



Service Agreement
11.DHR.012.20

West Virginia Association of Rehabilitation Facilities, Inc.

710 Central Avenue Charleston WV 25302 Phone: (304) 205-7970 Fax: (304) 205-7915

SERVICE AGREEMENT

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

Work Performed By*: Integrated Resources, Inc.

Work Performed: Janitorial

Contract Site: DHHR R2
Diamond Building
Charleston, WV

Billing: DHHR R2
Diamond Building
350 Capitol Street Suite 730
Charleston, WV 25301

Customer Contact: George Montgomery

Period of Agreement: 7/1/2020 to 6/30/2021

Total Agreement Amount:

Table with 4 columns: Category, Value, Category, Value. Rows include HOURS/DAY, EST. HOURS, HOURLY RATE, EST. COST**, EST. PCARD COST**, and PCARD HOURLY RATE.

To Be Billed Monthly As Follows:

Two tables showing monthly billing details for 2020 (JUL-DEC) and 2021 (JAN-JUN). Columns include DAYS, EST. HOURS, EST. COST**, and EST. PCARD COST**.

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.

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

**The State Agency 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 and Workloading documents.

Signature of Tara Martinez, CEO of WVARF, Inc.

Date: 05/21/20

Signature for the State Agency

Date: 06-03-2020

Print Name for the State Agency: TERRY L. WASS

Please indicate, by initialing, if you intend to pay using a purchasing card: YES: _____

To give every individual with a disability the opportunity to have gainful employment

WORKLOADING FOR CONTRACT: 11.DHR.012.20									
Contract Type	Janitorial	Contract Period	7/1/2020	6/30/2021	Days/Week	5	Contract Days*	248	
CUSTOMER/AGENCY									
Customer Name	DHHR R2 Diamond Building			Billing Address	DHHR R2 Diamond Building 350 Capitol Street Suite 730 Charleston, WV 25301				
Location/Site	Charleston, WV								
Location Contact	George Montgomery			Billing Contact	Terry Wass				
Location Phone				Billing Phone					
COMMUNITY REHABILITATION PROGRAM (CRP)									
CRP Name	Integrated Resources, Inc.			CRP Contact	Dreama Padgett				
CRP Address	PO Box 835 Mullens, WV 25882			CRP Phone	304-294-5610				
				Workers Comp					
				Unemployment					
Hourly Rate	18.07			P-Card Hourly Rate	18.6114				
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 Recepticals (#)	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 Each (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 Each (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/Contract	Scope of Work #	ISSA #	Description	Time	Work Days/Contract
1a	486	Sweep	6.242	248	7b	67	Baseboards	0.000	0
1b	369	Mop	6.810	248	8a	183	Clean Fountain	0.134	248
1c	385	Spray Buff	0.000	0	10a-b	82	Exterior Glass Doors/Panels	0.600	248
2a	295	Spot Vacuum (35%)	23.713	248	10c-d	82	Interior Glass Doors/Panels	0.438	248
2b	295	Vacuum	3.278	12	10e	510	Interior Windows	0.376	248
2c	294	Spot Clean (35%)	4.424	248	10f	510	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.072	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	25.802	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	2.699	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	52	11d	535	Remove Trash	2.934	248
4b	69	Thorough Dust	0.039	12	12a	96	Stairs	1.510	156
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	80	Elevator	0.500	248
5a	69	Dust Vents	0.000	2					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	8.500	248					
7a	67	Remove Dirt	1.244	248	HOURS PER DAY			89.32	

*Based on the number of contracted working days in the fiscal year, July 1 2020 to June 30, 2021.

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		3215	ft ² /hr
7b	Clean baseboards	67		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 eac	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes eac	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



**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) HHR20*03

Please be advised there is an unused balance on \$24,468.74. This order expired on 6/30/2021. The original encumbrance was \$400,275.08, the closed amount is \$375,806.34 leaving a balance of \$24,468.74.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$24,468.74, 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 \$24,468.74.

