

FAX COVER SHEET



DIRTBUSTERS JANITORIAL SERVICES, INC.
6433 US RT 60 EAST, SUITE 100
BARBOURSVILLE, WV 25504

Phone: 304-302-2626
Fax: 304-733-4618

TO:	Melissa Pettrey, Senior Buyer	FROM:	Kelli Middaugh
FAX:	304-558-3970	PHONE:	304-733-2549
PHONE:		PAGES:	26
RE:	CRFQ GSD2300000026	DATE:	12/12/2022

URGENT
 FOR REVIEW
 PLEASE COMMENT
 PLEASE REPLY
 YOUR REQUEST

Vendor Name: DirtBusters Janitorial Services, Inc.

Buyer: Melissa Pettrey, Senior Buyer

Solicitation No.: CRFQ GSD2300000026

Bid Opening Date: Tuesday, December 13, 2022

Bid Opening Time: 1:30pm

Fax Number: 304-558-3970

WV Purchasing Division
 12/12/22 09:58:43



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: 1097833

Doc Description: Cleaning & Janitorial Services Bldg. 3

Reason for Modification:
Addendum No 2

Proc Type: 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:

Vendor Name : DirtBusters Janitorial Services, Inc.

Address :

Street : 6433 US Route 60 East, Suite 100

City : Barboursville

State : WV

Country : United States

Zip : 25504

Principal Contact : Kelli Middaugh

Vendor Contact Phone: 304-733-2549

Extension: 103

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 36-4611390

DATE 12/20/2022

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
US

WV

STATE OF WEST VIRGINIA

JOBSITE - SEE
SPECIFICATIONS

No City
US

WV

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

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

EXHIBIT A - PRICING PAGE

Name of Vendor: DirtBusters Janitorial Services, Inc.

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:

Building	Monthly Rate	X	Months	=	Total Bid Amount
3	<u>\$ 32,073.40</u>	X	12	=	<u>\$ 384,880.75</u> (A)
Floor Care:	Price Per Service	X	Units	=	Bid Amount
Quarterly	<u>\$ 960.00</u>	X	4	=	<u>\$ 3,840.00</u> (B)
Annual	<u>\$ 16,321.70</u>	X	1	=	<u>\$ 16,321.70</u> (C)
Total Bid Amount (A+B+C)					<u>\$ 405,042.45</u>

Kelli Middaugh
Kelli Middaugh
DirtBusters Janitorial Services, Inc.
General Manager

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ GSD2300000026

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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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.

DirtBusters Janitorial Services, Inc.

Company

[Handwritten Signature]

Authorized Signature

12/12/2022

Date

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



CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YY)
8/10/22

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000
Toll free 1.800.458.0811 • Fax 814.870.3126 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY ADKINS INS & FINANCIAL SVC INC 5986 US ROUTE 60 E BARBOURSVILLE, WV 25504		AGENT'S NO. EE1294	COMPANIES AFFORDING COVERAGE Co.: C ERIE INSURANCE COMPANY Co.: D ERIE INSURANCE PROPERTY & CASUALTY COMPANY Co.: E ERIE INSURANCE EXCHANGE (Not Applicable) Erie Indemnity Co., Attorney-In-Fact in NY Co.: F ERIE INSURANCE COMPANY OF NEW YORK Co.: G FLAGSHIP CITY INSURANCE COMPANY
NAME AND ADDRESS OF NAMED INSURED DIRTBUSTERS JANITORIAL SERVICES, INC. 6433 RT 60 E STE 100 BARBOURSVILLE, WV 25504		This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not affirmatively or negatively amend, extend, or otherwise alter the terms, exclusions and conditions of insurance coverage contained in the policy(ies) indicated below. The terms and conditions of the policy(ies) govern the insurance coverage as applied to any given situation. Limits shown may have been reduced by claims paid. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer and the certificate holder.	

This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time that the Certificate is being issued.

