



400 Allen Drive, Suite 100 Charleston, WV 25302
Phone: 304-205-7970 • Fax: 304-205-7915 • www.wvarf.org

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc.

Work Performed By: Goodwill Industries of Kanawha Valley, Inc.

Work to be Performed: Janitorial

Contract Site: DHHR Region 2 Diamond Building Billing: 350 Capitol St Suite 730 Charleston, WV 25301

Customer Contact: Terry Wass

Period of Contract: July 1, 2016 to June 30, 2017

Billing Rate: \$34,499.64
\$35,528.59 W/ P-Card

Total Period Amount: \$413,995.68
\$426,343.08 W/ P-Card

Notes:
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. The approved rate for Goodwill Industries of Kanawha Valley, Inc. is \$14.07 per hour and the number of hours for this contract is 29,424.

Aaron D Jones

Aaron D Jones
Executive Director
WV ARF, Inc.

6/8/2016

Date

[Signature]

For the State Agency

6-9-2016

Date

* PLEASE INDICATE BY YOUR INITIALS IF YOU INTEND TO PAY USING A PURCHASING CARD

YES j NO

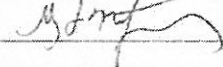
Jo Ben
6-9-16

Goodwill Responsibilities Day vs Night

Day Shift	Night Shift
Restrooms (Daily)	
<ul style="list-style-type: none"> High dust heat and exhaust vents, door frames, door tops, tops of partitions, and mirrors 	<ul style="list-style-type: none"> Disinfect and clean – soap and towel dispensers, doorknobs, light switches, sinks, faucets, counter tops, walls and partitions around toilets and urinals, outside of toilets and urinals, toilet tank, seat, flush handles, and stall door latch
<ul style="list-style-type: none"> Pick up loose litter 	<ul style="list-style-type: none"> Clean the inside of toilets and urinals
<ul style="list-style-type: none"> Replace or refill towels, toilet tissue, feminine, products, and soap in dispensers 	<ul style="list-style-type: none"> Empty wastebaskets – Spray inside and outside of wastebasket with cleaner and disinfectant. Replace liners
<ul style="list-style-type: none"> Clean the mirrors using glass cleaner 	<ul style="list-style-type: none"> Empty the sanitary napkin disposal bins. Dispose in separate trash bag on trash cart. Spray inside and outside of bin with cleaner disinfectant. Replace liners
<ul style="list-style-type: none"> Spot Mop any Water 	<ul style="list-style-type: none"> Mop and disinfect the floor using guideline for ceramic mosaic tile
Restrooms (Weekly)	
	<ul style="list-style-type: none"> Wash and disinfect walls from eye level down to floor with a cleaner disinfectant
	<ul style="list-style-type: none"> Wipe baseboards with cleaner disinfectant
Room Cleaning (Daily)	
<ul style="list-style-type: none"> High dust heat and exhaust vents, door frames, tops, in break rooms and hallways. 	<ul style="list-style-type: none"> High dust heat and exhaust vents, door frames, tops, and partitions.
<ul style="list-style-type: none"> Spot clean walls in hallways 	<ul style="list-style-type: none"> Start with the top of the room and dust hard surfaces with a clean cloth treated with dust cloth treatment
	<ul style="list-style-type: none"> Damp disinfect telephone, door knobs, and file cabinets.
	<ul style="list-style-type: none"> Dust cleared desk tops, tops of file cabinets, and misc. furniture
	<ul style="list-style-type: none"> Spot clean windows and sills with a glass cleaner
	<ul style="list-style-type: none"> Empty wastebaskets, wipe and disinfect if needed, and replace liners
	<ul style="list-style-type: none"> Vacuum all traffic area and offices with upright sweepers
	<ul style="list-style-type: none"> Vacuum conference rooms, interview rooms, and training rooms with backpack sweeper
	<ul style="list-style-type: none"> Spot clean carpets
	<ul style="list-style-type: none"> Spot clean walls in office areas
Room Cleaning (Weekly)	
	<ul style="list-style-type: none"> Wipe out wastebaskets with cleaner disinfectant
	<ul style="list-style-type: none"> Dust desk tops, bottoms of chairs, conference rooms and any surface not dusted on a daily basis
	<ul style="list-style-type: none"> Vacuum all conference rooms, interview rooms, and cubicles with upright sweeper
	<ul style="list-style-type: none"> Vacuum cloth furniture in offices
Room Cleaning (Semi-Annual)	
<ul style="list-style-type: none"> Clean baseboards in Hallways 	<ul style="list-style-type: none"> Clean baseboards in Hallways
	<ul style="list-style-type: none"> Wash all inside windows
	<ul style="list-style-type: none"> Carpet will be cleaned according to carpet and equipment manufacturers' specification. A total carpet maintenance program will be used
Common Area Cleaning (Daily)	
<ul style="list-style-type: none"> Disinfect and clean door knobs and any furniture 	<ul style="list-style-type: none"> Sweep floors in lobby and damp mop according to specifications for quarry tile.
<ul style="list-style-type: none"> Straighten chairs in lobby 	<ul style="list-style-type: none"> Halls will be dust mopped, damp mopped, and buffed according to specifications for resilient flooring.
<ul style="list-style-type: none"> Clean entrance glass and glass between the lobby and reception area (Both Shifts) 	<ul style="list-style-type: none"> High dust heat and exhaust vents, door frames, and tops. Start with the top of the room and dust hard surfaces with a clean cloth treated with dust cloth treatment.
<ul style="list-style-type: none"> Spot clean hand prints and marks on walls. 	<ul style="list-style-type: none"> Spot clean hand prints and marks on walls.
<ul style="list-style-type: none"> Stair wells will be swept and Dusted. 	<ul style="list-style-type: none"> Clean and disinfect water fountains.
<ul style="list-style-type: none"> Boxes will be broken down and thrown in dumpster 	<ul style="list-style-type: none"> Clean entrance glass and glass between the lobby and reception area (Both Shifts)

