



Service Agreement
22.CPD.001.20

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. (WV ARF)

Work Performed By*: Preston County Workshop, Inc.

Work Performed: Janitorial

Contract Site: Camp Dawson

1001 Army Road
Kingwood, WV 26533

Billing: WVMA - Div of Engineering
& Facilities

1707 Coonskin Drive
Charleston, WV 25311

Customer Contact: Jonathan L. Neal, Deputy Branch Chief 304-791-4138

Period of Agreement: 10/1/2020 to 9/30/2021

Total Agreement Amount:

HOURS/DAY	44.75	EST. COST**	\$268,853.56
EST. HOURS	16333.75	EST. PCARD COST**	\$276,886.43
HOURLY RATE	\$16.46	PCARD HOURLY RATE	\$16.9518

To Be Billed Monthly As Follows:

	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
DAYS	31	30	31	31	28	31
EST. HOURS	1387.25	1342.50	1387.25	1387.25	1253.00	1387.25
EST. COST**	\$22,834.14	\$22,097.55	\$22,834.14	\$22,834.14	\$20,624.38	\$22,834.14
EST. PCARD COST**	\$23,516.38	\$22,757.79	\$23,516.38	\$23,516.38	\$21,240.61	\$23,516.38

	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021
DAYS	30	31	30	31	31	30
EST. HOURS	1342.50	1387.25	1342.50	1387.25	1387.25	1342.50
EST. COST**	\$22,097.55	\$22,834.14	\$22,097.55	\$22,834.14	\$22,834.14	\$22,097.55
EST. PCARD COST**	\$22,757.79	\$23,516.38	\$22,757.79	\$23,516.38	\$23,516.38	\$22,757.79

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.

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

**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.

DocuSigned by:

Tara Martinez

10/8/2020

Tara Martinez

DATE

WV ARF, Inc. CEO

Charles A. Bowze

10/14/2020

Signature for the State Agency

DATE

WV ADJUTANT GENERAL'S OFFICE

Print Name for the State Agency

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

DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

MEMORANDUM

DATE: October 19, 2020

TO: Mr. Mark Atkins, Senior Buyer
West Virginia Purchasing Division

FROM: Mr. Chuck Bowman, Procurement Manager
West Virginia Office of the Adjutant General

RE: Backdate Justification
WVARF # CDO ADJ21*04 Janitorial/ Camp Dawson- Kingwood, WV

The above referenced Central Delivery Order requires a backdate justification for the start date of October 1, 2020. The Service Agreement as sent to us from WVARF on September 29, 2020, required revisions and point of contact changes. It was October 8, 2020, before I got a signed copy from WVARF to proceed.

Verification of fund availability was just able to be verified in OASIS due to issues in program and fund reporting resulting from the recent system upgrade.

Please proceed with approving this CDO so that we may be ready to pay for services rendered when we are invoiced in early November.

Respectfully,



Chuck Bowman
Procurement Manager
West Virginia Adjutant General / WVANG / WVMA
304.561.6654
charles.a.bowman26.nfg@mail.mil



State of West Virginia
 Department of Community and Economic Development
 Commodities & Services from the Handicapped

FY 2017 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: Preston County
- 2) Item or Service offered: Janitorial Services
- 3) Current price (if applicable): See Attached

4) Provide market price for similar goods or services offered by private industry.¹

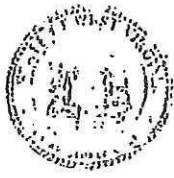
Market Price: \$17.53/Hr. Vendor: Wigan's
 Market Price: \$18.50/Hr Vendor: Pratt & Whitney
 Market Price: \$20.82/Hr. Vendor: Clean Sweep Cleaning

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.

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

If "Other" please explain: See Attached

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



State of West Virginia

Department of Administration

Commodities & Services from the Handicapped

6) If the proposed "Fair Market Price" is significantly higher (more than 10%) 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.

CRP Director:

John Hays

Date: 6/27/18

WVARF Director:

Robert Dyer

Date: 6/27/18

Governor's Committee Approval:

Kim Nicols

Date: 6/28/18

Purchasing Director:

[Signature]

Date: 6/28/18

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

¹ This form is promulgated by the Governor's Committee pursuant to the West Virginia Code of State Rules § 156-1-5.11, which states that the "CNA shall submit all costing information to the committee and comments from the spending unit using the appropriate form(s) for approval."

