



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

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- Clarification Request

<p>Procurement Folder: 1097833</p> <p>Procurement Type: Central Purchase Order</p> <p>Vendor ID: VS0000014061 </p> <p>Legal Name: ACCENTUATE TECHNOLOGIES INC</p> <p>Alias/DBA:</p> <p>Total Bid: \$765,288.00</p> <p>Response Date: 12/13/2022 </p> <p>Response Time: 12:08</p> <p>Responded By User ID: accentuate </p> <p>First Name: Nasir</p> <p>Last Name: Huq</p> <p>Email: nasirul.huq@accentuatetech.</p> <p>Phone: 7035424479</p>	<p>SO Doc Code: CRFQ</p> <p>SO Dept: 0211</p> <p>SO Doc ID: GSD2300000026</p> <p>Published Date: 12/6/22</p> <p>Close Date: 12/13/22</p> <p>Close Time: 13:30</p> <p>Status: Closed</p> <p>Solicitation Description: Cleaning &amp; Janitorial Services Bldg. 3</p> <p>Total of Header Attachments: 2</p> <p>Total of All Attachments: 2</p>
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cleaning & Janitorial Services Bldg. 3				765288.00

Comm Code	Manufacturer	Specification	Model #
76110000			

**Commodity Line Comments:**

**Extended Description:**

Cleaning & Janitorial Services - Bldg. 3 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

<b>Proc Folder:</b> 1097833	<b>Reason for Modification:</b> Addendum No 2
<b>Doc Description:</b> Cleaning & Janitorial Services Bldg. 3	
<b>Proc Type:</b> Central Purchase Order	

Date Issued	Solicitation Closes	Solicitation No	Version
2022-12-06	2022-12-13 13:30	CRFQ 0211 GSD2300000026	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.

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 1:00pm-3:00 pm on Thursday, November 17, 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. 3				

Comm Code	Manufacturer	Specification	Model #
76110000			

**Extended Description:**  
Cleaning & Janitorial Services - Bldg. 3 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 1-3 pm	2022-11-17
2	Vendor question deadline @ 10am	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 GSD230000026 Janitorial Services- Bldg. 3

### 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.** Please further explain section 5. CONTRACT AWARD:

1. 5.1 Contract Award:

i. There is not a workloading calculation sheet

ii. Please define which 3 months (59 days)

2. 5.2 Pricing Page:

i. Attached pricing page only allows for the firm, fixed, monthly rate, not hourly.

**A 2.** See corrections indicated below:

**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 as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by indicating a firm, fixed monthly fee for providing janitorial services, and all-inclusive per-hour rates for floor care work. 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.

**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.

**Q 5.** Will the "Building 3 Information – Quick Overview", which was handed out at the walkthrough of Building 3, be published as additional information under this CRFQ?

**A 5.** The information handed out at the walkthrough is attached to this addendum. This information corrects information from Paragraph 2 of "1. PURPOSE AND SCOPE" from the original solicitation.

## CRFQ GSD230000026 Janitorial Services- Bldg. 3

### Technical Questions & Responses

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- Q 6.** Will parking be provided for our team members somewhere close to facility?
- A 6.** Some contractor parking is available, on a first-come, first-served basis, near the Piedmont Parking Garage.
- Q 7.** What are the dates of the existing contract and when is an anticipated start date?
- A 7.** See Answer A1.
- Q 8.** Is quarterly/annual floor care to be done outside the hours of Monday to Friday - 7am to 4pm? What time of the year are they historically completed?
- A 8.** 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 9.** 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 on the janitorial contract? Does the Central Non-Profit Agency submit a bid for the facility, in the same manner as everyone else?
- A 9.** §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.

**Request for Quotation  
Bldg. 3 Janitorial Services – Region 1**

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**EXHIBIT A – PRICING PAGE**

**Name of Vendor:** \_\_\_\_\_

The Vendor, being familiar with and understanding the general conditions and specifications, 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 specifications for the Hourly Rate(s) of:

<b>Building</b>	<b>Monthly Rate</b>	<b>X</b>	<b>Months</b>	<b>=</b>	<b>Total Bid Amount</b>
<b>3</b>	\$ <u>63,774</u>	X	12	=	\$ <u>765,288</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>3,693.50</u>	X	4	=	\$ <u>14,774</u> (B)
<b>Annual</b>	\$ <u>14,774</u>	X	1	=	\$ <u>14,774</u> (C)
<b>Total Bid Amount (A+B+C)</b>					\$ <u>794,836</u>

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:**

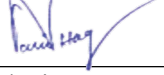
Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt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



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**State of West Virginia**  
**Centralized Request for Quote**  
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**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

**Vendor Signature X**  **FEIN#** 201490976 **DATE** 12/12/2022

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	Document Phase	Document Description	Page
GSD2300000026	Final	Cleaning & Janitorial Services Bldg. 3	3

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions