

REQUEST FOR PROPOSAL REV 06/13/18		Eastern West Virginia Community & Technical College 316 Eastern Drive Moorefield, WV 26836 Moorefield, WV 26836 Direct all inquiries regarding this order to: (304) 434-8000. All sales to EWWCTC are exempt from tax under Exemption # 55-0773516.			RFP (PO) #:		
Vendor Name and Address:				Ship to: Eastern WV Community & Technical College 316 Eastern Drive Moorefield, WV 26836 Phone: (304) 434-8000 FAX: (304) 434-7000		THIS ORDER IS SUBJECT TO THE GENERAL TERMS & CONDITIONS AS PRESENTED ON THE NEXT PAGE.	
				Vendor FEIN: Vendor Phone: Vendor Fax:			
RFP Date:		Delivery is required no later than:		Department Requisition No.:		Quotations Opened:	
Item #	Quantity	Description			Unit Price	Extended Price	
1	1	EASTERN WV COMMUNITY & TECHNICAL COLLEGE IS ACCEPTING WRITTEN PROPOSALS FOR THE FOLLOWING: WHAT: Cleaning Services WHERE: 316 Eastern Drive, Moorefield, WV 26836 Technoloy Center, Petersburg, WV 26847 WHEN: Upon availability through June 30, 2027 (Automatic renewal option for two years) COVERAGE: 3 days a week between both locations RESPONSIBILITIES: See Attached Addendum REPORTS TO: CFO SUPPLIES: Provided by EWWCTC PROPOSALS MUST INCLUDE: 1. COPY OF STATE BUSINESS REGISTRATION CERTIFICATE 2. FEDERAL IRS W-9 FORM Please submit RFP by mail to Jaennae Snyder, 316 Eastern Drive, Moorefield, WV 26836 ATTN: RFP, Custodial *Direct inquiries to jaennae.snyder@easternwv.edu Eastern WV Community & Technical College reserves the right to accept or reject any or all proposals and to award on a basis other than price, to accept any or all alternates, to waive irregularities and/or informalities, and to award in the best interest of Eastern WV Community and Technical College.			\$0.00	\$0.00	
To the Purchasing Department: In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the seller) from the quotation opening date specified above, to furnish all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the specified time.							
Bidder guarantees shipment from:				Bidder's Name:			
Via: _____ within _____ days.				By (signature):			
FOB (destination unless otherwise indicated):				Mailing Address:			
Terms:				Quotation Date:		Phone:	

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	Vendor Name and Address: 0 0 0 0 0 0	Ship to: Eastern WV Community & Technical College 316 Eastern Drive Moorefield, WV 26836 Phone: (304) 434-8000 FAX: (304) 434-7000 Vendor FEIN: 0 Vendor Phone: 0 Vendor Fax: 0

CLEANING SERVICE DUTIES:

	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>OTHER</u>
CLASSROOMS:				
- Dust and disinfect all hard surfaces	X			as needed
- Sweep/mop hard floors	X			as needed
- Clean dry erase boards (unless noted not to)	X			
- Vacuum carpets	X			as needed
- Empty waste baskets	X			
- Clean computer keyboards		X		
- Clean inside windows			X	as needed

FOYER, RECEPTION, & COMMON AREAS:

- Dust and disinfect all hard surfaces		X		
- Vacuum carpets and rugs	X			
- Sweep and mop floors	X			
- Empty waste baskets	X			
- Clean inside windows			X	as needed

OFFICES & OTHER:

- Dust all hard surfaces & visible dust				
- Vacuum carpets and rugs		X		
- Sweep and mop floors		X		
- Empty waste baskets	X			
- Clean inside windows			X	as needed

OUTSIDE:

- Empty cigarette wastebasket (if applicable)	X			
- Keep walkway/sidewalk clear of debris (gravel, cigarettes, etc.)		X		

RESTROOMS:

- Dust all hard surfaces & visible dust	X			
- Clean and disinfect toilets, sinks, urinals, and door handles	X			
- Clean mirrors	X			
- Sweep and mop floors	X			
- Empty waste baskets	X			
- Restock toiletries	X			
- Clean and Disinfect stall and bathroom doors		X		as needed

OTHER:

- Work with CFO to obtain vendor for:				
- Floor waxing services				annually
- Carpet shampooing services				annually