



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

List View

- General Information**
- Contact
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- Document Information
- Clarification Request

Procurement Folder: 1097821	SO Doc Code: CRFQ
Procurement Type: Central Purchase Order	SO Dept: 0211
Vendor ID: VS0000014061	SO Doc ID: GSD2300000021
Legal Name: ACCENTUATE TECHNOLOGIES INC	Published Date: 12/6/22
Alias/DBA:	Close Date: 12/13/22
Total Bid: \$231,936.00	Close Time: 13:30
Response Date: 12/13/2022	Status: Closed
Response Time: 12:14	Solicitation Description: Cleaning & Janitorial Services - Bldg. 23
Responded By User ID: accentuate	Total of Header Attachments: 2
First Name: Nasir	Total of All Attachments: 2
Last Name: Huq	
Email: nasirul.huq@accentuatetech.	
Phone: 7035424479	



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

State of West Virginia
Solicitation Response

Proc Folder: 1097821
Solicitation Description: Cleaning & Janitorial Services - Bldg. 23
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-12-13 13:30	SR 0211 ESR12132200000002815	1

VENDOR
VS0000014061 ACCENTUATE TECHNOLOGIES INC

Solicitation Number: CRFQ 0211 GSD2300000021
Total Bid: 231936
Response Date: 2022-12-13
Response Time: 12:14:53
Comments:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
(304) 558-0094
melissa.k.pettrey@wv.gov

Vendor	FEIN#	DATE
Signature X		

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cleaning & Janitorial Services - Bldg. 23				231936.00

Comm Code	Manufacturer	Specification	Model #
76110000			

Commodity Line Comments:

Extended Description:

Cleaning & Janitorial Services - Bldg. 23 per specifications detailed in the solicitation. Bidders must submit Exhibit A - Pricing Page with their bid.



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

State of West Virginia
 Centralized Request for Quote
 Service - Misc

Proc Folder: 1097821	Reason for Modification: Addendum No. 2
Doc Description: Cleaning & Janitorial Services - Bldg. 23	
Proc Type: Central Purchase Order	

Date Issued	Solicitation Closes	Solicitation No	Version
2022-12-06	2022-12-13 13:30	CRFQ 0211 GSD2300000021	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000014061
Vendor Name : Accentuate Technology Inc
Address : 1100
Street : N Glebe Rd Suite 1010
City : Arlington
State : VA **Country :** USA **Zip :** 22201
Principal Contact : Nasir Huq
Vendor Contact Phone: 703 542 4479 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor
 Signature X

FEIN# 201490976

DATE 12/12/2022

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

ADDITIONAL INFORMATION

Addendum No. 2 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the General Services Division (the "Agency" or "GSD") to establish a contract for Janitorial Services, including cleaning supplies and equipment to perform the work, as detailed in the specifications. Vendor shall perform work, and provide work coverage, between the hours of 7:00am and 4:00pm, Monday through Friday.

A single opportunity for bidders to tour the facility (i.e. to take measurements, photographs, or perform pre-bidding inspection, etc.) will be conducted between 10:00 AM-12:00 PM Monday, November 14, 2022. Attendance at the tour is not required in order to submit a bid.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cleaning & Janitorial Services - Bldg. 23				

Comm Code	Manufacturer	Specification	Model #
76110000			

Extended Description:

Cleaning & Janitorial Services - Bldg. 23 per specifications detailed in the solicitation. Bidders must submit Exhibit A - Pricing Page with their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Site Visit 10 am-12 pm	2022-11-14
2	Vendor question deadline 10 am	2022-11-28

	Document Phase	Document Description	Page
GSD230000021	Final	Cleaning & Janitorial Services - Bldg. 23	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
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State of West Virginia
 Centralized Request for Quote
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cleaning & Janitorial Services - Bldg. 23				

Comm Code	Manufacturer	Specification	Model #
76110000			

Extended Description:

Cleaning & Janitorial Services - Bldg. 23 per specifications detailed in the solicitation. Bidders must submit Exhibit A - Pricing Page with their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Site Visit 10 am-12 pm	2022-11-14
2	Vendor question deadline 10 am	2022-11-28

SOLICITATION NUMBER:
Addendum Number:

