



Service Agreement
19.GSD.037.24

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)

Vendor/Sub-contractor: PACE Enterprises, Inc.
(Work Performed By*)

Work Performed: Janitorial

Customer/Site: General Services Division
Building #37
DEP/PEIA - Kanawha City
Charleston, WV 25304
Jim Hawley
304-352-5497
jim.f.hawley@wv.gov

Billing: General Services Division
Building #37
112 California Avenue
Charleston, WV 25305
GSDInvoices@wv.gov

Period of Agreement: 8/1/2023 to 6/30/2024

Total Agreement Pricing: 10374.00 Total Hours

Non P-Card Pricing:

\$210,280.98 Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$216,589.41 Total Cost w/Pcard

If planning to pay via P-card, please initial here: _____.

- Please reference the attached Pricing sheet providing a detailed, monthly, breakdown.
- Please reference the attached Terms of Agreement and Workloading sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:
Nita Hobbs
5B60D730DF89468...
WVARF, Inc.

7/17/2023
Date

James R Jones
Customer Signature

Procurement Administrator
Customer Title

James R. Jones
Customer Print Name

8/11/2023
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:

WVARF CONTACT:	VENDOR CONTACT:
Gary Wolfe, Contract Manager	Marvin Harold
O: 681-661-0141	O:
C: 304-444-2401	C: 304-641-4540
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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.
- WVARF 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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- The total number of hours for this agreement is 10374, which is the number of hours per day (45.50) times the number of working days (228) 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 45.50 hours in this agreement are for a Working Supervisor

- **GSD Scope of Work Notes:**
 - **Please be advised:**
 - 1st floor Hard Surface Halls: Total Square Feet on the 1st Floor Hall, Lobby and Entrances is 14,418.

● **Utility Time**

GENERAL UTILITY TIME - CONTINUOUS MONITORING FOR CLEANING OPPORTUNITIES

- Entry doorway and panel glass
- Employee lunch/breakrooms (trash emptied, wipe spillage from tables, etc.)
- Policing the entrances
- Mopping and/or vacuuming spills
- Extra time needed to finish scope of work
- Recycling Bins: do not need to be checked. GSD will alert the supervisor, and you'll be instructed to empty a bin as it's needed.
- Other tasks that are requested through the proper channels and communicated by GSD to the vendor supervisor.

- Any requests for tasks to be completed, outside the scope of work, need to first be communicated to the vendor supervisor for the proper directing of the associates.



PRICING
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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	10374.00
TOTAL AGREEMENT COST	\$210,280.98
TOTAL AGREEMENT COST w/PCARD	\$216,589.41

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$20.27	\$20.8781
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Aug 2023	23	5	1046.50	\$21,212.56	\$21,848.93
Sep 2023	20	4	910.00	\$18,445.70	\$18,999.07
Oct 2023	21	4	955.50	\$19,367.99	\$19,949.02
Nov 2023	19	5	864.50	\$17,523.42	\$18,049.12
Dec 2023	20	4	910.00	\$18,445.70	\$18,999.07
Jan 2024	21	5	955.50	\$19,367.99	\$19,949.02
Feb 2024	20	4	910.00	\$18,445.70	\$18,999.07
Mar 2024	21	4	955.50	\$19,367.99	\$19,949.02
Apr 2024	22	4	1001.00	\$20,290.27	\$20,898.98
May 2024	22	5	1001.00	\$20,290.27	\$20,898.98
Jun 2024	19	4	864.50	\$17,523.42	\$18,049.12
	228	48			

WORKLOADING FOR AGREEMENT: 19.GSD.037.24									
Agreement Type	Janitorial	Agreement Period	8/1/2023	6/30/2024	Days/Week	Agreement Days			
LOCATION PROFILE									
Restrooms (#)	15	Elevators (#)	4	Windows (#)	0	Refrigerator (#)			
Fixtures (#)	72	Light Fixtures (ft ²)	0	Inside (ft ²)	0	Microwave (#)			
Water Fountains (#)	7	Stair Flights (#)	7	Outside (ft ²)	0	Breakroom Sink (#)			
Trash Receptacles (#)	985	Upholstery (ft ²)	0	Int Glass Doors/Panels	0	Breakroom Chairs (#)			
Vents (ft ²)	283	Horizontal Surf. (ft ²)	2000	Int 1 Side (ft ²)	0	Breakroom Tables (#)			
Walk Off Mats (#)	7	Vertical Surf. (ft ²)	2000	Ext Glass Doors/Panels	8				
ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0				
TOTAL ft² WO Mat	168	Entrance (ft ²)	200	Outside (ft ²)	0				
1. Hard Surface 1st Floor Lobby, Entrances, Halls									
VCT Tile (ft ²)	14418	VCT Tile (ft ²)	29822	VCT Tile (ft ²)	0	VCT Tile (ft ²)			
Ceramic (ft ²)	0	Ceramic (ft ²)	4066	Ceramic (ft ²)	0	Ceramic (ft ²)			
Concrete (ft ²)	0	Concrete (ft ²)	0	Concrete (ft ²)	0	Concrete (ft ²)			
Vinyl/Lam (ft ²)	0	Vinyl/Lam (ft ²)	0	Vinyl/Lam (ft ²)	0	Vinyl/Lam (ft ²)			
Other (ft ²)	0	Other (ft ²)	0	Other (ft ²)	0	Other (ft ²)			
1. TOTAL (ft²)	14418	1A. TOTAL (ft²)	33888	1B. TOTAL (ft²)	0	1C. TOTAL (ft²)			
2. Carpet									
Carpet (ft ²)	102200	Carpet (ft ²)		Carpet (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/ Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/ Agreement
1. Hard Surface 1st Floor Lobby, Entrances, Halls									
1a	410	Dust mop	0.577	228	5a	69	Dust Vents	0.000	0
1b	GSD	Damp mop using OmniFlex	0.721	228	5b	546	Wash Vents	0.000	0
1A. All Other Hard Surface Floors									
1Aa	410	Dust mop	1.356	228	6a	229	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	3.600	228
1Ab	GSD	Damp mop using OmniFlex	1.694	228					
1B. Hard Surface Floors									
1Ba	406	Dust mop	0.000	0					
1Bb	373	Damp mop	0.000	0					
1C. Hard Surface Floors									
7. Restrooms - DAILY AFTERNOON (PM)									
					7a	229	Trash/Clean Disinfect Fixtures/Wipe	3.600	228

