

Chairman:
CRAG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

**Committee for the
Purchase of Commodities and Services
from the Handicapped**

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICE ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES
MAY 11, 1990 - 9:30 a.m.
SMALL P&P CONFERENCE ROOM WEST
VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at 9:30 a.m. Members in attendance were: Craig Greening; Q. J. Humphreys; Dennis C. Miller; Diana Stout; and John L. Parker; Ex Officio Members Dick Estill and Danny Myers; and guests Stephen King, Chief, Rehabilitation Facilities Development; and Debbie Bensey, Office Manager, WVARF.

Q. J. Humphreys motioned, seconded by Dennis Miller, that the minutes of the meeting of April 6, 1990, be approved. There being no additions, deletions, or corrections to the minutes, they were approved unanimously.

Since the Chairman, Craig Greening, had no formal report to the Committee, the first item on the agenda was a report from the Executive Secretary of the Committee. Mr. Estill's report dealt with a variety of issues, among them the gradual development of a "procurement list" which would merely entail a listing of existing contracts for commodities and services in effect along with the renewal date of each. Mr. Estill indicated to the Committee that the new purchasing law will go into effect on July 1, 1990, and indicated that Prison Industries is becoming more active in its marketing efforts, including production of a catalog of its commodities. Mr. Estill suggested that WVARF might want to consider a similar effort at some point in the future. There was also some discussion relative to possible inclusion of an abbreviated form of the Committee's procedures for establishing fair market prices in the soon to be published purchasing handbook. Mr. Estill indicated some contacts should be made fairly soon with either Mr. Riley or Mr. Carte who have primary responsibility for putting together the purchasing handbook.

The first contract presentation was for renewal of the microfilming statewide contract involving two facilities, Precision Services at Sutton and Preston County Sheltered Workshop at Reedsville. The overall contract calls for slightly lowered fees for the actual microfilming work per se, but it was necessary to authorize increases in document preparation as there were increases in the prevailing industry wages for this work. Two different CNAs--one in Florida and one in Pennsylvania--were contacted by Danny Myers and their prices for microfilming services were found to be in line with those Mr. Myers was submitting for Committee approval. Motion was made by John Parker and seconded by Dennis Miller to approve a new statewide contract for microfilming services. Motion passed unanimously.

The second contract presentation was at Southern West Virginia Community College classrooms just outside of Pineville, West Virginia. This contract calls for the Wyoming County Workshop at Maben to clean approximately 20,000 square feet at .7856 cents per square foot and involves a supervisor and one worker. Monthly costs to the facility is \$1309.36. Motion was made by John Parker, seconded by Diana Stout. Motion passed unanimously.

*All recommendations
Reported by
College Dept
not present etc*

The third contract presentation was for janitorial services at the state office building at Fairmont, West Virginia, which continues to be performed by the Marion County Opportunity Workshop. This contract involves janitorial services for 48,000 square feet at .8371 cents per square foot. Monthly costs of this contract is \$3348.38. This contract will henceforth be in the name of the CNA and calls for increases in the minimum wage and commensurate increases to fringe benefits. Motion was made by Dennis Miller, seconded by John Parker that this contract be approved. Motion passed unanimously. Also, this contract calls for one full-time supervisor, two full-time workers and a third worker one-half time.

The fourth contract presented to the Committee by the CNA was with the Department of Energy and called for janitorial service at their locations at 1615 Washington Street, East, and 306 Elizabeth Street. This contract involves 20,150 feet at approximately .8099 cents per square foot and monthly costs to the facility of \$1359.90. It also calls for one supervisor and two full-time workers. Motion was made by Q. J. Humphreys, seconded by Dennis Miller that the Committee approve this contract. Motion passed unanimously.

The fifth contract presented to the Committee was for a seven-item amenities kit between the Department of Commerce and Adena Industries, New Martinsville. Items in the kit are a shower cap, one ounce of hand and body lotion, a shoe shine cloth, 3 ounce bar of complexion soap, individually wrapped candy mints, a wicker basket, and a laundry tote bag. This continues to be a very small volume contract (approximately \$16,000 annually) and will remain in the name of Adena Industries, New Martinsville. Motion was made by Diana Stout, seconded by Dennis Miller, that this contract be approved. Motion passed unanimously.

