

DOT2400000006

WV-35 (Rev. 05/15/06)

State of West Virginia  
Purchasing Division



# PURCHASE REQUISITION

Requisition No. <b>03-24-0022</b>	Buyer <b>JE</b>	Requisition Date <b>7/5/2023</b>
Agency/Invoice To: <b>WV DIVISION OF HIGHWAYS 624 DEPOT STREET PARKERSBURG, WV 26101</b>	TEAM Code _____	WVFIMS Document #  Suggested Vendors:  1. WEST VIRGINIA ASSOCIATION OF REHABILITATION  2.  3.  <i>Additional Vendors on Reverse Side</i>
Agency/Ship To: <b>WEST VIRGINIA DIVISION OF HIGHWAYS 624 DEPOT STREET PARKERSBURG, WV 26101</b>	TEAM Code _____	<b>PURCHASING DIVISION'S USE ONLY</b>  Commodity Code: <b>76110000</b>  Instructions:
This Section Only For: Releases, Direct Purchases, Emergency Purchases & Agreements Vendor Name & Address:		
WVFIMS Vendor # <b>00000204796</b>	TEAM Vendor #	
Terms	F.O.B.	CUSTODIAL GROUNDS 1-77 SOUTH & NORTH AT MINERAL WELLS

Item No.	Quantity	Description	Unit Price	Amount
		<b>WVRFJAN23</b> <i>Type of Purchase</i>		
		I-77 NORTH AND SOUTH REST AREA 0380 MEX4371 313 025 9017 0803 0380 23700 3206 3442		
	744	JULY 2023	\$45.07	\$33,532.08
	744	AUGUST 2023	\$45.07	\$33,532.08
	720	SEPTEMBER 2023	\$45.07	\$32,450.40
	744	OCTOBER 2023	\$45.07	\$33,532.08
	720	NOVEMBER 2023	\$45.07	\$32,450.40
	744	DECEMBER 2023	\$45.07	\$33,532.08
	744	JANUARY 2024	\$45.07	\$33,532.08
	696	FEBRUARY 2024	\$45.07	\$31,368.72
	744	MARCH 2024	\$45.07	\$33,532.08
	720	APRIL 2024	\$45.07	\$32,450.40
	744	MAY 2024	\$45.07	\$33,532.08
	720	JUNE 2024	\$45.07	\$32,450.40

Authorized Signature: *[Signature]*  
 Title: TDDSSSR  
 Telephone: 304-865-0059

Total Estimated Value of this Requisition: \$395,894.88  
 Maximum Budgeted Amount: \_\_\_\_\_  
[www.state.wv.us/admin/purchase](http://www.state.wv.us/admin/purchase)



Service Agreement  
24.HRA.009.24

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: SW Resources, Inc.  
 Work to be Performed: Custodial/Grounds  
 Contract Site: DOH Rest Area  
 I-77 South & North at Minerals Wells  
 Customer Contact: Carla Rotsch  
 Period of Contract: July 1, 2023 - June 30, 2024

	<u>Est. Hours</u>		<u>Rate</u>		
Total Period Amount:	8,784	X	\$45.07	=	\$395,894.88 annually

Billed Monthly As Follows:

2023	Days	Hours	Cost	2024	Days	Hours	Cost
July	31	744	\$33,532.08	January	31	744	\$33,532.08
August	31	744	\$33,532.08	February	29	696	\$31,368.72
September	30	720	\$32,450.40	March	31	744	\$33,532.08
October	31	744	\$33,532.08	April	30	720	\$32,450.40
November	30	720	\$32,450.40	May	31	744	\$33,532.08
December	31	744	\$33,532.08	June	30	720	\$32,450.40

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:** 24.HRA.009.24

**CRP:** SW Resources

**CUSTOMER:** Division of Highways - Maintenance Division

**LOCATION:** Rest Area - I-77 South & North at Minerals Wells

**A. BUILDING DESCRIPTION**

Lawn Acreage	9.53
North Acreage	3.67
South Acreage	5.86
Number of days per week cleaned	7.03

**B. Wage Data**

Supervisor Wage	\$ 17.68		14.14
Supervisor Taxes	13.50%	1.135	
Direct Labor Wage	\$ 10.75		9.51
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 - Supervisors (days)	30
Vac/sick/holiday - Direct labor (days)	30

**D. Monthly Direct Costs**

Supervision Wage + Tax	\$ 4,890.41
Supervision Vacation + Sick	\$ 401.34
Direct Labor Wage + Tax	\$ 17,841.16
Direct Labor Vacation + Sick	\$ 1,464.15
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 24,597.05

**E. Supplies and Equipment - per month**

Supplies	\$ 884.52	
Equipment	\$ 1,701.23	
Telephone	\$ 100.33	
Uniforms	\$ 285.84	\$245 per worker
Gas and Oil	\$ 129.38	110
Maintenance Lawn Equipment	\$ 129.38	110

**F. Overhead and Burden**

9.5%	\$ 2,737.33
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**G. Additional labor not included in the DL hours above.**

Additional 20 days per year.	\$ 1,952.20
Extra Lawn Care 810 hours	\$ 9,883.01

**H. Annual Price to Customer** \$395,894.88 annual

**WVARF Fee**

(Included in annual price above) \$ 16,250.40 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: 24.HRA.009.24