CO. / LTR. / POL. NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
D	<input type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Q33 8000062	9/30/21	9/30/22	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any One Fire) \$ 1,000,000 MED EXP (Any One Person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/PROP AGG \$ 2,000,000
D	<input type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> "ANY AUTO" (OWNED, HIRED, NON-OWNED) <input type="checkbox"/> OWNED <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> GARAGE	Q09 8040031	9/30/21	9/30/22	BODILY INJURY (EACH PERSON) \$ BODILY INJURY (EACH ACCIDENT) \$ PROPERTY DAMAGE \$ BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ 1,000,000
D	<input type="checkbox"/> EXCESS LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> RETENTION \$	Q33 8070077	9/30/21	9/30/22	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$
D	WORKERS COMPENSATION & EMPLOYERS LIABILITY	Q94 5102034	10/1/21	10/1/22	STATUTORY BODILY INJURY BY ACCIDENT \$ 1,000,000 EACH ACCIDENT DISEASE \$ 1,000,000 POLICY LIMIT DISEASE \$ 1,000,000 EACH EMPLOYEE
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
EVIDENCE OF INSURANCE

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.

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).

NAME AND ADDRESS OF CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
--	---------------------------

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) Kelli Middaugh, General Manager

(Address) 6433 US Route 60 East, Suite 100 Barboursville, WV 25504

(Phone Number) / (Fax Number) 304-733-2549 (PH); 304-733-4618 (FAX)

(email address) kmiddaugh@dirtbusterswv.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.

DirtBusters Janitorial Services, Inc.

(Company)

Kelli Middaugh

(Signature of Authorized Representative)

Kelli Middaugh, General Manager 12/12/2022

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

304-733-2549 (PH); 304-733-4618 (FAX)

(Phone Number) (Fax Number)

kmiddaugh@dirtbusterswv.com

(Email Address)

Contractor Acknowledgement:

I, the undersigned, have read, reviewed and acknowledge my understanding of the General Services Division safety requirements, as set forth in this handbook. I am also aware that all applicable rules and regulations are to be followed, regardless of whether they are specifically mentioned in this handbook.

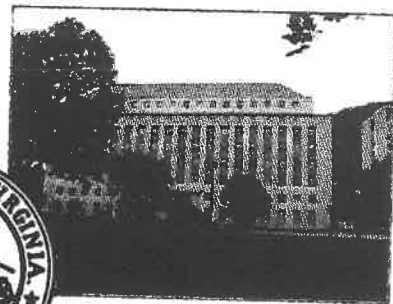
Contractor Representative (Print Name): Kelli Middaugh

Contractor Representative Signature:  Date: 12/12/22

This signed acknowledgement must be signed and returned to the GSD Safety Section prior to start of project work.



Partners in Success



Building 3

ABOUT US

Since 1989 DirtBusters has been providing quality services for commercial, industrial, and retail facilities throughout the Tri-State area.