The sixth contract considered by the Committee was for janitorial services performed by Shawnee Hills Industries for the West Virginia Air National Guard Base at Charleston, West Virginia. This contract consists of 68,037 square feet at an approximate cost per square foot of \$1.0430. It employs one supervisor, five full-time workers, and a sixth worker one-half time. The reason this contract is somewhat higher in cost per square foot than others recently approved by the Committee is because the janitorial services are performed in a variety of buildings scattered over more than fifty acres. Also, this contract will transfer for administration purposes from Shawnee Hills Industries and be in the name of the CNA. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The seventh contract considered by the Committee was for janitorial services performed by Shawnee Hills Industries for the Department of Highways at their Smith Street location. This contract consists of 41,971 square feet at an approximate cost per square foot of .8250 cents. This contract was performed for approximately .55 cents per square foot by Shawnee Hills Industries last year at a net loss of approximately \$1,000 monthly. It will employ one supervisor, two workers, and a floor crew. This contract likewise will be in WVARF's name. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved as presented. Motion passed unanimously.

The eighth contract considered by the Committee was for janitorial services performed by the Harrison County Association of Retarded Citizens at the state office building at Clarksburg, West Virginia. This contract involves approximately

58,403 square feet at an approximate cost per square foot of .8458 cents. It will employ a supervisor, three full-time workers, and a fourth worker one-half time. This contract renewal is for a monthly cost of \$4116.32. Motion was made by Q. J. Humphreys, seconded by Diana Stout, that this contract be approved. Motion passed unanimously.

The ninth contract presentation was for janitorial service to be performed by Shawnee Hills Industries at the Cultural Center. State employees formerly performed this work. Mr. Myers assured the Committee that no state workers would be displaced by this 186,868 square feet contract. He was given assurances that existing janitors would be transferred elsewhere within the Capitol Complex. Approximate cost of this contract is .8412 cents per square foot. It will employ a supervisor, and a crew of 11 handicapped workers. Monthly cost of this contract is \$13,098.87. Motion was made by Q. J. Humphreys, seconded by Dennis Miller, that this contract be approved. Motion passed unanimously.

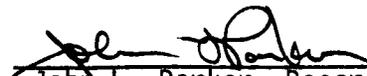
The tenth and final presentation to the Committee was not for its approval but for its information only. WVARF and Shawnee Hills Industries has been invited to submit a proposal to the West Virginia Department of Human Services to perform various temporary services for the Human Services Division in job categories, such as food stamp processors, general clerical workers, data entry workers, mail room workers, general laborers, and laborers. This could ultimately involve as many as 150 full-time employees at an annual contract cost of \$1,000,000. Between WVARF and Shawnee Hills, at least one and one-half equivalent employees would be needed for contract administration alone. After an extensive discussion of this enormous contract and its implications to the employment of many handicapped persons, Diana Stout moved that WVARF negotiate a contract to provide temporary employees to the Department of Human Services using reasonable latitude and present the results of negotiations to a subcommittee to be named by the Chairman. If the subcommittee approves the negotiated contract, then a quorum of membership shall be polled by telephone to rule on the fair market price for that contract. Motion was seconded by Dennis Miller and passed unanimously.

The next item on the Committee's agenda was a subcommittee report of procedural rules for determining fair market prices. This subcommittee consisted of Danny Myers, Diana Stout, and John Parker. After review of the procedures by Committee members, a motion was made by Diana Stout, "I move that these rules (fair market price) be adopted by the Committee for promulgation in accordance with legislative rulemaking, provided that the section on fair market price subcommittee be revised to establish special authorization." Motion was seconded by Q. J. Humphreys and passed unanimously.

The final item of business before the Committee was presented by Danny Myers. Mr. Myers felt that some safeguards were needed to ensure that proper bidding procedures are adhered to by facilities, especially in bidding larger volume contracts with the state. There was discussion relative to this being a standard practice in business and industry as well as with the state. John Parker motioned "that workshops must obtain three bids on equipment, supplies, maintenance, and subcontracted services in the event the business done with the State of West Virginia meets or exceeds \$50,000 per year under 5A-3-12 or, effective July 1, 1990, 5A-3-10 in accordance with policies established by the Committee." Q. J. Humphreys seconded, motion passed unanimously.

