyer noted in the Instructions to Bidders section of this solicitation before the question submission deadline so that it will become a part of the eventual Contract.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 "Contract Services" means window cleaning services in various buildings owned and operated by the West Virginia Department of Administration as more fully described in these specifications.

2.2 "Pricing Page" means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services

2.3 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.4 "Holidays" means days designated by WV Code 2-2-1 as legal holidays(i.e. New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Lincoln's Birthday and Christmas Day

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3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. Vendor, or Vendor's management and supervisory staff assigned to this project, must have successfully completed at least three (3) projects that involved work similar to that described in the bid specifications. Compliance with this experience requirement will be determined prior to contract award by the State through references provided by the Vendor upon request, through knowledge or documentation of the Vendor's past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award. Vendor may use the References Section Attachment "C" for this information.

This information may be requested before award of contract.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Window Cleaning

4.1.1.1 The Contractor shall provide window cleaning services in buildings owned and operated by the West Virginia Department of Administration. The window cleaning may be requested on the inside or outside of the building. It is the intent of the Agency to have these services provided only as requested.

4.1.1.2 The occupant Agencies will be responsible for moving any items in the interior spaces in order for the Contractor to clean the windows inside.

The Contractor shall provide all lifting equipment. The building roof tops cannot be used for rigging moving scaffolding.

The Agency maintains buildings throughout the State, with the majority located in the Charleston metro area. A listing of facilities for which service may be requested is located in Attachment "B".

The Agency reserves the right to not request service in any of the buildings covered by this Contract. The Contractor shall service added buildings under the same terms and conditions contained herein.

4.1.2 Equipment and Chemicals

4.1.2.1 All equipment and chemicals used for window cleaning must be in conformance with all applicable federal, state, and local regulations.

The Contractor shall use non-residue cleaning agents to resist re-soiling (ammonia attracts dirt if too strong).

The Contractor shall furnish copies of all MSDS of chemicals/products to be utilized when performing services covered under this Contract to the safety department prior to introduction of product onto the premises. This information must be provided prior to award of the Contract.

Building 37 is designated as a “green building” with special window tinting. It is the Contractor’s responsibility to identify the appropriate best industry practice or method for each building to avoid damage to the window or framing. Contractor will be liable for any such damage to window coverings, tinting or framing from improper cleaning methods.

4.1.3 Costs

4.1.3.1 The Contractor shall provide an all-inclusive flat rate per building for inside cleaning services and an all-inclusive flat rate per building for outside cleaning services to be included under this Contract. This rate shall include labor, materials, equipment, rigging, tools, permits or other material as needed to complete the work outlined on the cleaning specifications. The Contractor shall be responsible for all materials associated with the performance and specifications of this Contract. The Contractor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract.

4.1.3.2 **Building 54 Fairmont has electric power lines on the North side (Quincy Street) which will require a man lift.** The General

Services Division will be responsible for providing protection from the power lines on the North side (Quincy Street). The Contractor shall prove an all-inclusive flat rate for inside cleaning services and an all-inclusive flat rate for outside cleaning services excluding the North side (Quincy Street), and a separate all inclusive flat rate for inside and outside cleaning services for all building sides including the North side (Quincy Street). Also the Contractor shall prove an all-inclusive flat rate for the inside cleaning services and an all-inclusive flat rate for the outside cleaning services for the North side (Quincy Street) only.

4.1.4 Release Orders and Invoicing:

4.1.4.1 Prior to beginning any work the Agency will issue a written release order to the Contractor. This release Order shall have a unique number and referencing the Master Contract Number. Issuance of the Release Order to the Contractor shall be considered authorization to perform said services. No work other than that specified on the individual Release order shall be undertaken by the Contractor.

4.1.4.2 Invoices shall be submitted to the Agency for payment monthly (in arrears) and must include the following information:

1. Copies of all Release Orders or inspection reports signed and dated by the Agency Representative (prior to the submittal with invoices for payment).

2. FEIN number, complete address of vendor.

3. Invoices shall be mailed to the following address:

Department of Administration, General Services Division.
State Capitol Complex
1900 Kanawha Blvd. E.
Building 1, Room MB-68
Charleston, WV. 25305

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by completely filling out Exhibit "A" Pricing Page. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The following formula shall be used to award this Contract:
Total Bid (A+B) = C

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address:
Guy.L.Nisbet@wv.gov

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.
- 9.6. Work will be performed during normal business hours; 8:00AM to 5:00 PM EST. Monday through Friday excluding State recognized holidays.
- 9.7. Contractor shall be permitted reasonable use of building utilities including power and water as required for conducting the work. Coordinate the location of service connections or use of receptacles with the Building Manager to avoid overloading existing circuits.