Goodwill Responsibilities Day vs Night

· Clean entrance glass and glass between the lobby and reception area (Both Shifts)	Damp mopped according to specifications for rubber treating.
· Handrails on stairs will be damp wiped with cleaner disinfectant daily.	
Common Area Cleaning (Semi-Annual)	
· Clean baseboards	· Wash any inside windows · Strip and wax resilient flooring
Kitchenettes, Storage Rooms, Janitorial Closets (Daily)	
· High dust heat and exhaust vents, door frames, and door tops. Start with the top of the room and dust hard surfaces with a clean cloth treated with dust cloth treatment	· Sweep floors
· Damp disinfect top of refrigerator, counter tops, outside of appliances, vending machines, table tops, and chairs	· Damp mop and disinfect floors according to specifications for resilient flooring
· Empty wastebaskets, wipe with disinfectant, and replace liner	
· Spot clean any spots or marks on walls	
Kitchenettes, Storage Rooms, Janitorial Closets (Semi-Annually)	
· Clean Baseboards	· Strip and wax resilient floors
Windows and Window Treatments	
	· Inside windows will be cleaned twice per year
	· Mini blinds will be treated as any dusting surface in the building
Entrances (Daily)	
· Swept	· Janitors will leave through one designated exit
· Litter outside of entrance ways removed	
· Outside loading dock will be swept and litter picked up in general area	
Outside (Daily)	
· Remove litter from both stairwells and parking garage	
· Walk around exterior of garage and remove any litter	
· Walk through each level and remove large litter items	
· Sweep out elevator cars	
· Wipe down car panels and doors	
· Clean glass on both Capitol Street entrances	
· Empty smoking receptacles and sweep up any cigarettes around entrances of both buildings	
· Apply ice melt as needed on sidewalks and exterior steps at both buildings	
· Inspect and remove all litter around exterior of Diamond building	
· Assist interior crew with mopping entrances and elevator lobbies during wet weather	
· Sweep loading dock	
Outside (Weekly)	
· Mop each elevator car at parking garage	
· Hose down elevator entrances and sidewalks during non-freezing weather	
· As directed, pull weeds around planting beds	
· Move trash from garage to containers at the Diamond building	
· Clean all ground level exterior glass and window sills along Washington and Capitol Street	
· During non-freezing weather, hose down freight door and loading dock entrance area in alley way	

DHHR: 

7/1/15

WVARF:  7/22/2015



State of West Virginia
 Governor's Committee for the Purchase of
 Commodities & Services from the Handicapped

FY 2016 COMMODITY OR SERVICE FAIR MARKET PRICE FORM

The Community Rehabilitation Program (CRP) proposes providing the following goods or services at the prices listed below. The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) respectfully requests that the Governor's Committee review and affirm the numbers listed below as the "Fair Market Price" of each good and service. Each price is explained below, to include market pricing where available. This price quoted below is intended to serve as the price of the good or service for the entire duration of the contract.