WORKLOADING FOR AGREEMENT: 19.GSD.037.24						
Agreement Type	Janitorial	Agreement Period	8/1/2023	6/30/2024	Days/Week	Agreement Days
1Ca	Dust mop	0.000	0		Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	228
1Cb	Damp mop	0.000	0			
2. Carpet						
2a	Spot Vacuum (35% of total)	15.205	217	183	Clean & disinfect all surfaces	228
2b	Thorough Vacuum	2.202	11	67	Clean outside of refrigerator & microwave	228
2c	Spot clean (track in or spillage)(35%)	0.000	0			
2d	Thorough Vacuum Walk-Off Mats	0.084	228	67	Clean and disinfect sink	228
2A. All Other Carpeted Floors						
2Aa	Spot Vacuum (35% of total)	0.000	0	67	Wipe and disinfect tables and counter tops	228
2Ab	Thorough Vacuum	0.000	0			
2Ac	Spot clean (track in or spillage)(35%)	0.000	0			
2B. Carpeted Floors						
2Ba	Spot Vacuum (35% of total)	0.000	0			
2Bb	Thorough Vacuum	0.000	0			
2Bc	Spot clean (track in or spillage)(35%)	0.000	0			
3. Trash Removal						
3a	Empty Waste Basket	8.225	228	540	Wash Light fixtures	0
3b	Replace Liner	0.864	48	179	Police immediate entrance area	228
4. Furniture, Cabinets, Countertops						
4a	Spot dust horizontal & vertical surfaces	0.019	11	179	Police sidewalks & parking area	0
4b	Thorough dust horizontal & vertical surfaces	0.000	0	590	Carry trash to pickup point	228
				94	Stair Flights Dust Mop	48
				100	Stair Flights Damp Mop	11
				589	Elevator	228
11. & 12. Other Operations						
11a			0			
11b			0			
11c			0			
11d			0			
12a			0			
12b			0			
12c			0			
13. Other Operations: Utility						
13a	GSD	Utility Time Task - as defined in Terms of Agreement				4.000
						HOURS PER DAY
						45.50

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
1. Hard Surface 1st Floor Lobby, Entrances, Halls					
a	Dust mop	410	Dust Mop w/ 48" Mop using Dust Treatment Chemical	25000	ft ² /hr
b	Damp mop using OmniFlex	GSD	Damp Mop using OmniFlex	20000	ft ² /hr
1A. All Other Hard Surface Floors					
a	Dust mop	410	Dust Mop w/ 48" Mop using Dust Treatment Chemical	25000	ft ² /hr
b	Damp mop using OmniFlex	GSD	Damp Mop using OmniFlex	20000	ft ² /hr
1B. Hard Surface Floors					
a	Dust mop	406	Dust Mop w/ 24" Mop using Dust Treatment Chemical	8333	ft ² /hr
b	Damp mop	373	Damp Mop w/ 24oz Mop Head using Double Bucket & Wringer	5000	ft ² /hr
1C. Hard Surface Floors					
a	Dust mop	406	Dust Mop w/ 24" Mop using Dust Treatment Chemical	8333	ft ² /hr
b	Damp mop	373	Damp Mop w/ 24oz Mop Head using Double Bucket & Wringer	5000	ft ² /hr
2. Carpet					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
d	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
2A. All Other Carpeted Floors					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
2B. Carpeted Floors					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
3. Trash Removal					
a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
b	Replace Liner	178-177	Reline Basket	0.50	
4. Furniture, Cabinets, Countertops					
a	Spot dust horizontal & vertical surfaces	68	Dust w/ duster	10000	ft ² /hr
b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
5. Heating & A/C Registers					
a	Dust Vents	69	Dust w/ treated cloth	5000	ft ² /hr
b	Wash Vents	546	Wash	0.50	min/each
6. Restrooms - DAILY MORNING (AM)					
a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	229	Restrooms	27	min/9 fixtures
7. Restrooms - DAILY AFTERNOON (PM)					
a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	229	Restrooms	27	min/9 fixtures
8. Drinking Fountain					
a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
9. Employee or Break Room					
9a	Clean outside of refrigerator & microwave	67	Damp wipe surface with disinfectant	3125	ft ² /hr
9b	Clean and disinfect sink	67	Damp wipe surface with disinfectant	3125	ft ² /hr
9c	Wipe and disinfect tables and counter tops	67	Damp wipe surface with disinfectant	3125	ft ² /hr
10. Glass Door/Window Washing					
a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
11. & 12. 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 Dust Mop	94	Dust mop stairs and landing w/ 24" dust mop and pick up debris	1.2	min/flight
12b	Stair Flights Damp Mop	100	Damp mop stairs and landing w Kentucky or string type mop	3	min/flight
12c	Elevator	589	Elevator	10	min/each
13. Other Operations: Utility					
a	Utility Time Task - as defined in Terms of Agreement	GSD	Time given by GSD		ft ² /hr
b					ft ² /hr
c					ft ² /hr