10. VENDOR DEFAULT:

- 10.1. The following shall be considered a vendor default under this Contract.
 - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2. Failure to comply with other specifications and requirements contained herein.
 - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 10.1.4. Failure to remedy deficient performance upon request.
- 10.2. The following remedies shall be available to Agency upon default.
 - 10.2.1. Immediate cancellation of the Contract.
 - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

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10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Luke Ward

Telephone Number: 973-812-0775

Fax Number: 973-812-6633

Email Address: Lukeward@vipspecialservices.com

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References Attachment "C"

1. Reference Name: Dave Thaden

Position: Manager

Address: 333 West Camden St., Baltimore, MD

Telephone Number: 410 - 790 - 8492

Project Name: Maryland Stadium Authority Facility Window Cleaning

Project Description: Window Cleaning

2. Reference Name: Mike Valenti

Position: Manager

Address: 301 W. Preston St., Baltimore, MD

Telephone Number: 443 - 506 - 1827

Project Name: State of Maryland Lobby Window Cleaning

Project Description: Window Cleaning

3. Reference Name: Mac Campbell

Position: Facility Manager

Address: 1 West Pratt Street- Baltimore, MD

Telephone Number: 410 - 302 - 6469

Project Name: Baltimore Convention Center Cleaning

Project Description: Window and Trusses Cleaning Services

LOCATION SCHEDULE

Attachment B

Location Schedule

Building Location	Address
Capitol Complex	
1. Building 1, Main Capitol, Basement	1900 Kanawha Blvd. East, Charleston, WV 25305
3. Building 3, DMV, Basement	1900 Kanawha Blvd. East, Charleston, WV 25305
4. Building 4, BEP	112 California Ave., Charleston, WV 25305
5. Building 5, Highways,	1900 Kanawha Blvd. East, Charleston, WV 25305
6. Building 6, Education	1900 Kanawha Blvd. East, Charleston, WV 25305
7. Building 7, Gaston Caperton Center	1900 Kanawha Blvd. East, Charleston, WV 25305
8. Building 8, Governor's Mansion	1800 Kanawha Blvd. East, Charleston, WV 25305
10. Holly Grove	1700 Kanawha Blvd. East, Charleston, WV 25305
11. Chilled Water Plant	218 California Ave., Charleston, WV 25305
14. Supreme Court	2006 Quarrier Street, Charleston, WV 25305
15. Purchasing	2019 Washington Street East, Charleston, WV 25305
16. Capitol Daycare	2100 Washington Street East, Charleston, WV 25305
17. Finance	2101 Washington Street East, Charleston, WV 25305
18. Engineering	103 Michigan Avenue, Charleston, WV 25305
22. Tax and Revenue	1001 Lee Street, Charleston, WV 25301
23. Beckley	407 Neville Street, Beckley, WV 25801
25. Parkersburg	5th and Avery Street, Parkersburg, WV 26101
32. Huntington	2699 Park Avenue, Huntington, WV 25704
34. Weirton Bldg.	100 Municipal Plaza, Weirton, WV 26062
36. One Davis Square	321 Capitol Street, Charleston, WV 25301
37. DEP	610 57th Street, Charleston, WV 25314
54. Fairmont	400 Adams Street, Fairmont, WV 26554
55. Logan	130 Stratton Street, Logan, WV 25601
74. Plaza IV	318-324 4th Avenue, South Charleston, WV 25303
84. Cornerstone Building	1409 Greenbrier Street, Charleston, WV 25311
86. Summers Building	1124 Smith Street, Charleston, WV 25301
97. Williamson Building	203 E. 3rd Street, Williamson, WV 25661

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

VIP Special Services , LLC

Company

Authorized Signature

06/24/15

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

- 1. Application is made for 2.5% vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules. Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: VIP Special Services, LLC

Signed: [Signature]

Date: 06/24/15

Title: Owner/ President

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: 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 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: VIP Special Services, LLC

Authorized Signature: _____ Date: 06/24/15

State of New Jersey

County of Essex, to-wit:

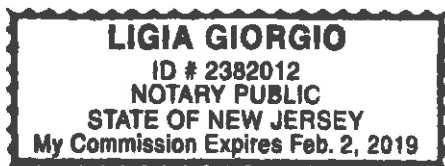
Taken, subscribed, and sworn to before me this 24th day of June, 2015.

My Commission expires Feb 2nd, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC Ligia Giorgio

Purchasing Affidavit (Revised 07/01/2012)

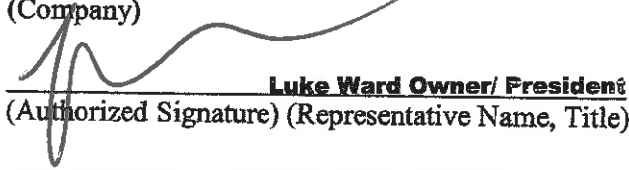


CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

VIP Special Services, LLC

(Company)



Luke Ward Owner/ President

(Authorized Signature) (Representative Name, Title)

973-812-0775 973-812-6633 06/23/15

(Phone Number) (Fax Number) (Date)



VIP SPECIAL SERVICES, LLC

583 Valley Road • W. Orange, NJ 07052

Tel: (973) 812-0775 • Fax: (973) 812-6633

www.vipspecialservices.com

5. Jersey City Public Schools
346 Claremont Ave
Jersey City NJ 07305

Kevin Fitzpatrick (973) 301-4010 (Pritchard Industry)

Annual Window Cleaning of over forty Public Schools, inside and out.

We have serviced the School District for; four consecutive summers as a subcontractor for Pritchard.

6. Maryland Stadium Authority
The Warehouse at Camden Yards
333 West Camden St. Suite 500
Baltimore, Maryland 212201-2435

P.O.C. Dave Thaden 410.790.8492

Camden Yards Warehouse, Oriole Stadium, M&T Bank Stadium and the Camden Station Sports Museum

Quarterly complete interior and exterior Window Cleaning of six Buildings.