On-going Contract Cleaning

One Time Cleaning Services

Floor Care Services

Construction Clean-ups

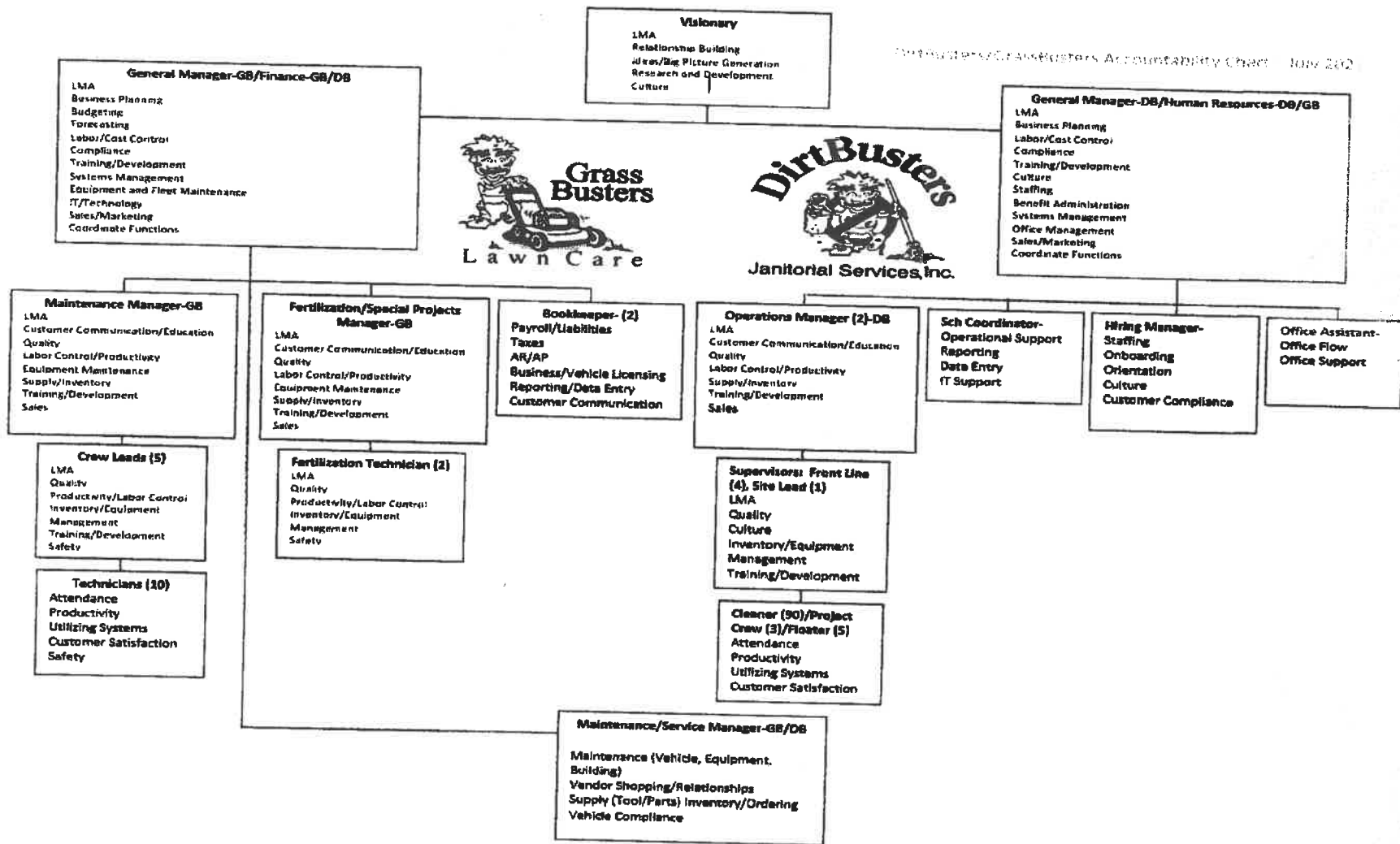
DirtBusters takes great pride in their profession. We want your facility to look good for your customers, visitors and all that come into your place of business. A clean and healthy work environment increases attendance, boosts employee morale and enhances your company's image. You can depend on DirtBusters to make your facility a clean, welcoming place to be!

DirtBusters Janitorial Services, Inc:

- Carries a \$5,000,000 liability insurance policy and a \$50,000 surety bond
- Carries workers compensation insurance on all employees in KY, OH, and WV
 - Is ISNetworld Compliant
 - Conducts drug tests and background checks on all employees
- Is an active member of the Building Service Contractors Association International (BSCAI)
- Is a member of the Greater Huntington Chamber of Commerce, the Charleston Regional Chamber of Commerce, and the Ashland Area Alliance
 - Is an accredited business member of the Better Business Bureau



Dirtbusters/GrassBusters Accountability Chart July 2021





Our Core Values

PASSION FOR SERVICE

We like to clean, we really do! We're driven to be the best at what we do. Our work serving others is meaningful and rewarding. We are DirtBusters...and proud of what we do.

HONOR COMMITMENTS

We take our work commitments seriously. We are committed to do everything possible to help our cleaners and each other be successful. We work together as a team to better serve our customers. We honor our customers and ourselves by doing what we say we will.