- 1) CRP Name: Goodwill Industries of Kanawha Valley, Inc.
- 2) Item or Service offered: Janitorial Services – WVWF Region 3
- 3) Current price (if applicable): \$13.64
- 4) Provide market prices for similar goods or services offered by private industry. ¹

Market Price: <u>\$16.84</u>	Vendor: <u>Winans Services</u>
Market Price: <u>\$17.65</u>	Vendor: <u>Aetna Integrated Services</u>
Market Price: <u>\$19.50</u>	Vendor: <u>Jani Source, LLC</u>

5) Provide the proposed Fair Market Price for the item or service. Proposed prices for goods must be listed on a per item basis. Proposed prices for services must be presented as the Fair Market Price for the provision of the proposed services using a unit price, broken down into an hourly, square foot or other reasonable unit price.

\$ 14.07 PER _____ Item Hour _____ Square Foot _____ Other (Check Applicable Unit)

If "Other" Please explain:

¹ Pursuant to WV Code § 5A-3A-2(d), the Central Nonprofit Agency "shall survey applicable private industry to provide input on the fair market prices..."



State of West Virginia
Governor's Committee for the Purchase of
Commodities & Services from the Handicapped

6) If the proposed "Fair Market Price" is significantly higher (10% more than) the Market Price(s) provided by WVARF, please explain the higher price. Additional pages may be attached if necessary.

7) Provide comments, if any, from the spending unit(s). Additional pages may be submitted if necessary.²

Approved By:

CRP Executive Director: *Uma Brantner* Date: 6/25/2015
WVARF Executive Director: *Carol D. Jones* Date: 6/5/2015
Governor's Committee: *Jim Niddle* Date: 6/29/15
WV State Purchasing Director: *W. Paul* Date: 06/29/15

Upon the signed approval of all entities listed above, the Fair Market Price proposed in Item (5) will be the fair market price(s) established for the the item(s) or service(s) listed until such time as a new Fair Market Price is established.

² This form is promulgated by the Governor's Committee pursuant to the WV Code of State Rules § 186-1-5.1.f., which means that the "CNA shall submit all costing information to the committee, and comments from the spending unit using the appropriate form(s) for approval."



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Purchasing**

**Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary**

**Bryan Rosen
Director**

Date: 7/11/2023

To: West Virginia Association of Rehabilitation Facilities Inc

From: Melissa Spitzer with Department of Health and Human Resources Office of Purchasing

Re: Central Delivery Order (CDO) HHR16*03

Please be advised there is an unused balance on \$50,711.77. This order expired on 6/30/2017. The original encumbrance was \$413,995.68, the closed amount is \$363,283.91 leaving a balance of \$50,711.77.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$50,711.77, please sign and date below, then return to Melissa.S.Spitzer@wv.gov and we will proceed with the balance close out. If you dispute the amount, please email us to discuss. If no response is received by July 25, 2023, from WVARF . The Office of DHHR Purchasing will proceed and close out the remaining balance of \$50,711.77.

Thank you for your time and consideration.

DocuSigned by:
Nita Hobbs
5B60B720DE88468...
Signature

7/27/2023
Date

Sincerely,
Melissa Spitzer
Melissa Spitzer
Signature

Title: Procurement Associate

10:20 AM

07/12/23

Accrual Basis

WV Association of Rehabilitation Facilities Inc. Sales by Customer Detail All Transactions

