

State of West Virginia
 Purchasing Division
PURCHASE REQUISITION



Requisition No. 012402707	Buyer 0180HWYS	Requisition Date 07/31/2023
Agency/Invoice To: WVDOH DIST 1 HEADQUARTERS 1340 SMITH STREET CHARLESTON, WV 25301	TEAM Code _____	WVFIMS Document # _____
Agency/Ship To: WVDOH DIST 1 REST AREAS I-64 EAST & WEST AT HURRICANE	TEAM Code _____	Suggested Vendors: 1. WV ASSOCIATION OF REHABILITATION INC 701 CENTRAL AVE 2. _____ 3. _____ <i>Additional Vendors on Reverse Side</i>
This Section Only For: <i>Releases, Direct Purchases, Emergency Purchases & Agreements</i> Vendor Name & Address:		PURCHASING DIVISION'S USE ONLY Commodity Code: _____ Instructions: _____
WVFIMS Vendor # _____	TEAM Vendor # _____	
Terms _____	F.O.B. _____	

Item No.	Quantity	Description	Unit Price	Amount
		<u>JANITORIAL REST AREAS I-64 EAST/WEST AT HURRICANE</u>		
		<i>Type of Purchase</i>		
	8784	JANITORIAL FOR REST AREAS LOCATED EAST & WEST BOUND AT HURRICANE	\$46.32 HR	\$406,874.88

Authorized Signature: Title: <u>DISTRICT ONE COMPTROLLER</u> Telephone: <u>304-205-6976</u>	Total Estimated Value of this Requisition: <u>\$406,874.88</u> Maximum Budgeted Amount: <u>\$406,874.88</u> www.state.wv.us/admin/purchase
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GENERAL TERMS AND CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may reject in part, or in whole, any bid.
3. All quotations are governed by the **West Virginia Code** and the **Legislative Rules** of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the **West Virginia Code**.
8. Vendor preference will be granted upon written request in accordance with the **West Virginia Code**.
9. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the **Legislative Rules** of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's website (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED AND BID TO:
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

DUPLICATE BID TO:
State Auditor's Office
Bid Observer
Building 1, Room WB14
1900 Kanawha Boulevard East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



Service Agreement
07.HRA.001.24

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: Goodwill Industries of Kanawha Valley, Inc.

Work to be Performed: Custodial / Grounds

Contract Site: DOH Rest Area
I-64 East & West at Hurricane

Customer Contact: Carla Rotsch

Period of Contract: July 1, 2023 - June 30, 2024

	Est. Hours		Approved Rate		
Total Period Amount:	8,784	x	\$ 46.32	=	\$406,874.88 annually

Billed Monthly As Follows:

2023	Days	Hours	Cost	2024	Days	Hours	Cost
July	31	744	\$34,462.08	January	31	744	\$34,462.08
August	31	744	\$34,462.08	February	29	696	\$32,238.72
September	30	720	\$33,350.40	March	31	744	\$34,462.08
October	31	744	\$34,462.08	April	30	720	\$33,350.40
November	30	720	\$33,350.40	May	31	744	\$34,462.08
December	31	744	\$34,462.08	June	30	720	\$33,350.40

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:
Nita Hobbs
WVARF, Inc.

6/22/2023
Date

Carla Rotsch
Signature for the State Agency

6/29/23
Date

Carla Rotsch
Print Name for the State Agency

RECEIVED

JUN 28 2023

BUSINESS MANAGER'S
OFFICE

REST AREA PRICING

AGREEMENT: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

A. BUILDING DESCRIPTION

Lawn Acreage	17.04
East Acreage	8.5
West Acreage	8.54
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 15.53	15.53
Supervisor Taxes	13.50%	1.135
Direct Labor Wage	\$ 11.05	9.35
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 - Supervisor (days)	30
Vac/sick/holiday - Direct labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 4,295.71
Supervision Vacation + Sick	\$ 352.53
Direct Labor Wage + Tax	\$ 18,339.05
Direct Labor Vacation + Sick	\$ 1,505.01
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 24,492.30

E. Supplies and Equipment - per month

Supplies	\$ 884.52	527 See attached list
Equipment	\$ 1,701.23	625 See attached list
Telephone	\$ 134.25	
Uniforms	\$ 285.84	
Gas and Oil	\$ 156.20	\$110 per acre
Maintenance Lawn Equipment	\$ 134.90	\$110 per acre

F. Overhead and Burden

9.5%	\$ 2,818.30
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G. Additional labor not included in the DL hours above.

Additional 20 days per year	\$ 2,006.68
Extra Lawn Care 1636 hours	\$ 20,518.30

H. Annual Price to Customer \$ 406,874.88 annual

WVARF Fee
(included in annual price above) \$ 16,689.60 annual

I. Contract Period July 1, 2023 - June 30, 2024

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: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	MAJOR					
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	\$ -	\$ -
					Annual	\$ 10,207.37
					Monthly	\$ 850.61

EXPENDABLE SUPPLIES

AGREEMENT: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

NO.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER	ANNUAL
				UNIT	PRICE
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
49					\$0.00
TOTAL EXPENDABLE SUPPLIES					\$5,307.14