CHOOSE RIGHT

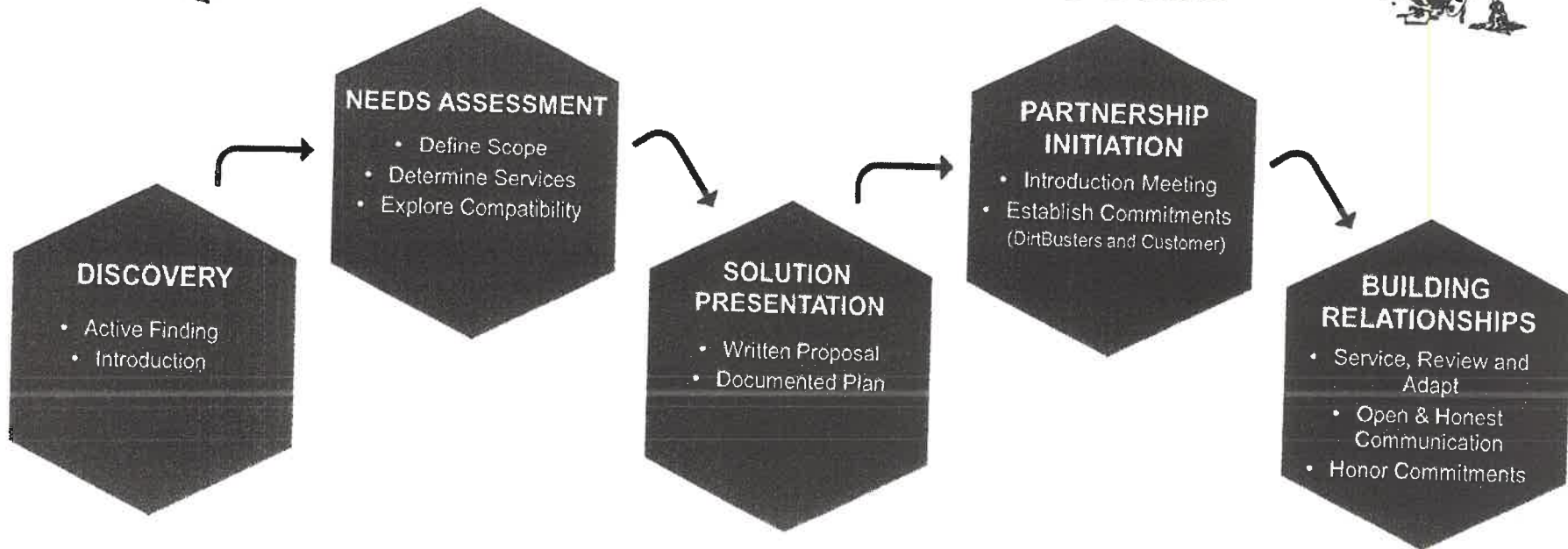
As a company and as individuals, we want to make the right choices. To Choose Right means doing the right thing by our company, our customers, and each other. By living our core values, we will always Choose Right.

WIN-WIN-WIN

Everyone likes to win. We achieve success when everyone benefits from working together. The customer wins when we provide quality reliable cleaning services for a reasonable price. Our teammates win with stable employment, opportunities to advance and a fun place to work. DirtBusters wins when we provide meaningful services for a reasonable profit that supports the growth of the company.



DirtBusters Janitorial Services, Inc. Proven Process



The DirtBusters Difference

DirtBusters delivers customer satisfaction by:

- Promoting a TEAM relationship with our customers
- Well trained, long term, uniformed team members
- Quality control inspections performed regularly at individual client locations
- Site Visits by supervisors and management to monitor quality control
- CleanTelligent software to track all customer communications, work orders, and quality inspections



Combining Years
of Experience with
the Best Tools on
the Market.

CleanTelligent®

CleanTelligent is a quality control software program designed specifically for building service contractors to enhance and expedite communication between DirtBusters staff and our customers. This program enables DirtBusters to manage performance and generate data to help identify what accounts need immediate attention. CleanTelligent provides access to work orders, inspections, reports, and client communication in real-time and can be accessed from a desktop, tablet, or smartphone.