We are entering our third year of a three year contract. We hope to sign an extension for additional two years, bringing our total length of services to five years.

We are currently 'On Call' and available on a pre-negotiated contract basis.

7. Clemson University
Klugh Avenue
Clemson, S.C. 29634

Custodial Services Director Tom Jones 864-656-4940

Once annually selected buildings' windows were cleaned, including Memorial Hall Bell Tower.

8. The Palisades
100 Old Palisades Rd.
Fort Lee, NJ 07024

Director: Jacklyn Perez 201-592-6250

Bi-Annual and as needed Window Cleaning of this 48 story building. We clean the interior and exterior windows of all common areas. We clean the exterior windows of the tower and the surrounding auxiliary buildings.

We are in our fourth year of continued services.

9. The Pier Shops at Caesars
1 Atlantic Ocean
Atlantic City, NJ 08401

P.O.C. Karin White 609-345-3100 ext 111

We clean the windows at a busy high end shopping mall with the main focal point being the ocean.



VIP SPECIAL SERVICES, LLC
583 Valley Road • W. Orange, NJ 07052
Tel: (973) 812-0775 • Fax: (973) 812-6633
www.vipspecialservices.com

Thank you for your interest. Some of our Window Cleaning Customers and their project descriptions' are described in detail below:

1. Rutgers, the State University (Legacy UMDNJ- Piscataway, New Brunswick & Newark Campuses)

New Brunswick and Piscataway Campuses Environmental / Custodial Services Supervisor:
Otis French @ (732) 325-2830
Quarterly, Monthly and Bi weekly complete interior and exterior Window Cleaning of several Buildings.

Newark Campus / Custodial Services Assistant Supervisor Matthew Strand @ (973) 972-5288

Weekly window washing maintenance of sixteen Buildings. Once annually we completely clean the interior and exterior of all buildings and high rises.

2. Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21209

Director of Client Services Mac Campbell 410-649-7128
Bi-Annual and as needed Window Cleaning and High Dusting of The Convention Center, Trade Show Areas, Meeting Areas, Atriums and Common Areas.
We are entering into our Seventh year of services.

3. East Stroudsburg University
200 Prospect Street
East Stroudsburg, PA 18301

Building care Manager Ivan Rosado (570) 422-3183
Annual Window Cleaning of all buildings in campus.

4. County of Atlantic NJ
1333 Atlantic Ave
Atlantic City NJ 08401

Buildings and Grounds Director / Coordinator Mr. Jerry Griffin 609-839-3822
Monthly Window Cleaning and High Dusting services of Main Lobby / Atrium at 1333 Atlantic Ave.

We also completed the Biannual Cleaning of two County Buildings, one Hi-rise and the Atlantic County Civil Courthouse. We completed all Annual Cleanings of twelve County-run Buildings and Libraries.

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, March 12, 2007

This certificate of registration to transact business in Virginia is this day issued for

VIP Special Services LLC

a limited liability company organized under the laws of NEW JERSEY and the said company is authorized to transact business in Virginia, subject to all Virginia laws applicable to the company and its business.



State Corporation Commission

Attest:

Joel H. Pech
Clerk of the Commission



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

Original Certification
Date: 12/21/2009

Luke Ward - Owner/Mgr
VIP SPECIAL SERVICES LLC
583 VALLEY RD
West Orange, NJ 07052-5118

Dear Luke Ward:

Welcome to the HUBZone Program. I am pleased to advise you as that effective December 21, 2009 your application for certification as a "qualified HUBZone small business concern (SBC)" has been approved. Your firm is now eligible to receive HUBZone contracting opportunities, and will be included in the listing of qualified HUBZone small business concerns found on the Internet at <http://www.sba.gov/hubzone>. To apply for HUBZone Program certification, your firm had to be registered in the Central Contractor Registration/SBA Supplemental Page Information (CCR/SBA Supplemental Page Information) systems. For your firm to receive benefit from the HUBZone Program, that is, to be identified by contracting officers as eligible to receive HUBZone contracts and to be paid under any such contracts, it is essential that you update your CCR/SBA Supplemental Page Information records at least annually. If you need assistance in updating your CCR/SBA Supplemental Page Information, please contact the CCR Assistance Center at 888-227-2423 or 269-961-4725, or the SBA Supplemental Page Information Help Desk at PRONET@SBA.GOV.

If there are material changes in your firm such as, change in ownership, business structure, failure to meet the 35 percent requirement or, principal office location, you must notify the AA/HUB of these changes by sending an e-mail to hubzone@SBA.GOV. If you have a change in firm point of contact, telephone number, e-mail address or mailing address, please go to www.sba.gov/hubzone and select the Update Your Contact Information link. If at any time you feel that your concern no longer qualifies for the HUBZone Program and you wish to complete a 'Voluntary Decertification Agreement,' simply click this link for the 'Voluntary Decertification Form' or copy and paste this URL in your browser's address bar https://eweb1sp.sba.gov/hubzone/internet/general/dsp_apps_voluntary_de-certification_form.cfm.