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

CRFQ GSD230000021 Bldg. 23 Janitorial Services

Technical Questions & Responses

- Q 1.** If we win the contract for these buildings, how much time do we have between getting the award and assuming control of the daily duties?
- A 1.** Vendor will begin performing services on the effective start date of the Purchase Order. Vendor will have 30-day notice prior to the effective date.
- Q 2.** The total square footage is noted as 44,430. However when you add up the provided figures for carpeted area (30,905) and the hard floor surface (6,957) they only total 37,862. Can you confirm the total square footage the breakdown by type?
- A 2.** Overall square footage of the building is 44,430 (as taken from the floorplans provided). The square footage indicated for the carpeted and hard floor surface areas includes only those areas that would be required to be serviced as a portion of this contract. That square footage would not include boiler an mechanical rooms. While the elevator square footage is accounted for each floor, the cleaning would only need to be accounted as one of the four floors of the building.
- Q 3.** While touring the facility, we were told by the tour guides, that existing servicer had a daytime employee and a night time employee. Specifications note Monday to Friday - 7am to 4pm - just confirming all all cleaning meant to be completed from the hours of 7am to 4pm.
- A 3.** The intent of this contract is to have all cleaning performed during the day-time shift.
- Q 4.** Will parking be provided for cleaning staff somewhere close to facility?
- A 4.** Parking will be the responsibility of the vendor.
- Q 5.** What are the dates of the existing contract and when is an anticipated start date?
- A 5.** See Answer A1.
- Q 6.** Is annual floor care to be done outside the hours of Monday to Friday - 7am to 4pm? What time of year are they historically completed?
- A 6.** Floor work would be performed on a separate schedule, likely in the evening, outside these work hours. Performance of floor work varies, by facility, will be scheduled in advance with the Vendor, and is most likely to be performed during the middle of the year term of the contract.
- Q 7.** The third paragraph under #1 from the specifications reads “Should the state be unable to maintain a contract with the Central Non-Profit Agency to administer the provision of the Contract Services, the Agency may award a contract resulting from this solicitation.” Does this imply that the Central Non-Profit Agency has first dibs, or almost first right of refusal

CRFQ GSD230000021 Bldg. 23 Janitorial Services

Technical Questions & Responses

on the janitorial contract? Does the Central Non-Profit Agency submit a bid for the facility, in the same manner as everyone else?

A 7. §5A-3-10 and §5A-3A-6 of the WV State Code allow the Purchasing Division Director to purchase services, without competitive bidding, from the non-profit workshops (which are coordinated by the Central Non-Profit Agency approved by the WV Division of Rehabilitation Services, pursuant to §5A-3A-2 of the Code), when a determination is made that the services are being provided through the Central Non-Profit Agency at a fair market price. The Central Non-Profit Agency may submit pricing through the statutory processes established in Chapter 5A, Article 3A of the Code and corresponding rules and/or submit a bid in response to this solicitation.

Q 8. What is the start date of this service?

A 8. See answer A1.

Q 9. What is the end date of this service?

A 9. Any contract awarded as a result of this solicitation will be effective from its start date until one (1) year later.

REQUEST FOR QUOTATION
Janitorial Services – Building 23 Beckley

EXHIBIT A – PRICING PAGE

Name of Bidder:

The Bidder, being familiar with and understanding the Bidding Documents, having examined the site and being familiar with all local conditions affecting the contract, hereby proposes to furnish all labor, supplies (except those provided by Owner) to perform all work in accordance with the Bidding Documents for the Monthly Lump Sum fee of:

Building	Monthly Lump Sum	X	Months	Bid Amount
23	\$ <u>19,328</u>	X	12 =	\$ <u>231,936</u> (A)
Floor Care:	Price Per Service	X	Units =	Bid Amount
Quarterly	\$ <u>2005.75</u>	X	4 =	\$ <u>8,023</u> (B)
Annual	\$ <u>8,023</u>	X	1 =	\$ <u>8,023</u> (C)
Total Bid Amount (A+B+C)				\$ <u>247,982</u>

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.:

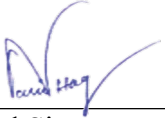
Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt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

Company



Authorized Signature

Date

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