There being no further business to be brought before the Committee, the Committee was in adjournment with the time and place for its next meeting being June 14, 1990 at 9:30 a.m., at the Small P&P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman


John L. Parker, Recorder

MICROFILMING STATE WIDE CONTRACT PRICE LIST

	OLD PRICE	NEW PRICE

	Cost Per Document	
	unless noted	
SOURCE DOCUMENTS 8 1/2" x 5" to 8 1/2" x 14"		
1 Placed in microfilm jackets (microfiche)	.036	.044
2 Placed on 16mm roll film with spool	.03	.037
3 Placed on 16mm roll with cartridge	.032	.039
CHECK OR CHECK-SIZED DOCUMENTS		
4 Placed on 16mm roll film with spool	.013	.015
5 Placed on 16mm roll with cartridge	.014	.016
COMPUTER SHEETS, BURSTED		
6 Placed in microfilm jackets (microfiche)	.036	.044
7 Placed on 16mm roll film with spool	.03	.037
8 Placed on 16mm roll with cartridge	.032	.039
COMPUTER SHEETS, UNBURSTED		
9 Placed on 16mm roll film with spool	.026	.032
10 Placed on 16mm roll with cartridge	.028	.034
11 Placed in microfilm jackets (microfiche)	.037	.045
DRAWINGS, ENGINEERING: SIZES A TO E		
12 Film 35mm	.26	.316
13 Placed 35mm film in microfilm jacket	.41 /jacket	.50 /jacket
JACKET DUPLICATION		
14 16mm	.26 /jacket	.32 /jacket
15 35mm	.26 /jacket	.32 /jacket
DOCUMENT PREPARATION		
16 (See section E)	6.00 /hour	6.45 6.93/hour
17 INDEXING	6.00 /hour	6.93/hour
18 TRANSPORTATION OF DOCUMENTS	.45 /mile	.52 /mile

Rate Increase based on the following: Minimum Wage Increase from \$3.35 to \$3.80. FICA and Workmans Comp. increase from \$.42 an hour to \$.49. Maintenance agreement increased 5.5% (Documentation attached). Also added is an increase of 2% in CNA fees. No increase requested for other burden or overhead.

WVARF

DIRECT COST ANALYSIS
State Office Building Fairmont

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	Last Year	
Labor						
Supervisor	\$4.50	\$0.54	\$873.60	\$10,483.20	\$9,434.88	*
Worker #1	3.80	0.46	738.40	8,860.80	7,531.68	**
Worker #2	3.80	0.46	738.40	8,860.80	7,531.68	
1/2 Worker #3	3.80	0.46	369.20	4,430.40	3,765.84	
	sub total		\$2,719.60	\$32,635.20	\$28,264.08	
Chemicals	sub total		300.00	3,600.00	4,237.36	***
Facility Equipment/Overhead			200.00	2,400.00	3,498.56	****
Administrative Overhead			128.78	1,545.41	1,440.00	
	Grand Total		\$3,348.38	\$40,180.61	\$37,440.00	

Sq. Ft. Aproximate Cost per square foot
48,000 \$0.8371

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

- * Supervisor recieved 10% increase
- ** Workers 1-4 have received 13% minimum wage increase
- *** Materials cut by \$ 637.36
- **** Equipment, travel, and other overhead cut by \$1,098.56

Facility
Less WVARF
\$0.8036

Facility
Payment
\$38,635.20 Annual
\$3,219.60 Monthly

WVARF

DIRECT COST ANALYSIS

Department of Energy 1615 Washington St. East and 306 Elizabeth Street

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Supervisor	\$4.50	\$0.54	No Charge	No Charge	1/2 hr. per day
Worker #1	3.80	0.46	738.40	8,860.80	Full Time
Worker #2	3.80	0.46	369.20	4,430.40	1/2 time

	sub total		\$1,107.60	\$13,291.20
Chemicals	sub total		150.00	1,800.00
Facility Equipment/Overhead			50.00	600.00
Administrative Overhead			52.30	627.65
Grand Total			\$1,359.90	\$16,318.85

Sq. Ft. Aproximate Cost per square foot
 20,150 \$0.8099

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

Facility
 Less WVARF
 \$0.7775

Facility
 Payment
 \$15,691.20 Annual
 \$1,307.60 Monthly

*FAX #
 348 - 2452
 Sugie Roberts*

Chairman:
CRAIG A. GREENING
 Members:
G. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
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**Committee for the
 Purchase of Commodities and Services
 from the Handicapped**

ROOM E-108
 STATE CAPITOL BUILDING
 CHARLESTON, WEST VIRGINIA 25305-0139

Ex Office Members:
DICK ESTILL
 Executive Secretary
DANNY MYERS
 Executive Director
 West Virginia Association
 Rehabilitation
 Facilities