Although your concern was approved under the North American Industry Classification System (NAICS) Code found in your firm's Small Dynamic Business Profile (SDBS) and the Central Contractor Registry (CCR) Profiles, this does not prevent your concern from being awarded contracts under other NAICS Codes, as long as the concern is qualified to and eligible as a small business. In this regard, please note that you are responsible for researching and identifying potential contracts that may be available through the HUBZone Program. However, the SBA can assist you in this effort through our Government Contracting web-site at www.sba.gov/GC. This site provides a wide array of valuable Federal contract marketing material, including identification of specific contracting opportunities and points of contact at SBA and Federal acquisition agencies. I encourage you to make full use of the very valuable information on this web-site. Also, although your status as a certified HUBZone concern greatly improves your access to Federal contracts, this certification does not guarantee contract awards. Your ability to research opportunities and bid competitively will be the key to your success in this program.

In addition to welcoming you to the HUBZone Program, I would also like to supply you with this helpful link to a useful contracting tool. It is the U.S. Small Business Administration's e-learning course "Steps to Accessing Contracts & Subcontracts." The purpose of this course is to provide 7(j) eligible business owners and this is a group that includes HUBZone certified small business concerns -- with the keys to success for developing strategies to expand their markets to the Federal contracting sector. Through this course you will learn about:

1. Extensive business opportunities that exist with the Federal Government
2. Strategies for selecting specific products or services to market to the Federal Government and how to find potential government customers
3. How the Federal Government procures products and services, and strategies for winning contracts
4. Managing a contract once it is awarded and building a solid performance record for your company

Also, please be aware that information about the SBA's Surety Bond Program is available by selecting this link www.sba.gov/osg.

Sincerely,

Mariana A. Pardo
Deputy Director
Office of HUBZone Program

HUBZone Certification Number: 32697
SBA Customer ID: P0842018

Ref: IAF-19L

Office of the HUBZone Program, U.S. Small Business Administration, 409 Third Street, SW, Washington, DC 20416

https://eweb1sp.sba.gov/hubzone/internet/common/view_firm_letter.cfm?IMSeqNmb=326... 5/25/2010



State of New Jersey

CHRIS CHRISTIE
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

KIM GUADAGNO
Lt. Governor

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

APPROVED *under the*

Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges The VIP SPECIAL SERVICES LLC as a Category 2 and 4 approved Small Business Enterprise that has met the criteria established by N.J.A.C. 17:13 and/or 17:14.1

This registration will remain in effect for three years. Annually the business must submit, not more than 20 days prior to the anniversary of the registration notice, an annual verification statement in which it shall attest that there is no change in the ownership, revenue eligibility or control of that business.

If the business fails to submit the annual verification statement by the anniversary date, the registration will lapse and the business will be removed from the SAVI that lists registered small businesses. If the business seeks to be registered again, it will have to reapply and pay the \$100 application fee. In this case, a new application must be submitted prior the expiration date of this registration.



Andrew Pantelides
Assistant Director

Issued: 4/23/2013
Certification Number: A0005-55

Expiration: 4/23/2016

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
SALES TAX COLLECTION SCHEDULE
RATE 6% EFFECTIVE JULY 1, 1992

Amount of Sale	Tax to be Collected	Amount of Sale	Tax to be Collected
\$0.01 to \$0.10	None	\$6.11 to \$6.22	\$0.37
0.11 to 0.22	.02	6.23 to 6.38	.38
0.23 to 0.38	.03	6.39 to 6.56	.39
0.39 to 0.50	.04	6.57 to 6.72	.40
0.51 to 0.72	.05	6.73 to 6.88	.41
0.73 to 0.88	.06	6.89 to 7.10	.42
0.89 to 1.10	.07	7.11 to 7.22	.43
1.11 to 1.22	.08	7.23 to 7.38	.44
1.23 to 1.38	.09	7.39 to 7.56	.45
1.39 to 1.56	.10	7.57 to 7.72	.46
1.57 to 1.72	.11	7.73 to 7.88	.47
1.73 to 1.88	.12	7.89 to 8.10	.48
1.89 to 2.10	.13	8.11 to 8.22	.49
2.11 to 2.22	.14	8.23 to 8.38	.50
2.23 to 2.38	.15	8.39 to 8.56	.51
2.39 to 2.56	.16	8.57 to 8.72	.52
2.57 to 2.72	.17	8.73 to 8.88	.53
2.73 to 2.88	.18	8.89 to 9.10	.54
2.89 to 3.10	.19	9.11 to 9.22	.55
3.11 to 3.22	.20	9.23 to 9.38	.56
3.23 to 3.38	.21	9.39 to 9.56	.57
3.39 to 3.56	.22	9.57 to 9.72	.58
3.57 to 3.72	.23	9.73 to 9.88	.59
3.73 to 3.88	.24	9.89 to 10.10	.60*
3.89 to 4.10	.25	Over \$10	.60*
4.11 to 4.22	.26	Over \$20	1.20*
4.23 to 4.38	.27	Over \$30	1.80*
4.39 to 4.56	.28	Over \$40	2.40*
4.57 to 4.72	.29	Over \$50	3.00*
4.73 to 4.88	.30	Over \$60	3.60*
4.89 to 5.10	.31	Over \$70	4.20*
5.11 to 5.22	.32	Over \$80	4.80*
5.23 to 5.38	.33	Over \$90	5.40*
5.39 to 5.56	.34	Over \$100	6.00*
5.57 to 5.72	.35	Over \$200	12.00*
5.73 to 5.88	.36	Over \$300	18.00*
5.89 to 6.10		Over \$400	24.00*

On amounts above \$10.00, the tax shall be \$0.08 on each full dollar in excess of the amount of sale, plus the tax on each part above formula. ST-75 (11-97)

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates. If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis". Call or write the Division to obtain the proper forms (ST-6235) at: State of New Jersey Division of Taxation P O Box 252 Trenton, N.J. 08646-0252 (609) 292-1730. This Certificate of Authority (CA-1) must be displayed at your place of business.