Thank you for your time and consideration.

DocuSigned by:
Nita Hobbs
5B60B720DE88406...
Signature

7/27/2023
Date

Sincerely,
Melissa Spitzer
Melissa Spitzer
Signature

Title: Procurement Associate

10:24 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	07/31/2020	111170	Janitorial Services for the Month - 11.DHR.012.20	HHR20*03		
Invoice	07/31/2020	111170	Hours Worked	HHR20*03		-34,378.18
Invoice	08/31/2020	111563	Janitorial Services for the Month - 11.DHR.012.20	HHR20*03		
Invoice	08/31/2020	111563	Hours Worked	HHR20*03		-33,795.42
Invoice	09/30/2020	111987	Janitorial Services for the Month - 11.DHR.012.20	HHR20*03		
Invoice	09/30/2020	111987	Hours Worked	HHR20*03		-32,760.91
Invoice	10/31/2020	112685	Janitorial Services for the Month - 11.DHR.012.20	HHR20*03		
Invoice	10/31/2020	112685	Hours Worked	HHR20*03		-33,303.01
Invoice	11/30/2020	112996	Janitorial Services for the Month - 11.DHR.012.20	HHR20*03		
Invoice	11/30/2020	112996	Hours Worked	HHR20*03		-25,722.65
Invoice	12/31/2020	113600	JANITORIAL DHHR REGION 2	HHR20*03		-29,734.19
Invoice	01/31/2021	114457	JANITORIAL DHHR REGION 2 January 2021	HHR20*03		-28,550.60
Invoice	02/28/2021	114916	JANITORIAL DHHR REGION 2 February 2021	HHR20*03		-29,318.58
Invoice	03/31/2021	115458	JANITORIAL DHHR REGION 2 March 2021	HHR20*03		-36,523.99
Invoice	04/30/2021	116213	JANITORIAL DHHR REGION 2 April 2021	HHR20*03		-32,571.18
Invoice	05/31/2021	116630	JANITORIAL DHHR REGION 2 May 2021	HHR20*03		-29,946.51
Invoice	06/30/2021	117412	JANITORIAL DHHR REGION 2 June 2021	HHR20*03		-29,201.12
Total DHHR-Diamond					0.00	-375,806.34
Total DHHR - MASTER					0.00	-375,806.34
TOTAL					0.00	-375,806.34



<p>Notice: This is not an official contract document. It may not be used as a replacement for the original one received.</p>	<p>CLIENT NAME NOTICE OF AWARD FINAL</p>	<p>AGREEMENT NUMBER:CDO 0506 HHR2000000003 MODIFICATION NUMBER:0 PAGE:1</p>
---	--	---

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:WVRFJAN19 DHHR Region 2 Diamond Building
TRACKING NUMBER:
DESCRIPTION:Accounting Adjustment Only: Move CL1/AL1 to AL2 PR05 BFY2022
ORIGINAL START:
REVISED START:

ORIGINAL AMOUNT:\$400,275.08
REVISED AMOUNT:\$400,275.08
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

Buyer Information:
Name :Mark A Atkins

Phone Number :(304) 558-2307
Email:mark.a.atkins@wv.gov

Issuing Office :
Name:Althea M Greenhowe
Phone Number:(304) 356-4116
Email:althea.m.greenhowe@wv.gov

Requesting Office:
Name:George L Montgomery
Phone Number:(304) 957-0217
Email:george.l.montgomery@wv.gov

BILLING LOCATION:

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

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 HHR2000000003
MODIFICATION NUMBER:0
PAGE:2**

Shipping Method :01

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	Item	76110000	22151.36000	HOUR			18.07	0.00	7/1/2020	6/30/2021	400,275.08

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

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 HHR2000000003
MODIFICATION NUMBER:0
PAGE:3

Free On Board :5

Shipping Method :01

Delivery Date :