Debbie

*Personal
 Care*

DEPARTMENT OF COMMERCE
 AMMENITIES PROGRAM
 COST ANALYSIS *Monsieur*

ITEM	DESCRIPTION	CURRENT STATE PRICE	NEW STATE PRICE
1.	Shower Cap Custom Wrap, 12/pkg.	\$1.20 per 12	\$1.25 per 12
2.	1 oz. Hand & Body Lotion Custom Wrap-12/pkg-144/cs.	\$2.76 per 12	\$2.87 per 12
3.	Shoeshine Cloth 50/pkg.	\$3.00 per 50	\$3.22 per 50
4.	3 oz. Bar Complexion Soap Custom Wrap 500/cs	\$35.00 per 500	\$36.66 per 500
5.	Brachs Candy Mints Individually Wrapped 1 lbs. pkg.	\$1.72 per lbs.	\$1.82 per lbs
6.	Wicker Basket 12/pkg.	\$3.84 per 12	\$3.99 per 12
7.	Laundry Tote Bag Custom Label, 12/pkg.	\$.18 per 12	\$0.21 per 12

*-Positively
 need to be
 in contact
 for all items*

DIRECT COST ANALYSIS
Cultural Center Complex

Recommend # of Employees at 15,000 sq. ft. per person 12.5

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Supervisor	\$4.25	\$0.51	\$825.07	\$9,900.80
Worker #1	3.80	0.46	738.40	8,860.80
Worker #2	3.80	0.46	738.40	8,860.80
Worker #3	3.80	0.46	738.40	8,860.80
Worker #4	3.80	0.46	738.40	8,860.80
Worker #5	3.80	0.46	738.40	8,860.80
Worker #6	3.80	0.46	738.40	8,860.80
Worker #7	3.80	0.46	738.40	8,860.80
Worker #8	3.80	0.46	738.40	8,860.80
Worker #9	3.80	0.46	738.40	8,860.80
Worker #10	3.80	0.46	738.40	8,860.80

\$22,672 of above is for 5 workers at 1.5 times for weekends

Labor sub total	\$8,209.07	\$98,508.80
Chemicals	1,200.00	14,400.00
Facility Equipment & Overhead	1,500.00	18,000.00
Administrative Overhead	436.36	5,236.35
Grand Total	\$11,345.43	\$136,145.15

Sq. Ft. Aproximate Cost per square foot
186,868 \$0.7286 For coverage 9-5 Mon-Fri, 1-5 Sat & Sun

Except for theater (see below) \$6.00 Per Man hour will be charged for events after 5 pm.
A fee of \$ 38 will be charged for clean up of theater and BRs per event.

PAID OUT OF FACILITY OVERHEAD

Vacations	\$3,788.80
3 months(April-May 91) Minumum Wage Increase	\$2,340.00
Equipment amortization at 5 year life (4 sweepers @440, 2 buffers @1800, 1 side by side @ 950) 5 bucket kits @90)	\$1,352.00 per year
3 months week end min. wage increase at 1.5	\$936.00
	\$8,416.80

WVARF

DOH Main #5
complex ?

DIRECT COST ANALYSIS
DOH SMITH STREET

	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Labor				
Supervisor	\$4.25	\$0.51	\$873.60	\$10,483.20
Worker #1	3.80	0.46	738.40	8,860.80
Worker #2	3.80	0.46	738.40	8,860.80
Floor Crew	3.80	0.46	85.20	1,022.40
	sub total		\$2,435.60	\$29,227.20
Chemicals	sub total		276.57	3,318.84
Facility Equipment/Overhead			62.50	750.00
Administrative Overhead			110.99	1,331.84
	Grand Total		\$2,885.66	\$34,627.88

see 6/21/91

Sq. Ft. Aproximate Cost per square foot
41,971 \$0.8250

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

WVARF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Danny K. Myers, M.A.
WVARF Executive Director

Facility
Less WVARF
\$0.7920

Facility
Payment
\$33,296.04 Annual
\$2,774.67 Monthly

Chairman:
CRAIG A. GREENING
Members:
G. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
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**Committee for the
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Facilities

AGENDA

Small P & P Conference Room
West Virginia Division of Rehabilitation Services
Institute, West Virginia

May 11, 1990

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
 - A. Quarterly Status Report
 - B. Status of Procurement List Committee
 - C. Status of Monthly Report Data Base
- VI. Contract Presentation from CNA
 - A. Microfilm Services - Precision Services and Preston County Sheltered Workshop
 - B. Amenities Kit for Adena Industries
 - C. Other Contracts
- VII. Unfinished Business
 - A. Response to Wyoming County Sheltered Workshop and Buckhannon-Upshur Work Adjustment Center Letter Attached to March 12, 1990, Minutes
 - B. Subcommittee Report on Committee Rules
- VIII. New Business
- IX. Other Business
- X. Adjournment