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON N.J. 08695

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein
 This authorization is null and void if any change of ownership or address is effected

VIP SPECIAL SERVICES LLC
208 EAST LINDSLEY RD.
CEDAR GROVE NJ 07009-1137

Robert K. Thompson
 Director, Division of Taxation

Tax Registration No: **202-665-740/000**
 Tax Effective Date: **04-12-05**
 Document Locator No: **10000236515**
 Date Issued: **09-19-05**

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

09/12/07

Taxpayer Identification# 202-665-740/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 262
TRENTON, N.J. 08646-0262

TAXPAYER NAME:
VIP SPECIAL SERVICES LLC


ADDRESS:
583 VALLEY ROAD
WEST ORANGE NJ 07052
EFFECTIVE DATE:

09/19/05

TRADE NAME:

SEQUENCE NUMBER:
1179676

ISSUANCE DATE:
09/12/07



Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

njhome | business | government | state services A to Z | departments

THE STATE OF NEW JERSEY
 Department of the Treasury
 Division of Minority and Women Business Development

Vendor Detail

JOHN CRONIN (Certification Auditor)

-
-
-
-
-
-

Vendor

Vendor ID - 202665740 (FEIN)
 Business Name - VIP SPECIAL SERVICES LLC
 Alternative Name -

583 VALLEY ROAD
 W ORANGE, NJ 07052
 Essex

Same as Business

Contact Information

Name - Mr. LUKE J WARD
 Position - OWNER
 Primary Phone- (973) 812-0775
 Fax - (973) 812-863
 Email - lukeward@vipspecialservices.com
 Website - www.vipspecialservices.com

Name - Mr. LUKE J WARD
 Position - OWNER
 Ethnicity -
 Percent owned - 100
 Gender - M

Registration - Employees Profile

At least 51% of company's current employees work in: New Jersey

Number of full-time employees at out-of-state location(s)	0
Number of full-time employees at address applying for this registration -	20
Number of full-time employees at all other New Jersey locations	0
Grand total of full-time employees for all offices	20

At least 51% of company's business is conducted in: New Jersey

Business Type - Limited Liability Corporation
 Established Date - 09/05/2003
 Major field of operation - WINDOW WASHING, JANITORIAL, PAVING & MASONRY WORK, PAINTING, LANDSCAPING
 Gross Sales - Cat2 & Cat4 (G & S/Const Comb)
 Privacy - No
 Got Work From SAVI - No

Certification - Employees Profile

	Permanent		Temporary
Full-time	0	Full-time	0
Part-time	0	Part-time	0

Registrant in Good Standing since 04/20/2010
 Certificate in Good Standing since
 Other Certificates
 Notes - IN DATABASE UNDER PREVIOUS NAME & FED#223269772

Designations

Designation	Issued Date	Expiry Date	Status	Status Date	Certificate No.	App Type
SBE	07/11/2006	07/10/2007	Expired	07/11/2006	28142-20	1
SBE	08/14/2007	08/13/2008	Expired	08/14/2007	36627-20	1
SBE	01/16/2009	01/15/2010	Expired	01/16/2009	45425-20	1
SBE	04/20/2010	04/19/2013	Approved	04/20/2010	52605-20	1

[contact us](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)



VetBiz vendor information Pages

Business Registration

* Denotes Mandatory Fields

Help Veterans Owned Small Business Information



DUNS* 195566687 [Help](#)

Business Name* VIP SPECIAL SERVICE

Job Title* Window Washing, Pros

Salutations Mr

Last Name* WARD

First Name* LUKE

Middle Name

Business Address 1 583 VALLEY RD

Business Address 2

City* WEST ORANGE

State/Territory* New Jersey

County* Essex

Zip* 07052 - 5118

Daytime Phone* 973 - 812 - 0775 [Ext.](#)

Cell Phone

Fax Number 973 - 812 - 6633

Email* lukeward@vipsspecialservices.com

User Name* luke ward

Password*

Retype Password*

Backup Email 1 [Help](#)

Backup Email 2 [Help](#)

Web Address http //

State Code 4JA47 [Help](#)

NAICS 561210, 561799 [Help](#)

FSC [Help](#)

PSC [Help](#)

Year Business Established 1969 (yyyy)

Average \$ Annual Revenue* \$ 400000 [Help](#) (xx,xxx)

Largest \$ Contract Completed to Date \$ [Help](#) (xx,xxx)

Bonding Level per Contract \$ [Help](#) (xx,xxx)

Aggregate \$ [Help](#) (xx,xxx)