MITC is currently used by DirtBusters Janitorial Services to manage scheduling, time and attendance tracking, and production and payroll costs. DirtBusters employees use MITC to clock in and out of each service location and receive messages from supervisors regarding schedule changes, customer service, and work instructions. DirtBusters management uses MITC to control payroll costs, increase productivity, improve service, and increase communication with employees in the field. MITC also provides DirtBusters with notification alerts when an employee is late to a scheduled location.

samsara

DirtBusters Janitorial Services utilizes Samsara tracking software to monitor our fleet of vehicles in real-time. Through this software, DirtBusters is equipped to track each of our vehicles' locations, obtain a historical status report of each vehicle, and provide the most effective routes for drivers using GPS routing. Samsara helps DirtBusters make smarter decisions to increase productivity, contain fuel costs, and improve safety on the road. Some additional features include dash cameras, g sensors to detect harsh brakes, turns, or accelerations.



CleanTelligent[®]
Software

Looking for another reason to contract with DirtBusters Janitorial Services, Inc.? Here it is!

We utilize CleanTelligent Software, a janitorial software that helps us streamline our quality control process, improve communication, and keep you and your building patrons safe and healthy.

Since we use CleanTelligent, you can:

- Download the app for free.
- Submit work orders when you notice a problem.
- Have access to inspection results and work order completion statuses.
- Never lose messages as you communicate within the CleanTelligent app.
 - Get notified when work orders are completed.
 - Complete surveys to tell us how we are doing.
- Sign off on inspections, ensuring that we are fulfilling contract requirements.

WHY WE CHOSE

The logo for CleanTelligent Software features a stylized 'T' inside a circle, followed by the text 'CleanTelligent' in a bold, sans-serif font, with 'Software' in a smaller font underneath.

IMPROVE QUALITY CONTROL

We believe that you deserve the best service, which is why having an effective quality control system is important to us. CleanTelligent helps us with scheduling tasks, improving inspection scores, and completing work orders. Rather than losing important papers, everything is digital and organized, make certain we are more efficient.

ENSURE CLIENT SATISFACTION

CleanTelligent offers customizable mobile surveys so that we can receive feedback from you, the client, and building patrons so we know exactly when and where improvement is needed. In addition, CleanTelligent sends inspection and work order analytics into a digital database which allows us to constantly monitor the level of quality and service for you.

KEEP OPEN, CONSTANT COMMUNICATION

We can grant you access to the CleanTelligent mobile app, which allows you to send work orders and messages directly to the correct team member to handle the request. You then will be notified when a work order status has been updated or completed.

INCREASE EMPLOYEE ACCOUNTABILITY

With CleanTelligent, we know exactly which requests have been completed or not completed, can track trends in inspection scores & work orders for specific areas assigned to our employees, and notify our teammates when deficiencies occur so they can quickly course correct.

CONSISTENTLY DELIVER THE VALUE OF CLEAN

We believe that maintaining a building has a bigger impact than just ensuring facilities look presentable. Having CleanTelligent helps us manage our quality control processes to constantly promote the health, wellness, and safety of you and your building patrons.

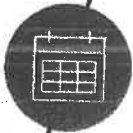


THE VALUE YOU RECEIVE FROM CLEANTELLIGENT



PROOF

that your money budgeted is well invested.



CONTROL

over how your facility is maintained.