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
DHHR - MASTER						
DHHR-Diamond						
Invoice	07/31/2016	82264C	Janitorial Services for the Month (2,052.25 hours. @ \$14.07 per hour)	HHR16*03		-28,875.16
Invoice	08/31/2016	82458	Janitorial Services for the Month (2,279.00 hours @ \$14.07per hour)	HHR16*03		-32,065.53
Invoice	09/30/2016	83062	Janitorial Services for the Month (1,992.25 hours @ \$14.07 per hour)	HHR16*03		-28,030.96
Invoice	10/31/2016	83560	Janitorial Services for the Month (1,861.25 hours @ \$14.07 per hour)	HHR16*03		-26,187.79
Invoice	11/30/2016	84104	Janitorial Services for the Month	HHR16*03		0.00
Invoice	11/30/2016	84104	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-26,979.23
Invoice	12/31/2016	84995	Janitorial Services for the Month	HHR16*03		0.00
Invoice	12/31/2016	84995	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-30,658.53
Invoice	01/31/2017	85411	Janitorial Services for the Month	HHR16*03		0.00
Invoice	01/31/2017	85411	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-30,018.35
Invoice	02/28/2017	85928	Janitorial Services for the Month	HHR16*03		0.00
Invoice	02/28/2017	85928	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-27,858.60
Invoice	03/31/2017	86550	Janitorial Services for the Month	HHR16*03		
Invoice	03/31/2017	86550	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-36,209.15
Invoice	04/30/2017	87170	Janitorial Services for the Month	HHR16*03		
Invoice	04/30/2017	87170	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-33,954.43
Invoice	05/31/2017	87649	Janitorial Services for the Month	HHR16*03		
Invoice	05/31/2017	87649	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-34,232.31
Invoice	06/30/2017	87889	Janitorial Services for the Month	HHR16*03		
Invoice	06/30/2017	87889	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-28,213.87
Total DHHR-Diamond					0.00	-363,283.91
Total DHHR - MASTER					0.00	-363,283.91
TOTAL					0.00	-363,283.91



Notice: This is not an official contract document. It may not be used as a replacement for the original one received.	CLIENT NAME NOTICE OF AWARD FINAL	AGREEMENT NUMBER:CDO 0506 HHR1600000003 MODIFICATION NUMBER:0 PAGE:1
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VENDOR:000000204796
VENDOR NAME :WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC
ALIAS/DBA:
CONTACT:Tara Martinez

Contact Phone:304-205-7970
710 CENTRAL AVE

CHARLESTON , WV 25302-1702

AGREEMENT TITLE:Diamond Building Janitorial Services
TRACKING NUMBER:
DESCRIPTION:Roll Document from 2020 to 2021
ORIGINAL START:
REVISED START:

ORIGINAL AMOUNT:\$413,995.68
REVISED AMOUNT:\$413,995.68
DISCOUNT AMOUNT:\$0.00
NOT TO EXCEED AMOUNT:\$0.00

SHIPPING LOCATION:

BUYER - 304-957-0209
BUILDING MANAGEMENT
350 CAPITOL ST, RM B29
CHARLESTON , WV 25301-3700

Free On Board :5
Shipping Method :01

Buyer Information:
Name :Guy L Nisbet

Phone Number :(304) 558-2596
Email:guy.l.nisbet@wv.gov

Issuing Office :
Name:Harriett (Jo) Bess
Phone Number:(304) 558-0114
Email:jo.h.bess@wv.gov

Requesting Office:
Name:Harriett (Jo) Bess
Phone Number:(304) 558-0114
Email:jo.h.bess@wv.gov

BILLING LOCATION:

BUYER - 304-957-0209
OFFICE OF OPERATIONS
ONE DAVIS SQUARE, RM 115
CHARLESTON , WV 25301

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**CLIENT NAME
NOTICE OF AWARD
FINAL**

**AGREEMENT NUMBER:CDO 0506 HHR1600000003
MODIFICATION NUMBER:0
PAGE:2**

Delivery Date :

LINE INFORMATION

<u>ITEM NUMBER</u>	<u>LINE TYPE</u>	<u>COMMODITY</u>	<u>QTY</u>	<u>UNIT</u>	<u>DISCOUNT%</u>	<u>MARKUP</u>	<u>NET UNIT COST</u>	<u>SERVICE CONTRACT AMOUNT</u>	<u>SERVICE START DATE</u>	<u>SERVICE END DATE</u>	<u>NET TOTAL COST</u>
1	Service	76110000	0.00000				0.00	413,995.68	7/1/2016	6/30/2017	413,995.68

DESCRIPTION:Cleaning and janitorial services

SOLICITATION NUMBER:

SHIPPING LOCATION:

BUYER - 304-957-0209
BUILDING MANAGEMENT
350 CAPITOL ST, RM B29
CHARLESTON , WV 25301-3700

BILLING LOCATION:

BUYER - 304-957-0209
OFFICE OF OPERATIONS
ONE DAVIS SQUARE, RM 115
CHARLESTON , WV 25301

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CLIENT NAME
NOTICE OF AWARD
FINAL

AGREEMENT NUMBER:CDO 0506 HHR1600000003
MODIFICATION NUMBER:0
PAGE:3

Free On Board :5

Shipping Method :01

Delivery Date :