Federal Certifications certified_SDB [Help](#)

Certification 36196

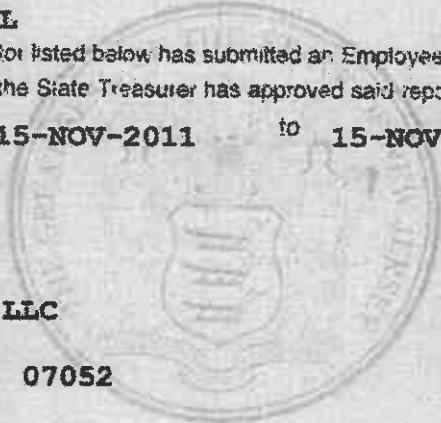
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-NOV-2011** to **15-NOV-2018**

VIP SPECIAL SERVICES LLC
583 VALLEY ROAD
W. ORANGE

NJ 07052


Andrew P. Sidamon-Einstoff
State Treasurer

County of Essex



**The Essex County Clerk certifies the following
as a registered business in Essex County**

VIP SPECIAL SERVICES

Patrick J. McNally

File Date

Patrick J. McNally, Essex County Clerk

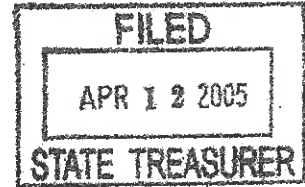


New Jersey Department of Treasury
Division of Commercial Recording
Certificate of Formation, Limited Liability Company

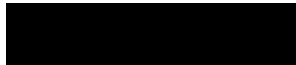
This form may be used to record the formation of a Limited Liability Company under and by virtue of New Jersey State law. Applicants must insure strict compliance with NJSA 42, the New Jersey Limited Liability Company Act, and insure that all applicable filing requirements are met. Applicants are advised to seek out private legal assistance before submitting filings to the Secretary's office.

- 1. Name of Limited Liability Company: **VIP Special Services LLC**
- 2. The purpose for which this Limited Liability Company is organized is: **Janitorial**
- 3. Date of formation: **Upon Filing**
- 4. Registered Agent Name & Address (must be in NJ):

LLC



Luke James Ward



- 5. Dissolution date: **Perpetual**
- 6. Other provisions (list below or attach to certificate):

Managed by members:

Luke James Ward



The undersigned represent(s) that this Limited Liability Company has one or more members, and that this filing complies with requirements detailed in NJSA 42. The undersigned hereby attest(s) that they are authorized to sign this certificate on behalf of the Limited Liability Company

Bruce B Hubbard

April 12, 2005

CORP NUMBER

Name

Date

Bruce Hubbard - Authorized Person
President - Hubbard, Inc.
D/B/A Hubco Incorporation Services

1537879
290848

0600233412

ACTION BY AUTHORIZED PERSON

The undersigned, (Authorized Person) being the authorized person
who executed the Certificate of Formation of

VIP Special Services LLC


a New Jersey limited liability company (the "Company") in accordance with governing law,
does hereby take the following actions:

The undersigned hereby recognizes that the following persons are the persons who authorized
him to file the Certificate of Formation of the Company on their behalf as members of the Company:

Luke James Ward

The undersigned hereby waives all right, title and interest in and to any membership interest or
property of the Company and any right in the management thereof arising out of or in connection with
performing duties as the person authorized to file the Certificate of Formation of the Company.

Dated: Upon filing date



Bruce Hubbard - Authorized Person
President - Hubbard, Inc.

D/B/A Hubco Incorporation Services

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
SHORT FORM STANDING**

VIP SPECIAL SERVICES LLC

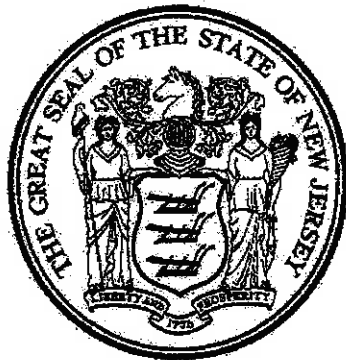
0600233412

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Limited Liability Company was registered by this office on April 12, 2005.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.

I further certify that the registered agent and registered office are:

*Luke James Ward
583 Valley Road
West Orange, NJ 07052*



Certification# 124807486

*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed my
Official Seal at Trenton, this
7th day of May, 2012*

A handwritten signature in black ink, appearing to read "Andrew P. Sidamon-Eristoff".

*Andrew P Sidamon-Eristoff
State Treasurer*

Verify this certificate at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
SHORT FORM STANDING

VIP SPECIAL SERVICES LLC
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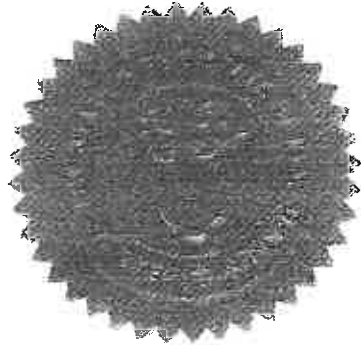
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Continued on next page

STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
SHORT FORM STANDING

VIP SPECIAL SERVICES LLC



IN TESTIMONY WHEREOF, I have
*hereunto set my hand and
affixed my Official Seal
at Trenton, this
28th day of February, 2007*

Bradley Abelow

Bradley Abelow
State Treasurer

Luke Ward

From: govt@dnb.com
Sent: Wednesday, January 31, 2007 6:42 PM
To: lukeward@vipsspecialservices.com
Subject: Fulfilled DUNS Modification Request - Tracking ID : 284096

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.