CONFIDENCE

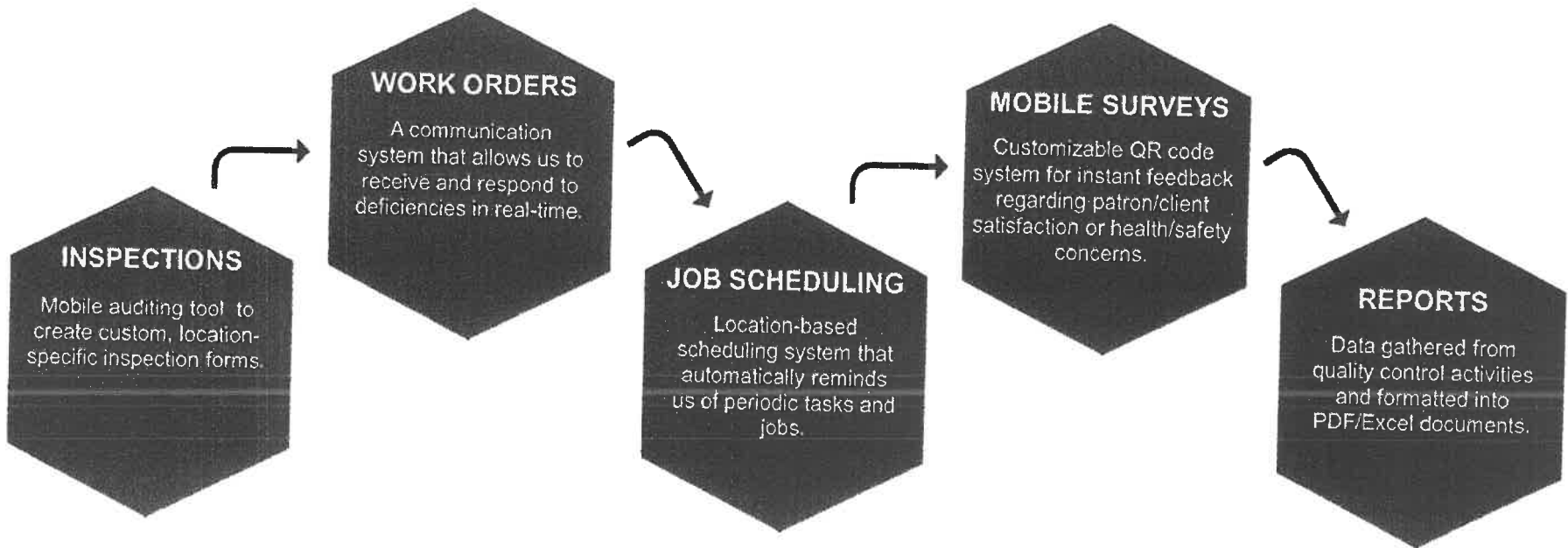
that you are receiving the best service.



PEACE OF MIND

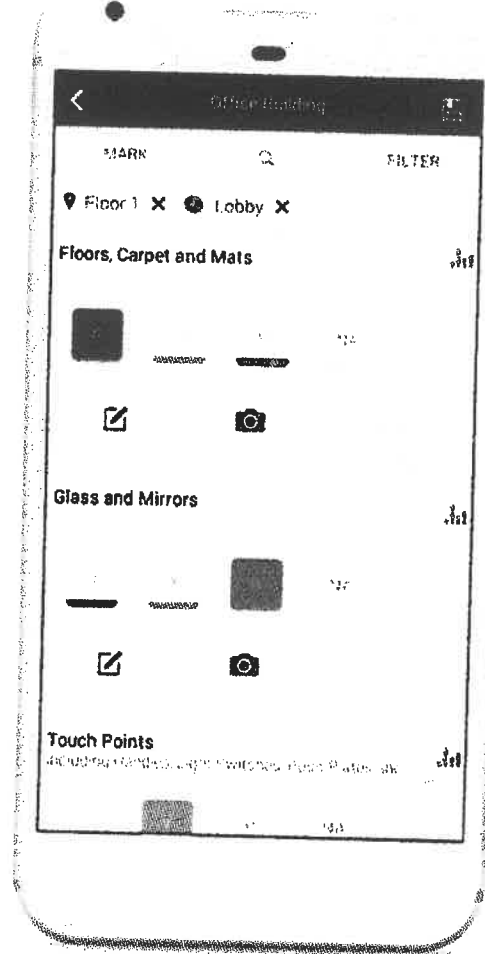
that issues will be quickly addressed.

