



Service Agreement
11.DHR.012.22

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: **DHHR R2**
Diamond Building
350 Capitol Street
Charleston, WV 25301
George Montgomery

Billing: DHHR R2
Diamond Building
350 Capitol Street Suite 730
Charleston, WV 25301
terry.l.wass@wv.gov

Period of Agreement: **7/1/2021** to **6/30/2022**

Total Agreement Pricing**:	22151.36	Total Hours
	\$400,275.08	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:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

7/7/2021

Date

[Signature]
Customer Signature

DIRECTOR
Customer Title

TERRY L. WASS
Customer Print Name

2021-07-08
Date

OK
Althea Greenhouse



Terms of Agreement

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TERMS OF AGREEMENT

- 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 understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer 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	Greg Blake
O: 304-205-7970 ext. 204	O: 304-294-5610
C: 304-444-2401	C: 304-673-8489
gwolfe@wvarf.org	gblake@iriwv.com
- 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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TOTAL AGREEMENT HOURS	22151.36	TOTAL AGREEMENT COST	\$400,275.08
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	POSITION & HOURLY RATE															
	Agreement Total		Janitor												Total	
			\$18.07													
	Days	Weeks	Monthly Hours	Monthly Cost											Monthly Hours	Monthly Cost
Jul 2021	21	4	1875.72	\$33,894.26										1875.72	\$33,894.26	
Aug 2021	22	4	1965.04	\$35,508.27										1965.04	\$35,508.27	
Sep 2021	21	5	1875.72	\$33,894.26										1875.72	\$33,894.26	
Oct 2021	20	4	1786.40	\$32,280.25										1786.40	\$32,280.25	
Nov 2021	19	4	1697.08	\$30,666.24										1697.08	\$30,666.24	
Dec 2021	21	5	1875.72	\$33,894.26										1875.72	\$33,894.26	
Jan 2022	20	4	1786.40	\$32,280.25										1786.40	\$32,280.25	
Feb 2022	19	4	1697.08	\$30,666.24										1697.08	\$30,666.24	
Mar 2022	23	5	2054.36	\$37,122.29										2054.36	\$37,122.29	
Apr 2022	21	4	1875.72	\$33,894.26										1875.72	\$33,894.26	
May 2022	20	4	1786.40	\$32,280.25										1786.40	\$32,280.25	
Jun 2022	21	5	1875.72	\$33,894.26										1875.72	\$33,894.26	
	248	52														

WORKLOADING FOR AGREEMENT: 11.DHR.012.22									
Agreement Type		Janitorial	Agreement Period	7/1/2021	6/30/2022	Days/Week	5	Agreement Days**	248
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 (ft ²)	176013	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² 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	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	84	Exterior Glass Doors/Panels	0.600	248
2a	295	Spot Vacuum (35%)	23.713	248	10c-d	84	Interior Glass Doors/Panels	0.438	248
2b	295	Vacuum	3.278	12	10e	563	Interior Windows	0.376	248
2c	294	Spot Clean (35%)	4.424	248	10f	563	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	590	Remove Trash	2.934	248
4b	69	Thorough Dust	0.039	12	12a	588	Stairs	1.510	156
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.500	248
5a	69	Dust Vents	0.000	2					
5b	546	Wash Vents	0.000	0			Utility Time	0.000	
6a-6i	229	Restrooms	8,500	248					
7a	67	Remove Dirt	1.244	248	HOURS PER DAY			89.32	

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

**Based on the number of contracted working days in the fiscal year, July 1 2021 to June 30, 2022.

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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² 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	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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