Your D-U-N-S Number Record at D&B has been modified. For those businesses that have not yet registered in CCR, any changes to entity name and address will become available to CCR within 24 to 48 hours. For those businesses already registered in CCR, please note: ****BECAUSE OF HIGH VOLUME, YOU SHOULD NOT BECOME CONCERNED IF THE NEW DATA IS NOT DISPLAYED WITHIN 24-48 HOURS. PLEASE RE-VISIT AFTER ONE ADDITIONAL BUSINESS DAY.****

For questions about the CCR registration process, contact the CCR Help Desk in the U.S. at 269-961-5757. For questions about your D-U-N-S Number, contact D&B in the U.S. at 703-807-5733 or email govt@dnb.com

Your D-U-N-S Number is 195566687
for
VIP SPECIAL SERVICES LLC
583 Valley Rd
West Orange,NJ,07052
UNITED STATES OF AMERICA



**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: VIP SPECIAL SERVICES LLC

Trade Name:

Address: 583 VALLEY ROAD
WEST ORANGE, NJ 07052

Certificate Number: 1179676

Effective Date: September 19, 2005

Date of Issuance: June 15, 2010

For Office Use Only:

20100615203144119

Certificate Number
647318

Registration Date: 11/20/2014
Expiration Date: 11/19/2015



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work-to:

2014
VIP Special Services

Responsible Representative(s):
Luke J Ward, Owner

Harold J. Wirths

Harold J. Wirths, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned
and may be revoked for cause by the Commissioner
of Labor and Workforce Development.

STATE OF NEW JERSEY
 DEPARTMENT OF THE TREASURY
 DIVISION OF TAXATION
 SALES TAX COLLECTION SCHEDULE
 RATE 7% EFFECTIVE JULY 01, 2006

Amount of Sale	Tax to be Collected	Amount of Sale	Tax to be Collected
\$0.01 to \$0.10	None	\$3.91 to \$6.10	\$0.42
0.11 to 0.19	\$0.01	6.11 to 6.19	.43
0.20 to 0.32	.02	6.20 to 6.32	.44
0.33 to 0.47	.03	6.33 to 6.47	.45
0.48 to 0.62	.04	6.48 to 6.62	.46
0.63 to 0.77	.05	6.63 to 6.77	.47
0.78 to 0.90	.06	6.78 to 6.90	.48
0.91 to 1.10	.07	6.91 to 7.10	.49
1.11 to 1.19	.08	7.11 to 7.19	.50
1.20 to 1.32	.09	7.20 to 7.32	.51
1.33 to 1.47	.10	7.33 to 7.47	.52
1.48 to 1.62	.11	7.48 to 7.62	.53
1.63 to 1.77	.12	7.63 to 7.77	.54
1.78 to 1.90	.13	7.78 to 7.90	.55
1.91 to 2.10	.14	7.91 to 8.10	.56
2.11 to 2.19	.15	8.11 to 8.19	.57
2.20 to 2.32	.16	8.20 to 8.32	.58
2.33 to 2.47	.17	8.33 to 8.47	.59
2.48 to 2.62	.18	8.48 to 8.62	.60
2.63 to 2.77	.19	8.63 to 8.77	.61
2.78 to 2.90	.20	8.78 to 8.90	.62
2.91 to 3.10	.21	8.91 to 9.10	.63
3.11 to 3.19	.22	9.11 to 9.19	.64
3.20 to 3.32	.23	9.20 to 9.32	.65
3.33 to 3.47	.24	9.33 to 9.47	.66
3.48 to 3.62	.25	9.48 to 9.62	.67
3.63 to 3.77	.26	9.63 to 9.77	.68
3.78 to 3.90	.27	9.78 to 9.90	.69
3.91 to 4.10	.28	9.91 to 10.10	.70*
4.11 to 4.19	.29	Over \$10	.70*
4.20 to 4.32	.30	Over \$20	1.40*
4.33 to 4.47	.31	Over \$30	2.10*
4.48 to 4.62	.32	Over \$40	2.80*
4.63 to 4.77	.33	Over \$50	3.50*
4.78 to 4.90	.34	Over \$60	4.20*
4.91 to 5.10	.35	Over \$70	4.90*
5.11 to 5.19	.36	Over \$80	5.60*
5.20 to 5.32	.37	Over \$90	6.30*
5.33 to 5.47	.38	Over \$100	7.00*
5.48 to 5.62	.39	Over \$200	14.00*
5.63 to 5.77	.40	Over \$300	21.00*
5.78 to 5.90	.41	Over \$400	28.00*

On amounts above \$10.00, the tax shall be \$0.07 on each dollar of the amount of sale, plus the tax on each part of a dollar in excess of a full dollar in accordance with the

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates. If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis". Call or write the Division to obtain the proper forms (ST-6205) at: State of New Jersey Division of Taxation P O Box 252 Trenton, N.J. 08846-0252 (609) 292-1730. This Certificate of Authority (CA-1) must be displayed at your place of business.