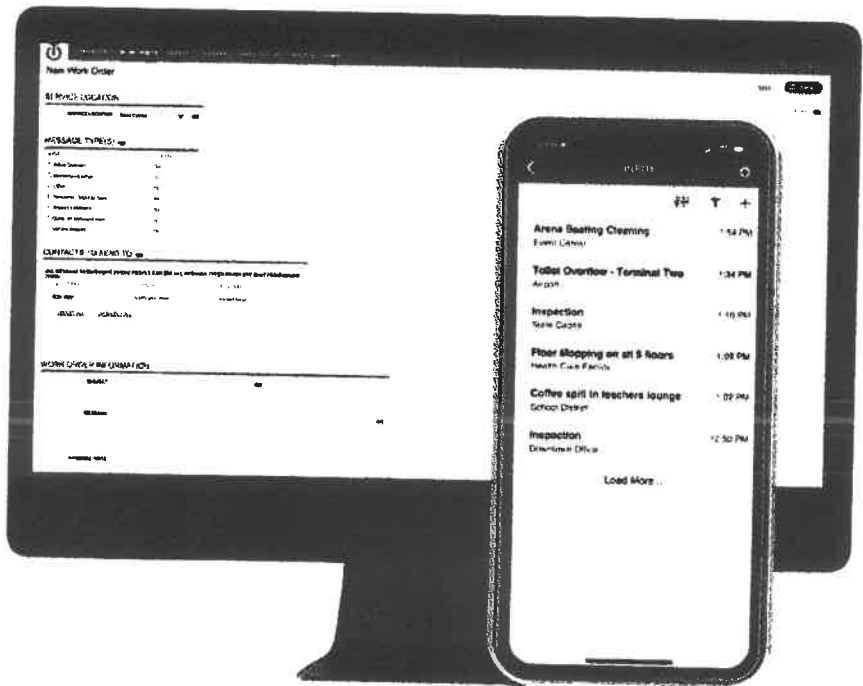
CleanTelligent Feature Overview



INSPECTIONS

We do inspections regularly to prove that we have high cleaning standards. CleanTelligent Software allows us to document all inspection results, including photos & notes, and hold our employees accountable. Inspections are customizable, automatically create work orders from deficient scores, help us establish a trackable cleaning history, and allow you, the client, to sign off on each inspection. Your trust as the client is important to us. This is one way we ensure we are fulfilling contract requirements.



