

State of West Virginia  
Purchasing Division

## RELEASE ORDER

Release No.: 03220001 Req. Date: \_\_\_\_\_ Buyer: \_\_\_\_\_

Fund Accounting Information: 9017 0803 0380 23700 3206 3442

Agency/Invoice To: \_\_\_\_\_ Dept. Code: \_\_\_\_\_  
WV Division of Highways  
District 3  
624 Depot Street  
Parkersburg, WV 26101

Ship To: \_\_\_\_\_  
WV Division of Highways  
624 Depot Street  
Parkersburg, WV 26101

Vendor Name and Address: \_\_\_\_\_  
WVARF  
710 Central Avenue  
Charleston, WV 25302

WV OASIS Vendor Customer No.: 000000204796

Terms: \_\_\_\_\_ F.O.B.: \_\_\_\_\_

<u>Item No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
		Agency or Central Master Agreement Number (AMA/CMA #) <u>WVARF JAN 22</u> <u>DOT 22 00000240</u>		
001	8760	MONTHLY Janitorial Services Mineral Wells	\$ 45.07	\$394,813.20

Authorized Signature: 

Title: DISTRICT ENGINEER

Telephone: 304-865-0085

Total Amount: 394,813.20

Original: Vendor  
Copy: Auditor's Office  
Copy: Purchasing Division

FY 2022

000006 204776  
CV 20001Service Agreement  
24.HRA.009.22

West Virginia Association of Rehabilitation Facilities, Inc.

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

## SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc.

Work Performed By: SW Resources, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area  
I-77 South & North at Minerals Wells

Customer Contact: Carla Rotsch

Period of Contract: July 1, 2021 - June 30, 2022

	Est. Hours		Rate		
Total Period Amount:	8,760	X	\$45.07	=	\$394,813.20 annually

Billed Monthly As Follows:

2021	Days	Hours	Cost	2022	Days	Hours	Cost
July	31	744	\$33,532.08	January	31	744	\$33,532.08
August	31	744	\$33,532.08	February	28	672	\$30,287.04
September	30	720	\$32,450.40	March	31	744	\$33,532.08
October	31	744	\$33,532.08	April	30	720	\$32,450.40
November	30	720	\$32,450.40	May	31	744	\$33,532.08
December	31	744	\$33,532.08	June	30	720	\$32,450.40

## Notes:

- 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.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.

DocuSigned by:

Tara Martinez

Tara Martinez

CEO

WVARF, Inc.

5/17/2021

Date

Signature for the State Agency

Date

Print Name for the State Agency

**REST AREA PRICING****AGREEMENT:** 24.HRA.009.22**CRP:** SW Resources**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-77 South & North at Minerals Wells**A. BUILDING DESCRIPTION**

Lawn Acreage	9.53
North Acreage	3.67
South Acreage	5.86
Number of days per week cleaned	7.03

**B. Wage Data**

Supervisor Wage	\$ 17.68		14.14
Supervisor Taxes	13.50%	1.135	
Direct Labor Wage	\$ 10.75		9.51
Direct Labor Taxes	13.50%	1.135	

**C. Staffing Plan**

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	48.00
	0.000
Total Time per day	56.00
Vac/sick/holiday - Supervisors (days)	30
Vac/sick/holiday - Direct labor (days)	30

**D. Monthly Direct Costs**

Supervision Wage + Tax	\$ 4,890.41
Supervision Vacation + Sick	\$ 401.34
Direct Labor Wage + Tax	\$ 17,841.16
Direct Labor Vacation + Sick	\$ 1,464.15
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 24,597.05

**E. Supplies and Equipment - per month**

Supplies	\$ 884.52	
Equipment	\$ 1,701.23	
Telephone	\$ 100.33	
Uniforms	\$ 285.84	\$245 per worker
Gas and Oil	\$ 129.38	110
Maintenance Lawn Equipment	\$ 129.38	110

**F. Overhead and Burden**

9.5%	\$ 2,737.33
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**G. Additional labor not included in the DL hours above.**

Additional 20 days per year	\$ 1,952.20
Extra Lawn Care 810 hours	\$ 9,883.01

**H. Annual Price to Customer** \$394,813.20 annual**WVARF Fee**

(included in annual price above) \$ 16,206.00 annual

**I. Contract Period** July 1, 2021 - June 30, 2022**J. Notes**

- A. Disposables Supplied by the State
- B. Use of mobile crews authorized.

WVARF agrees to provide the above service for the amount indicated as approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.



