



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 5

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1097824

Procurement Type: Central Purchase Order

Vendor ID: VS0000041259

Legal Name: FLEX JANITORIAL SERVICES LLC

Alias/DBA: DAVID SARTIN

Total Bid: \$221,346.53

Response Date: 12/13/2022

Response Time: 11:02

Responded By User ID: dwsartin

First Name: David

Last Name: Sartin

Email: dsartin@flexjanitorial.com

Phone: 3047848362

SO Doc Code: CRFQ

SO Dept: 0211

SO Doc ID: GSD2300000023

Published Date: 12/6/22

Close Date: 12/13/22

Close Time: 13:30

Status: Closed

Solicitation Description: Cleaning & Janitorial Services- Bldg. 34

Total of Header Attachments: 5

Total of All Attachments: 5



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:** 1097824  
**Solicitation Description:** Cleaning & Janitorial Services- Bldg. 34  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-12-13 13:30	SR 0211 ESR12132200000002802	1

**VENDOR**  
VS0000041259  
FLEX JANITORIAL SERVICES LLC

**Solicitation Number:** CRFQ 0211 GSD2300000023  
**Total Bid:** 221346.5299999999988358467817 **Response Date:** 2022-12-13 **Response Time:** 11:02:08  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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. 34				221346.53

Comm Code	Manufacturer	Specification	Model #
76110000			

**Commodity Line Comments:**

**Extended Description:**

Cleaning & Janitorial Services - Bldg. 34 per specifications detailed in the solicitation. Bidders must submit Exhibit A - Pricing Page with their bid.

# THE HARTFORD CRIMESHIELD<sup>SM</sup> ADVANCED DECLARATIONS



Hartford Fire Insurance Company,  
A stock insurance company, herein call the Insurer

**Policy Number:** 02BDDIY6100

<b>ITEM 1. Named Insured:</b>  Flex Janitorial Services, LLC	<b>Producer: Code, Name and Address</b> 02-025657  NUTMEG INSURANCE AGENCY INC/PHS 8711 UNIVERSITY DRIVE EAST CHARLOTTE, NC 28213
<b>ITEM 2. Mailing Address:</b>  11 sunshine dr Kermit, WV 25674	<b>Physical Address:</b>  11 sunshine dr Kermit, WV 25674

**ITEM 3. Policy Period:** From 12:01 a.m. on November 15, 2022 (Inception Date) until cancelled.  
(Standard Time at your mailing address)

**ITEM 4. Coverages, Limits of Insurance and Deductibles:**  
Only Those **Insuring Agreements** That Are Designated With An "X" Are Included Under This Policy

	Limit of Insurance	Deductible Amount
<input type="checkbox"/> Insuring Agreement 1 – Employee Theft	\$ 0	\$ 0
<input checked="" type="checkbox"/> Insuring Agreement 2 – Employee Theft – Client Premises	\$ 100,000	\$ 10,000
<input type="checkbox"/> Insuring Agreement 3 – Computer And Funds Transfer Fraud	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 4 – Inside The Premises – <i>Money, Securities and Other Property</i>	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 5 – Outside The Premises – <i>Money, Securities and Other Property</i>	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 6 – Depositors Forgery or Alteration	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 7 – Credit, Debit Or Charge Card Forgery	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 8 – Money Orders And Counterfeit Currency	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 9 – Investigative Expenses	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 10 – Computer Systems Restoration Expenses	\$ 0	\$ 0
<input type="checkbox"/> Insuring Agreement 11 – Identity Recovery Expenses Reimbursement	\$ 0	\$ 0



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (888) 925-3137 (A/C, No, Ext):	<b>FAX</b> (888) 443-6112 (A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Flex Janitorial Services, LLC PO BOX 246 KERMIT WV 25674-0246	<b>INSURER A:</b> Hartford Underwriters Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			76 SBW AT9MVH	11/15/2022	11/15/2023	EACH OCCURRENCE	\$2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$2,000,000
	POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			76 SBW AT9MVH	11/15/2022	11/15/2023	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	DED RETENTION \$						AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			76 SBW AT9MVH	11/15/2022	11/15/2023	PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
	Data Breach - Defense & Liab Covg						E.L. DISEASE - POLICY LIMIT	
							Limit	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan S. Castaneda*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT :** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed **if SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on This certificate does not confer rights to the certificate holder in lieu of such an endorsement(s).