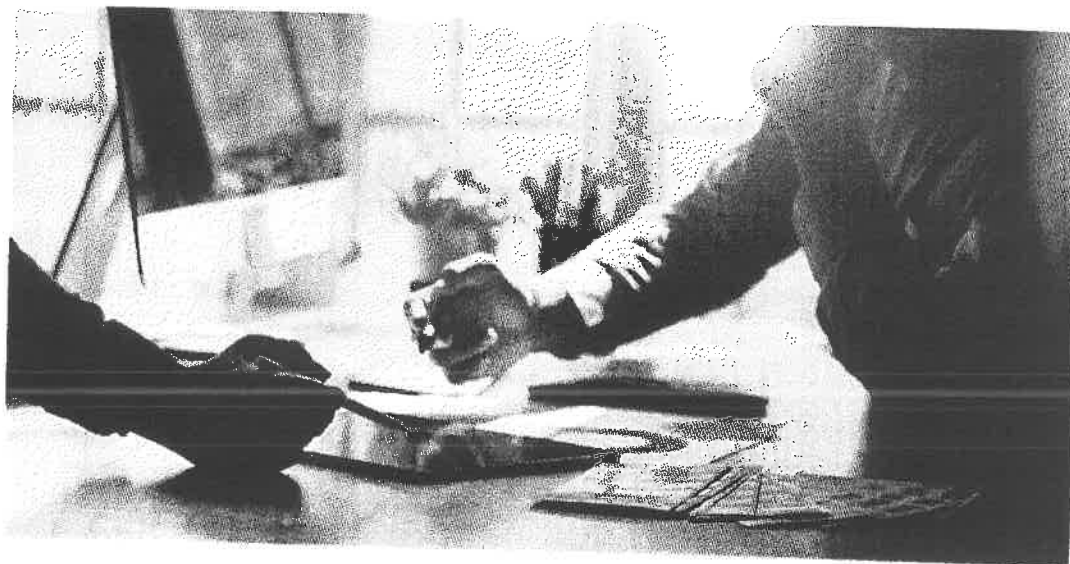


WORK ORDERS

Work Orders for other cleaning companies can be informal (found on sticky notes, in emails or in text messages) and can get lost easily. CleanTelligent Software digitizes and organizes all work orders to make sure none of your requests as the client fall through the cracks. CleanTelligent Software automatically generates work orders when inspection scores are deficient, scheduled preventative maintenance is coming up soon, or you complete a survey and specify that a task needs to be taken care of.

REPORTS

Reports are where the data from our work is shown. Anything from work order completion time to inspection scores can be compiled into a report for you, the client, to evaluate. For us, we can monitor our team's performance and make any changes necessary to be more efficient from automatically created reports. Reports allow us to spot trends, investigate causes, and monitor corrective action.



Statement of Cost

DirtBusters Janitorial Services, Inc. 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 Rate(s) of:

Building 3	Monthly Rate	X Months	Total Bid Amount
	\$32,073.40	X 12 months	\$384,880.75 (A)
Floor Care	Price per Service	X Units	Total Bid Amount
Quarterly	\$960.00	X 4	\$3,840.00 (B)
Annual	\$16,321.70	X 1	\$16,321.70 (C)
Total Bid Amount (A+B+C)			\$405,042.45



CONTACT US



1-304-733-2549



Kelli Middaugh, General Manager
kmiddaugh@dirtbusterswv.com

John Perry, II, President
jperry@dirtbusterswv.com



6433 US RT 60 East, Suite 100, Barboursville, WV 25504



www.dirtbusterswv.com

From: Dirtbusters Janitorial Service 304 733 4618

Received: 3047334618

Dec 12 2022 09:58am P024
12/12/2022 10:25 #644 P.024/026



825 Third Avenue, Suite 400
Huntington, WV 25701
(304) 522-8290 (304) 526-8089 Fax
www.steptoe-johnson.com

Writer's Contact Information

(304) 526-8086
James.turner@steptoe-johnson.com

October 27, 2021

Kelli Murphy Middaugh
General Manager/Director of Human Resources
DirtBusters Janitorial Services, Inc.
6433 US Route 60 East, Suite 100
Barboursville, WV 25504

Re: Letter of Recommendation

Dear Ms. Middaugh:

I write on behalf of Steptoe & Johnson PLLC to thank you for the cleaning services DirtBusters Janitorial Services, Inc. has provided our Huntington, WV office these past 14 months. Prior to hiring DirtBusters in August of 2020, we had used other cleaning services but were not satisfied. DirtBusters immediately made a difference and has been reliable and thorough since Day 1. Our offices and common areas are spotless which helps promote our corporate image with our clients and visitors.

I look forward to continuing our partnership going forward and highly recommend DirtBusters to any Tri-State business.

Sincerely

A handwritten signature in black ink, appearing to read 'James W. Turner'.

James W. Turner, Esq.
Office Managing Member
StepToe & Johnson PLLC



May 29, 2020

To Whom It May Concern,

We have been more than pleased with your 3 employees here at Braskem.

During the Covid 19 pandemic our plant site was on a 28 day lock in. Your employees went above and beyond their duties to keep everything cleaned and sanitized. Angie Brewer and Mark Adams stayed in with our employees and away from their families as well. Leslie Christian made sure our guard house stayed clean every day. Our employees didn't have any complaints during this stressful time being away from their families.

These 3 men and women always do an outstanding job with keeping our plant looking great. We want to thank Dirt Busters, Angie Brewer, Mark Adams and Leslie Christian for an exceptional job.

Thank You

Jeff Rucker
Braskem
Contractor Administrator

200 Big Sandy Road
Kenova, WV 25530
Phone: 1 304 453-1371
www.braskem.com