CRP: SW Resources

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-77 South & North at Minerals Wells

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	<b>MAJOR</b>					
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:** 24.HRA.009.24

**CRP:** SW Resources

**CUSTOMER:** Division of Highways - Maintenance Division

**LOCATION:** Rest Area - I-77 South & North at Minerals Wells

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
43		0	0	\$69.02	\$0.00
44		ea	0	\$2.69	\$0.00
45		0	0	\$26.15	\$0.00
46		0	0	\$20.30	\$0.00
47		pk	0	\$0.00	\$0.00
48		ea	0	\$0.00	\$0.00
<b>TOTAL EXPENDABLE SUPPLIES</b>					<b>\$5,307.14</b>

**Extended Description:**

STATEWIDE CONTRACT for COMMODITIES & SERVICE provided by the CNA (Certified Non-Profit Agency).

This document shall constitute the State Use Program Procurement List of Commodities and/or Services.

INDIVIDUAL PRICING FOR COMMODITIES AND SERVICES IS REFERENCED IN THE ATTACHMENT EXHIBIT\_A PRICING PAGES. THE PRICING PAGES ARE GROUPED INTO CATEGORIES THAT CORRESPOND TO THE OASIS COMMODITY LINES.

PRICING WAS ESTABLISHED IN THE WVARF19 CONTRACT AND IS CONTINUED WITHOUT ANY CHANGES INTO WVARF23 CONTRACT.

**ORDERING INSTRUCTIONS:**

For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) should issue a wvOASIS Agency Delivery Order (ADO) to WVARF.

For contract releases valued at more than \$250,000.01 in a year's time, Spending Unit (s) should submit a Central Delivery Order (CDO) to the Purchasing Division for processing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	76110000			HOUR	0.000000
	Service From	Service To			

**Commodity Line Description:** DOH REST AREAS - Custodial/Grounds Maintenance

**Extended Description:**

See Exhibit\_A Pricing Pages for Contract Items and Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72101508			SF	0.000000
	Service From	Service To			

**Commodity Line Description:** FLOOR CARE - Carpet Extraction

**Extended Description:**

See Exhibit\_A Pricing Pages for Contract Items and Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	76111604			SF	0.000000
	Service From	Service To			

**Commodity Line Description:** FLOOR CARE - Strip & Wax VCT

**Extended Description:**

See Exhibit\_A Pricing Pages for Contract Items and Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	70111706			HOUR	0.000000
	Service From	Service To			

**Commodity Line Description:** GROUNDS MAINTENANCE

**Extended Description:**

See Exhibit\_A Pricing Pages for Contract Items and Pricing.

**CMA 0212 WVARF23**

EXHIBIT\_A PRICING PAGES

Revised 09/22/2022

FMP REFERENCE GUIDE WVARF19 CONTRACT	ITEM NUMBER	CRP	PRODUCT/ ITEM DESCRIPTION	UNIT OF MEASURE	PRICE	Pcard Price (see CO#2)
<b>Commodity Line #1 DOH REST AREAS - Custodial/Grounds Maintenance</b>						
Original Contract	RA001	Horizon Goodwill Industries	Custodial/ Grounds Maintenance DOH Rest Area- I-81 Truckstop	Hour	\$ 25.39	\$ 26.1543
Original Contract	RA002	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Williamstown	Hour	\$ 23.07	\$ 23.6337
Original Contract	RA003	Clay County Services Unlimited, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Servia - NB & SB	Hour	\$ 44.81	\$ 46.1517
Original Contract	RA004	Pace Enterprises, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Morgantown - SB only	Hour	\$ 26.58	\$ 27.3753
CO#9	RA005	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Mineral Wells - NB & SB	Hour	\$ 45.07	\$ 46.4221
Original Contract	RA006	The Op Shop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Meadowbrook - MB & SB	Hour	\$ 49.56	\$ 51.0502
Original Contract	RA007	Gateway Industries, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- White Sulphur - WB only	Hour	\$ 25.39	\$ 26.1543
Original Contract	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Hurricane - EB & WB	Hour	\$ 46.32	\$ 47.7137
Original Contract	RA009	Goodwill of KYOWVA, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Huntington - EB only	Hour	\$ 26.28	\$ 27.0686
Original Contract	RA010	Preston County Workshop	Custodial/ Grounds Maintenance DOH Rest Area- Hazeton - WB only	Hour	\$ 29.84	\$ 30.7388
Original Contract	RA011	Preston Services, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Burnsville - NB & SB	Hour	\$ 47.53	\$ 48.9510
Original Contract	RA012	W.A.T.C.H., Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Valley Grove WB only	Hour	\$ 24.31	\$ 25.0370
CO#1	RA013	Development Center & Workshop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Marlow/Bunker Hill - NB & SB	Hour	\$ 67.15	\$ 69.1631
CO#15	FG001	Development Center & Workshop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG002	Goodwill Industries of Kanawha Valley, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG003	Goodwill of KYOWVA, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG004	Integrated Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG005	Mercer County Opportunity Industries, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG006	The Op Shop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG007	SW Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575