<b>PRODUCER</b> AUTOMATIC DATA PROC INS 1 ADP BLVD # 625 ROSELAND, NJ 07068	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (A/C. No. Ext.): (877) 677-428	<b>FAX</b> (A/C. No. Ext.): (877) 677-430
<b>INSURED</b> FLEX JANITORIAL SERVICE, LLC 11 SUNSHINE DRIVE KERMIT, WV 25674	<b>E-MAIL ADDRESS:</b> spcbicadp@travelers.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A : THE CHARTER OAK FIRE INSURANCE COMPANY</b>	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$
	<input type="checkbox"/> OTHER							
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A	UB-1W873986-22-42	12/15/2022	12/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS BELOW						E.L. DISEASE- EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

FLEX JANITORIAL SERVICE, LLC 11 SUNSHINE DRIVE KERMIT, WV 25674	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS</b>
	<b>AUTHORIZED REPRESENTATIVE</b> 

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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:** 1097824

**Doc Description:** Cleaning & Janitorial Services- Bldg. 34

**Reason for Modification:**

Addendum No. 3

**Proc Type:** Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2022-12-06	2022-12-13 13:30	CRFQ 0211 GSD2300000023	4

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000041259

**Vendor Name :** Flex Janitorial Services, LLC

**Address :** PO Box 246

**Street :**

**City :** Kermit

**State :** WV

**Country :** USA

**Zip :** 25674

**Principal Contact :** David Sartin

**Vendor Contact Phone:** 304-784-8362

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor  
Signature X**

**FEIN#** 88-3610487

**DATE** 12/11/2022

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



**ADDITIONAL INFORMATION**

Addendum No. 3 is issued to publish and distribute the attached information to the vendor community.

Request for quotation  
CRFQ

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 per the specifications and terms and conditions as attached hereto.

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 9:00 am- 11:00 am on Wednesday, November 16, 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. 34				

Comm Code	Manufacturer	Specification	Model #
76110000			

**Extended Description:**

Cleaning & Janitorial Services - Bldg. 34 per specifications detailed in the solicitation. Bidders must submit Exhibit A - Pricing Page with their bid.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Site Visit 9-11am	2022-11-16
2	Vendor question deadline @ 10 am	2022-11-28

## SOLICITATION NUMBER: Addendum Number:

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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 GSD2300000023 Bldg. 34 Janitorial Services**

### **Technical Questions & Responses**

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**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.** Can you verify the floor plan provided as part of the above mentioned solicitation is the floor plan for the location at 2699 Park Avenue, Huntington, WV 25704? The floor plan provided in the solicitation packed is labeled as "Building 34-Weirton."

**A 2.** The street address listed in the second paragraph of the solicitation was incorrect. The correct address is 100 Municipal Plaza, Werton, WV 26062.

**Q 3.** When is the start date for this service?

**A 3.** See answer A1

**Q 4.** When is the end date for this service?

**A 4.** Any contract awarded as a result of this solicitation will be effective from its start date until one (1) year later.

REQUEST FOR QUOTATION  
Building 34 Janitorial - Region 5

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**EXHIBIT A – PRICING PAGE**

**Name of Bidder:** Flex Janitorial Services, LLC

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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:

<b>Building</b>	<b>Monthly Lump Sum</b>	<b>X</b>	<b>Mo.</b>	<b>=</b>	<b>Bid Amount</b>
34	<u>\$ 17,036.94</u>	X	12	=	<u>\$ 204,443.28</u> (A)
<b>Floor Care:</b>	<b>Price Per Service</b>	<b>X</b>	<b>Units</b>	<b>=</b>	<b>Bid Amount</b>
<b>Quarterly</b>	<u>\$ 2,404.53</u>	X	4	=	<u>\$ 9,618.12</u> (B)
<b>Annual</b>	<u>\$ 7,285.13</u>	X	1	=	<u>\$ 7,285.13</u> (C)
<b>Total Bid Amount (A+B+C)</b>					<u><b>\$ 221,346.53</b></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.

Flex Janitorial Services, LLC

---

Company

---

Authorized Signature

12/11/2022

---

Date

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) David Sartin

(Address) PO Box 246 Kermit, WV 25674

(Phone Number) / (Fax Number) 304-784-8362

(email address) dsartin@flexjanitorial.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through *wvOASIS*, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Flex Janitorial Services, LLC

(Company)



(Signature of Authorized Representative)

David Sartin, Managing Member

(Printed Name and Title of Authorized Representative) (Date)

304-784-8362

(Phone Number) (Fax Number)

dsartin@flexjanitorial.com

(Email Address)

REQUEST FOR QUOTATION  
**Building 34 Janitorial - Region 5**  
**CRFQ GSD2300000023**

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** 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 per the specifications and terms and conditions as attached hereto.

Building 34 is a two-story construction of 31,966 sq. ft., located at 2699 Park Avenue, Huntington, WV 25704, consisting of 8 restrooms, with 54 fixtures, 5 water fountains, 148 trash receptacles, 8 walk-off mats, 1 elevator, 2 staircases, 23,791sq. ft. of carpet, and a total of 6,079 sq. ft. of hard floor surfaces.