**MAJOR & MINOR EQUIPMENT****AGREEMENT:** 24.HRA.009.22**CRP:** SW Resources**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-77 South & North at Minerals Wells

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	<b>MAJOR</b>					
1	Rider Mower	5	100%	1	\$ 15,656.00	\$ 3,131.20
2	No-Touch Restroom Cleaning System	2	100%	1	\$ 3,995.00	\$ 1,997.50
3	Commercial Weed Trimmer	2	100%	2	\$ 350.00	\$ 350.00
4	Lawn Trailer	5	100%	1	\$ 1,300.00	\$ 260.00
5	Low speed buffer, 175 rpm	5	100%	1	\$ 1,300.00	\$ 260.00
6	Salt/Seed/Fertilizer Spreader	3	100%	1	\$ 300.00	\$ 100.00
7	Back Pack Blower	2	100%	2	\$ 767.00	\$ 767.00
8	Hose Reel/Hose	3	100%	1	\$ 441.00	\$ 147.00
9	Mop/Bucket system	1	100%	1	\$ 200.00	\$ 200.00
10	Tilt Truck rest area	5	100%	1	\$ 640.00	\$ 128.00
11	Push Mower	2	100%	2	\$ 400.00	\$ 400.00
12	Wet/Dry Vac	1	100%	1	\$ 700.00	\$ 700.00
13	Comunication Equipment	1	100%	1	\$ 900.00	\$ 900.00
14	Snow blower /Plow	3	100%	1	\$ 2,000.00	\$ 666.67
15	Ladder	1	100%	1	\$ 200.00	\$ 200.00
16		1	100%	0	\$ -	\$ -
17		1	100%	0	\$ -	\$ -
18		1	100%	0	\$ -	\$ -
19		1	100%	0	\$ -	\$ -
20		1	100%	0	\$ -	\$ -
21		1	100%	0	\$ -	\$ -
22		1	100%	0	\$ -	\$ -
23		1	100%	0	\$ -	\$ -
		1	100%	0	\$ -	\$ -
					<b>Annual</b>	<b>\$ 10,207.37</b>
					<b>Monthly</b>	<b>\$ 850.61</b>

**EXPENDABLE SUPPLIES****AGREEMENT:** 24.HRA.009.22**CRP:** SW Resources**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-77 South & North at Minerals Wells

<b>NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>NO. OF UNITS</b>	<b>PRICE PER UNIT</b>	<b>ANNUAL PRICE</b>
1	1st Aid Kits	ea	1	\$250.00	\$250.00
2	Peroxide/ Bathroom cleaner	gal	26	\$25.00	\$650.00
3	Weed Trimmer Line	roll	1	\$40.00	\$40.00
4	Bowl Cleaner	cs/12	2	\$42.53	\$85.06
5	Biohazard Kits	ea	3	\$32.64	\$97.92
6	Nifty Nabber	ea	1	\$45.05	\$45.05
7	Bowl brush	ea	6	\$2.79	\$16.74
8	Push Broom Street 36	ea	2	\$40.00	\$80.00
9	Broom, house	ea	0	\$4.49	\$0.00
10	Broom handle	ea	0	\$4.57	\$0.00
11	Disinfectant	gal	4	\$25.00	\$100.00
12	Matting	ea	4	\$200.00	\$800.00
13	Supervisor Travel	ea	1	\$1,500.00	\$1,500.00
14	Postage/Copying/faxing	ea	1	\$200.00	\$200.00
15	Nifty Nabber	ea	2	\$29.00	\$58.00
16	Visa Versa	ea	2	\$34.00	\$68.00
17	Telescoping Pole	ea	1	\$180.00	\$180.00
27	Glass cleaner	ea	1	\$89.00	\$89.00
28			0		\$0.00
29			0		\$0.00
30	Latex gloves	box/100	40	\$12.00	\$480.00
31		ea	0	\$0.00	\$0.00
32	Lobby pan/broom combo	ea	1	\$38.00	\$38.00
33	Wet Mops	cs/5	4	\$16.00	\$64.00
34	Mop handle	ea	3	\$30.00	\$90.00
35	Mop Bucket w/Ringer/Casters	ea	1	\$180.00	\$180.00
36		0	0	\$0.00	\$0.00
37	Razor Blade Stick	ea	1	\$21.96	\$21.96
38	Razor Blades	pk/10	1	\$9.73	\$9.73
39	Spray bottles	ea	24	\$1.82	\$43.68
40			0	\$32.64	\$0.00
41	Spray Disinfectant	cs	2	\$60.00	\$120.00
42		0	0	\$6.15	\$0.00
43		0	0	\$69.02	\$0.00
44		ea	0	\$2.69	\$0.00
45		0	0	\$26.15	\$0.00
46		0	0	\$20.30	\$0.00
47		pk	0	\$0.00	\$0.00
48		ea	0	\$0.00	\$0.00
<b>TOTAL EXPENDABLE SUPPLIES</b>					<b>\$5,307.14</b>