



**Service Agreement
11.GSD.035.23**

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915

To give every individual with varying abilities the opportunity to have gainful employment

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: **General Services Division
Building #35
350 Capitol Street
Charleston, WV 25301
Jim Hawley
304-352-5497
jim.f.hawley@wv.gov**

Billing: **General Services Division
Building #35
112 California Avenue
Charleston, WV 25305
GSDInvoices@wv.gov**

Period of Agreement: **1/1/2023 to 6/30/2023**

Total Agreement Pricing:** **10912.00 Total Hours**
\$197,179.84 Total Cost

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached *Terms of Agreement* and *Workloading* documentation sheets that provide a detailed breakdown of the scope of work.

*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

**If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

00D008D00CE04EF...
Tara Martinez
WVARF, Inc. CEO

1/6/2023

Date

Customer Signature

Procurement Administrator

Customer Title

James R. Jones

Customer Print Name

1/9/2023

Date



Terms of Agreement
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TERMS OF AGREEMENT

- General Services Division agrees to communicate all the information herein this agreement, especially the Terms of the Agreement and changes in scope of work, to their lessees, prior to the start of the agreement.
- State Use Program: Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer agrees to communicate with the lessees of each building the proper communication channels when an issue arises. The lessee is to contact General Services Division. General Services Division will then contact the proper party, following the guidance list below.
- The customer understands, and will make sure their lessees understand, that the associates working in their facilities are employees of the vendor. If an issue arises, the lessees are to contact the GSD Service Desk and GSD agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WV ARF CONTACT:

Misty Mayville, Contract Manager
O: 681-661-0144
C: 304-539-9353
mmayville@wvarf.org

VENDOR CONTACT:

Greg Blake
O: 304-294-5610
C: 304-673-8489
gblake@iriwv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



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TERMS OF AGREEMENT

- The total number of hours for this agreement is 10912, which is the number of hours per day (88) times the number of working days (124) defined on the attached workloading sheet.
- Employees of the subcontractor will be required to 'clock in' using a method designated by the WV Department of Administration, General Services Division. The subcontractor will be required to submit the actual hours worked to WVARF. WVARF will invoice the Agency monthly for actual hours worked in the previous month, not exceeding the number of hours per day, as indicated below, for each day billed. WVARF will provide documentation with invoice(s) to verify the number of hours being billed. Hours not worked for any day during a billing month may not be "made up" without written approval from the Agency (email is acceptable).
- 8 of the 88 hours in this agreement are for a Working Supervisor



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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	10912.00
TOTAL AGREEMENT COST	\$197,179.84

Broken Down/Billed As Follows:

	Agreement Total		POSITION & HOURLY RATE			
			Janitor		Total	
			\$18.07			
Days	Weeks	Monthly Hours	Monthly Cost	Monthly Hours	Monthly Cost	
Jan 2023	20	4	1760.00	\$31,803.20	1760.00	\$31,803.20
Feb 2023	19	4	1672.00	\$30,213.04	1672.00	\$30,213.04
Mar 2023	23	5	2024.00	\$36,573.68	2024.00	\$36,573.68
Apr 2023	20	4	1760.00	\$31,803.20	1760.00	\$31,803.20
May 2023	22	5	1936.00	\$34,983.52	1936.00	\$34,983.52
Jun 2023	20	4	1760.00	\$31,803.20	1760.00	\$31,803.20
	124	26			10912.00	\$197,179.84

WORKLOADING FOR AGREEMENT: 11.GSD.035.23											
Agreement Type		Janitorial	Agreement Period		1/1/2023	6/30/2023	Days/Week		5	Agreement Days**	124
LOCATION PROFILE											
Carpet (ft ²)	151693	Restrooms (#)	18	Elevators (#)	3	Windows (#)	6				
VCT Tile (ft ²)	17983	Fixtures (#)	170	Light Fixtures (ft ²)	0	Inside (ft ²)	33				
Ceramic (ft ²)	5294	Water Fountains (#)	8	Stair Flights (#)	18	Outside (ft ²)	33				
Concrete (ft ²)	400	Trash Receptacles (#)	1545	Upholstery (ft ²)	0	Int Glass Doors/Panels	8				
Vinyl/Lam (ft ²)	0	Vents (ft ²)	283	Horizontal Surf. (ft ²)	2000	Int 1 Side (ft ²)	23				
Other (ft ²)	643	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	2000	Ext Glass Doors/Panels	12				
TOTAL (ft²)	176013	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21				
Outside (ft ²)	0	TOTAL ft² WO Mat	144	Entrance (ft ²)	0						
SCOPE OF WORK											
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement		
1a	486	Sweep	6.242	124	7b	67	Baseboards	0.000	0		
1b	369	Mop	6.810	124	8a	183	Clean Fountain	0.134	124		
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.600	124		
2a	295	Spot Vacuum (35%)	23.713	124	10c-d	84	Interior Glass Doors/Panels	0.438	124		
2b	295	Vacuum	3.278	6	10e	563	Interior Windows	0.376	124		
2c	294	Spot Clean (35%)	4.424	124	10f	563	Exterior Windows	0.000	0		
2e	91	Walk Off Mats	0.072	124	11a	540	Wash Light Fixtures	0.000	0		
3a	177	Empty Trash/Wipe Clean	25.802	124	11b	179	Police Entrance(25%)	0.000	0		
3b	178-177	Reline Baskets	2.699	26	11c	179	Police Parking Lot	0.000	0		
4a	69	Spot Dust (35%)	0.006	26	11d	590	Remove Trash	2.934	124		
4b	69	Thorough Dust	0.039	6	12a	588	Stairs	1.006	52		
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.500	124		
5a	69	Dust Vents	0.000	1							
5b	546	Wash Vents	0.000	0							
6a-6i	229	Restrooms	8.500	124							
7a	67	Remove Dirt	1.244	124							
								HOURS PER DAY	88.00		

*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

**Based on the number of contracted working days from January 1, 2023, to June 30, 2023.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	8333	ft ² /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each