It is generally understood that the State Code (§5A-3-10) which covers services provided by Sheltered Workshops, coordinated through a Central Non-Profit Agency (“CNA,” which has been the WV Association of Rehabilitation Facilities for some time), was modified during the 2022 Legislative Session to make the utilization of the CNA no longer mandatory for State agencies. 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.

**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 9:00 am- 11:00 am on Wednesday, November 16, 2022. Attendance at the tour is not required in order to submit a bid.**

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. **“ASTM”** means American Society for Testing and Materials.  
<https://www.astm.org/>

2.2. **“Contract Services”** means Janitorial Services as more fully described in these specifications.

2.3. **“GSD”** means the General Services Division.

2.4. **“OSHA”** means the Occupational Safety and Health Agency.



REQUEST FOR QUOTATION  
**Building 34 Janitorial - Region 5**  
**CRFQ GSD2300000023**

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- 2.5. **“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.
- 2.6. **“QA”** means quality assurance and indicates the desired level of quality of service.
- 2.7. **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.8. **“Working Lead”** means an employee that may provide direction, establish priorities, assign tasks, or coordinate work projects of other personnel, but performs no supervisory functions.
- 2.9. **“Working Supervisor”** means a supervisor that also performs non-supervisory related work.
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 shall have a minimum of three (3) years of experience in cleaning commercial office buildings. These three years of experience shall have been within the preceding five years.
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. **Cleaning Scope of Work**
- 4.1.1.1 **Daily Cleaning**
- 4.1.1.1.1 Sweep/Dust Mop all hard surface flooring.
- 4.1.1.1.2 Damp Mop all hard surface flooring.
- 4.1.1.1.3 Spot vacuum, a minimum of thirty-five percent (35%) of carpeted areas.
- 4.1.1.1.4 Vacuum all walk-off mats, door mats, carpet runners and heavy traffic areas.
- 4.1.1.1.5 Empty and reline all trash containers. Contaminated trash liners shall be changed, and non-contaminated trash liners shall not be replaced.

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- 4.1.1.1.6** Fully service all restrooms, including restocking consumables; once in am, and once in pm.
- 4.1.1.1.7** Clean and disinfect all water fountains, and high touch points.
- 4.1.1.1.8** Employee break rooms:
  - 4.1.1.1.8.1** Sweep.
  - 4.1.1.1.8.2** Mop.
  - 4.1.1.1.8.3** Wipe all kitchen equipment down.
  - 4.1.1.1.8.4** Clean and sanitize sinks.
  - 4.1.1.1.8.5** Clean and sanitize tables.
  - 4.1.1.1.8.6** Clean and sanitize countertops.
- 4.1.1.1.9** Police the entrance and lobby areas.
  - 4.1.1.1.9.1** Collect garbage.
  - 4.1.1.1.9.2** Wipe down chairs and tables, as needed.
  - 4.1.1.1.9.3** Clean inside doors and windows that are within reaching distance.
- 4.1.1.1.10** Remove all trash from the building and take it to the designated dumpster area.
- 4.1.1.1.11** Clean elevators:
  - 4.1.1.1.11.1** Dust mop and mop.
  - 4.1.1.1.11.2** Wipe down railing and button panels.
- 4.1.1.1.12** Clean and disinfect all high touchpoints:
  - 4.1.1.1.12.1** Doorknobs.
  - 4.1.1.1.12.2** Push bars on doors.
  - 4.1.1.1.12.3** Countertops.
  - 4.1.1.1.12.4** Tables.
  - 4.1.1.1.12.5** Restroom fixtures.
  - 4.1.1.1.12.6** Breakroom fixtures.

**4.1.1.2 Weekly Cleaning**

- 4.1.1.2.1** Dust Mop all staircases.

**4.1.1.3 Monthly Cleaning**

- 4.1.1.3.1** Vacuum all wall-to-wall carpeting.
- 4.1.1.3.2** Dust all furniture, baseboards, cabinets, and countertops.
- 4.1.1.3.3** Damp mop all staircases.

**4.1.1.4 Quarterly Cleaning**

- 4.1.1.4.1** All hard surface flooring (tile, wood, marble, terrazzo, etc.) will be burnished. Burnishing shall be performed by equipment with pad(s) that rotate a minimum of fifteen hundred (1500) revolutions per minute.

