



Service Agreement
25.HRA.006.24

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: The Op Shop, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area
I-79 South and North at Meadowbrook

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	\$ 49.56	=	\$435,335.04		annually

Billed Monthly As Follows:

2023	Days	Hours	Cost	2024	Days	Hours	Cost
July	31	744	\$36,872.64	January	31	744	\$36,872.64
August	31	744	\$36,872.64	February	29	696	\$34,493.76
September	30	720	\$35,683.20	March	31	744	\$36,872.64
October	31	744	\$36,872.64	April	30	720	\$35,683.20
November	30	720	\$35,683.20	May	31	744	\$36,872.64
December	31	744	\$36,872.64	June	30	720	\$35,683.20

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:

 52808720DF88468
 WVARF, Inc.

6/22/2023

 Date

 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**

A. BUILDING DESCRIPTION

Lawn Acreage	23.00
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 15.87	
Supervisor Taxes	13.50%	1.135
Direct Labor Wage	\$ 10.14	
Direct Labor Taxes	13.50%	1.135

C. Staffing Plan

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	56.00
	0.000
Total Time per day	64.00
Vac/sick/holiday - Supervisor (days)	30
Vac/sick/holiday - Direct labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 4,389.75
Supervision Vacation + Sick	\$ 360.25
Direct Labor Wage + Tax	\$ 19,633.57
Direct Labor Vacation + Sick	\$ 1,611.25
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 25,994.82

E. Supplies and Equipment - per month

Supplies	\$ 884.52	620.8
Equipment	\$ 1,701.23	673.76
Telephone	\$ 108.00	108
Uniforms	\$ 296.66	296.66
Gas and Oil	\$ 210.83	210.8 \$ 110 per acre
Maintenance Lawn Equipment	\$ 210.83	210.83 \$110 per acre

F. Overhead and Burden

9.5%	\$ 3,015.38
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G. Additional labor not included in the DL hours above.

Additional 20 days per year	\$ 1,407.40
Extra Lawn Care 258 hours	\$ 26,599.86

H. Annual Price to Customer \$ 435,335.04 annual
WVARF Fee
 (included in annual price above) \$ 17,831.52 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:** 25.HRA.006.24**CRP:** The Op Shop, Inc.**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - Meadowbrook 1-79 South and North

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:** 25.HRA.006.24**CRP:** The Op Shop, Inc.**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - Meadowbrook 1-79 South and North

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