2018 - 2019 Janitorial Hourly Rates

	Workforce Region	Hourly Rate	Previous Rate
Bright Horizons	1	\$20.14	\$16.48
Buckhannon Upshur	6	\$17.40	\$15.51
Clay County	4	\$20.65	\$15.94
Developmental Center	7	\$22.22	\$17.45
Empowerment T Employ	3,6	\$18.35	\$16.22
Gateway Industries	1	\$20.18	\$16.02
Goodwill Kanawha Valley	2,3	\$15.75	\$14.07
Goodwill KYOWVA	2,4	\$18.42	\$17.96
Horizon Goodwill Ind	7	\$20.65	\$15.65
Integrated Resources	1,2,3	\$18.07	\$16.14
Job Squad Inc	3	\$17.92	\$14.80
Lillian James	1	\$17.87	\$16.11
Mercer Co Opportunity	1	\$15.19	\$14.33
Northwood Health	5	\$18.11	\$15.46
PACE Enterprises	3,6	\$25.92	\$17.12
Precision Services	6	\$17.69	\$16.15
Prestera Center	2	\$18.46	\$15.16
Preston County	6	\$16.46	\$14.05
Randolph County	6	\$17.10	\$16.59
SW Resources	4	\$17.97	\$17.77
The Op Shop	4,5,6	\$19.33	\$17.72
WATCH	5	\$16.41	\$15.26
WVARF	6	\$20.65	\$16.59

WORKLOADING FOR CONTRACT: 22.CPD.001.20									
Contract Type	Janitorial	Contract Period	10/1/2020	9/30/2021	Days/Week	7	Contract Days*	365	
CUSTOMER/AGENCY									
Customer Name	Camp Dawson			Billing Address	WVMA - Div of Engineering & Facilities 1707 Coonskin Drive Charleston, WV 25311				
Location/Site	1001 Army Road Kingwood, WV 26533				Billing Contact	Ms. Nora McPherson			
Location Contact	Jonathan L. Neal, Deputy Branch Chief			Billing Phone	304-561-6456				
Location Phone	304-791-4138								
COMMUNITY REHABILITATION PROGRAM (CRP)									
CRP Name	Preston County Workshop, Inc.			CRP Contact	John Hyre				
CRP Address	650 Jennmar Road Reedsville, WV 26547			CRP Phone	304-864-6446				
				Workers Comp					
				Unemployment					
Hourly Rate	16.46			P-Card Hourly Rate	16.9518				
LOCATION PROFILE									
Carpet (ft ²)	22176	Restrooms (#)	4	Elevators (#)	8	Windows (#)	0		
Other (ft ²)	5311	Fixtures (#)	103	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	7743	Water Fountains (#)	8	Stair Flights (#)	8	Outside (ft ²)	0		
Other (ft ²)	15050	Trash Recepticals (#)	37	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Other (ft ²)	38077	Vents (ft ²)	180	Horizontal Surf. (ft ²)	5000	Int 1 Side Each (ft ²)	20		
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	5000	Ext Glass Doors/Panels	10		
TOTAL (ft²)	88357	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side Each (ft ²)	21		
Outside (ft ²)	800	TOTAL ft² WO Mat	144	Entrance (ft ²)	800				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Contract	Scope of Work #	ISSA #	Description	Time	Work Days/Contract
1a	486	Sweep	5.158	261	7b	67	Baseboards	0.000	0
1b	369	Mop	3.613	261	8a	183	Clean Fountain	0.134	365
1c	385	Spray Buff	0.480	52	10a-b	84	Exterior Glass Doors/Panels	1.839	365
2a	295	Spot Vacuum (35%)	2.344	313	10c-d	84	Interior Glass Doors/Panels	1.137	365
2b	295	Vacuum	0.977	52	10e	563	Interior Windows	1.099	156
2c	294	Spot Clean (35%)	0.056	365	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.072	365	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.618	365	11b	179	Police Entrance(25%)	0.060	365
3b	178-177	Reline Baskets	0.044	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	1.473	365
4b	69	Thorough Dust	10.056	365	12a	588	Stairs	1.067	365
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	1.333	365
5a	69	Dust Vents	0.005	52			Laundry	2.860	
5b	546	Wash Vents	0.000	0			Utility Time	3.563	
6a-6i	229	Restrooms	5.150	365					
7a	67	Remove Dirt	1.609	365					
HOURS PER DAY								44.75	

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