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**4.1.1.5 Annual Cleaning**

- 4.1.1.5.1** All hard surface flooring (tile, wood, marble, terrazzo, etc.) will have a full strip and apply finish. Vendor shall apply a minimum of three (3) coats of Finish and the finish shall be comprised of twenty percent (20%) solids. The Finish shall be “High Gloss” with a minimum of eighty-nine (89) on the Specular Gloss Rating, as established by the ASTM D 523.
- 4.1.1.5.2** Vendor shall provide one-time per year carpet cleaning and shall provide to GSD a one-week notice prior to performing any work. Annual cleanings shall not be performed within a ten-month period of each other.
  - 4.1.1.5.2.1** Hot water extraction method will be implemented for all carpet cleaning with carpet cleaning equipment that meets or exceeds:
    - 4.1.1.5.2.1.1** Continuous heating of water at the water nozzle tip to two hundred and twelve (212) degrees.
    - 4.1.1.5.2.1.2** Injection of heated water at five hundred (500) pounds per square inch and exercised two hundred (200) inches of lift.
    - 4.1.1.5.2.1.3** Rotary brush implemented, as necessary, for spots and traffic lanes.
  - 4.1.1.5.2.2** Air movers (fans) shall be implemented in sufficient numbers to prevent mold or mildew from occurring.

**4.1.2 Vendor guidelines and regulations:**

- 4.1.2.1** Vendor employees must enter Building at the main lobby entrance, and sign into the facility.
- 4.1.2.2** Vendor shall provide a sign-in book to be maintained in the on-site office of the Vendor.
- 4.1.2.3** Vendor is required to perform monthly QA audits and provide GSD designated contact with the results. QA audits must not be performed within a ten-day period of each other.
- 4.1.2.4** GSD will perform quarterly QA audits and will provide a copy to the Vendor within two (2) business days. Audits will be numerically scored with “meets standard” score of at least seventy-six percent (76%). Scores of less than seventy-six percent (76%) for two consecutive quarters may result in cancellation of the Vendor’s contract.
- 4.1.2.5** Vendor will correct all cleaning deficiencies revealed in the QA audits that are performed by the Vendor or GSD within two (2) business days of the self-assessed QA audit, or the receipt of the GSD QA audit.

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- 4.1.2.6** Vendor shall maintain an onsite Working Supervisor, and/or a Working Lead, in addition to the general Vendor staff of the facility.
  - 4.1.2.6.1** Vendor shall provide cell phone numbers of the Working Supervisor and/or Working Lead.
- 4.1.2.7** Vendor employees shall report any service requests from building tenants to the Working Supervisor or Working Lead who will report these instances to the GSD service desk.
- 4.1.2.8** Vendor, or Vendor's employees, shall follow all OSHA safety standards and shall have provided OSHA 1910.1030 Bloodborne Pathogen training to all applicable Vendor staff.
- 4.1.2.9** Vendor shall abide by all civility, security and privacy policies and standards of conduct, as set forth by the GSD.
- 4.1.2.10** Vendor shall operate all cleaning equipment in accordance with the manufacturer's guidelines. Vacuums shall meet the Gold Seal of Approval (SOA) by the Carpet and Rug Institute (CRI). <https://carpet-rug.org/testing/seal-of-approval-program/>
- 4.1.2.11** Vendor shall dispose of all byproducts from mopping into the toilet.
- 4.1.2.12** Vendor shall supply all cleaning supplies and equipment. GSD reserves the right to have the Vendor replace any cleaning product with a more environmentally friendly product.
- 4.1.2.13** GSD will supply "consumables" (e.g., paper towels, toilet paper, seat covers, etc.) which will be stocked and stored. Vendor shall monitor and maintain sufficient levels and will notify GSD staff of need to place additional orders. Vendor shall notify GSD of any immediate needs (e.g., broken dispenser, etc.)
- 4.1.2.14** Vendor shall utilize disinfectants from the EPA "N" list for cleaning of touchpoint surfaces. <https://www.epa.gov/coronavirus/list-n-advanced-search-page-disinfectants-coronavirus-covid-19>
- 4.1.2.15** Vendor shall provide at least one (1) hour of "utility time" within their allocated time per day for the facility to address emergency cleanups (spotting of carpets, revisiting restrooms for accidents, etc.).
- 4.1.2.16** Vendor must read, provide Contact information, and complete the acknowledgement page of Jobsite Safety Handbook.

## **5 CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide the 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 per building as shown on the Pricing Pages.

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- 5.2 Pricing Page:** Vendor should complete the Pricing Page by indicating a firm, fixed monthly fee for providing janitorial services. 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.
- 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 all-inclusive, lump-sum Monthly 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 a replacement fee if the cards or keys become lost or stolen.
- 9.3** Vendor shall notify the 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.

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**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 the 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.
  - 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:** David Sartin

**Telephone Number:** 304-784-8362

**Fax Number:** \_\_\_\_\_

**Email Address:** dsartin@flexjanitorial.com