202-665-740/000

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
 TRENTON, N.J. 08695

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein. This authorization is null and void if any change of ownership or address is effected.

Carol H. Garcia

Acting Director, Division of Taxation

VIP SPECIAL SERVICES LLC
 583 VALLEY ROAD
 WEST ORANGE NJ 07052

Tax Registration No: XXX-XXX-740/000
 Tax Effective Date: 04-12-05
 Document Locator No: C0000196055
 Date Issued: 03-15-07

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Use These 31 Questions to Make an "Apples to Apples"
Comparison of the Companies You Talk
To About Your Projects.



Company #2

SAFETY:

(877) VIP-2357

20. Are you certified by Amtrak, NJT, SEPTA, MTA, The Port Authority of New York and New Jersey to safely work in all railway stations?	✓	
21. Do you provide formalized training in all these areas of safety: vehicular and pedestrian traffic flow, use of ladders, scaffolds and lifts? Rappelling safety for boatswains chairs?	✓	
22. Do you provide specific onsite training for the use and care of equipment including customer landscaping and property?	✓	
23. Do you require all employees to use full body harnesses?	✓	
24. Do you use safety cones, caution tape, signs and temporary walls to enclose your work areas?	✓	
25. When working on an entrance way will you provide English speaking employees with radio communication to safely and efficiently divert pedestrian traffic?	✓	
26. Do your safety personnel have experience working on and above railroad tracks both with and without overhead power lines?	✓	
27. Do you have experience and D.O.T. approved safety equipment for redirecting traffic on a building's perimeter, garage overpass or a footbridge spanning a roadway?	✓	
28. Do you have a written daily clean-up procedure?	✓	
29. Do you have strict written policies that prohibit the use of alcohol or drugs by your crews?	✓	
30. Do you have a written employee code of conduct and behavior policy?	✓	
31. Do you pay your employees by the hour and provide performance bonuses?	✓	

VIP Special Services, LLC
Is Proud to Answer YES to All 31 Questions and
Will Provide You with Written Proof of Our Compliance and Commitment

Getting the best deal is every buyer's goal.

This guide gives you the information you need to make the best choice in selecting a building maintenance company.

Lots of building maintenance companies talk a good game and will promise you the world but very few live up to their promises consistently. Ask every building maintenance company these questions and ask for their proof in writing.

Our client list includes Kings County Hospital, numerous Dept. of V.A. hospitals, Camden Yards, Clemson University, University of Rhode Island, New Jersey Transit, New York City Transit MTA & TBTA and all range of commercial and residential buildings and towers.

Get Everything You Pay For



583 Valley Road, West Orange, NJ 07052
2021 South Palmetto Avenue, Sanford, FL 32771
1727 West 88 Street, Hialeah, FL 33014

1-877-VIP-2357 Fax: 973-812-6633
www.vipspecialservices.com



PROPERTY MANAGER'S CHECKLIST FOR HIRING A BUILDING MAINTENANCE COMPANY



Use These 31 Questions to Make an "Apples to Apples" Comparison of the Companies You Talk To About Your Projects.



Company #2

		Company #2
COMMUNICATION AND SERVICE:	(877) VIP-2357	
1. Do you have full-time office support staff to answer calls live from 7 AM to 7 PM Monday to Friday?	✓	
2. Do you return calls on Saturday and Sunday?	✓	
3. Do you provide mobile phone contact for after hours and weekend emergencies?	✓	
4. Do you provide instant email status updates any time there is a significant change in the status of my project?	✓	
5. Do you provide daily email updates on any open call backs?	✓	
6. Do you have a follow-up procedure in place to insure call backs are handled within 2 business days?	✓	
7. Do you provide fixed price bids with price guarantees for the work performed that specify the materials to be used, the services to be performed with all exceptions clearly identified in Plain English?	✓	
8. Do you have the ability to respond within 24 hours for locations within 500 miles of your headquarters in West Orange NJ?	✓	
9. Do you have offices in Florida, North Carolina and Georgia to service the South Eastern US?	✓	
REPUTATION AND RELIABILITY:		
10. Will you provide me with a list of 50 relevant references that I can call?	✓	
11. Do you provide bank and vendor references?	✓	
12. Do your clients include: hospitals, hotels, airports, convention centers, sports stadiums, universities, public school systems, all ranges of commercial buildings and residential condos and co-ops?	✓	
13. Are all of your employees required to be in uniform with picture ID?	✓	
14. Are all of your employees required to complete 3 days of industry recognized training before their first assignment?	✓	
15. Are all employees required to complete I-9 status forms and provide the appropriate documentation before being hired?	✓	
16. Are you a member of professional associations for your industry?	✓	
17. Do you have a written code of ethics and professionalism signed by the president of the company?	✓	
18. Do you have bonding capabilities in place?	✓	
19. Will your insurance agent provide us with your certificate of insurance directly?	✓	

VIP Special Services Mission Statement:

We Win The Loyalty Of Our Customers By Providing:

Quick and Accurate Estimates,

Quality Craftsmanship,

Attention to Details,

The Best Customer Care in Our Industry.

We Win The Loyalty Of Our Employees Through:

Fair and Equal Treatment,

Training and Advancement Opportunities,

Upholding the Highest Safety Standards in Our Industry.