

**Chairman:**  
CRAIG 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:**  
DICK ESTILL  
Executive Secretary  
DANNY MYERS  
Executive Director  
West Virginia Association  
Rehabilitation  
Facilities

MINUTES  
OCTOBER 29, 1990  
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, John L. Parker, and Diana Stout. Ex officio Members in attendance were Danny Myers and Dick Estill.

Q. J. Humphreys motioned, seconded by Dennis Miller, that the minutes of the meeting of September 20, 1990, be approved. There being no additions, deletions, or corrections, they were approved unanimously.

The first order of business was a report by the Chairman. Craig Greening reported on a recent West Virginia Association of Rehabilitation Facilities quarterly meeting that included participation by a guest from the New Jersey Association of Rehabilitation Facilities. The New Jersey ARF administers a complete State Use program with sales of approximately \$2.8 million. The New Jersey ARF has six full-time staff members, 4.5 of whom devote their energies to CNA activities.

The next order of business before the Committee was contract presentations. WVARF and Shawnee Hills Industries recently negotiated a statewide contract for mail pre-sorting which included: first-class, letter size--\$20.80 per M; bulk mailing with zip code summary report--\$16.64 per M; and bulk mailing without zip code summary report--\$31.20 per M. Related mailing services included the following: Label affixing by hand--\$10.93 per M; adding postage imprint by meter--\$10.40 per M; inserting in envelopes--\$10.93 per M.; fold 8 1/2 x 11 by machine--\$5.46 per M; label affixing by machine--\$5.82 per hour; miscellaneous labor at time of labor shortage--\$5.82 per hour. Added language to the contract is that the rates are based on current postal rate. Volume is anticipated to be 20,000 pieces daily. Diana Stout moved, seconded by Q. J. Humphreys, that this contract be approved. The contract was approved unanimously by the Committee.

The second contract presentation was for janitorial services at the Air National Guard Base at Martinsburg, West Virginia. This contract calls for a supervisor and seven workers and involves cleaning approximately 84,708 square feet at a cost of approximately \$1.0725 per square foot and for an April 1991 minimum wage increase. The contract includes work in 13 different buildings and does not include consumable supplies, such as tissues, soap, etc. Yearly cost of the contract is \$90,848.58. Motion was made by Diana Stout, seconded by Q. J. Humphreys, that the contract be approved. Motion passed unanimously.

The third contract presentation was a previously tabled janitorial contract at the Public Services Commission building involving approximately 27,500 square feet of space. Diana Stout motioned that this contract be approved at \$35,076 as the fair market price and that the square footage of the building be confirmed through the Director of Purchasing. Dennis Miller seconded this motion. Motion passed unanimously.

Under unfinished business, Q. J. Humphreys motioned that the Chairman and Recorder meet separately to prepare a budget request to Secretary Polan for the next fiscal year. Diana Stout seconded the motion. Motion was passed unanimously by the Committee.

The final order of unfinished business was a progress report on a manual for work centers which is being prepared primarily by Danny Myers. This manual includes the purchasing law and CNA forms. Diana Stout and John Parker will lend assistance with the project. Mr. Myers also presented a format for information for the annual report which includes data on disability type, hours of labor performed, and dollar volume by facility of contracts. Mr. Myers presented a memorandum to the Committee relative to reporting requirements and needed policies. This report detailed general reporting problems, problems with filling CNA forms and internal changes that need to be made by the CNA.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Tuesday, November 27, 1990, at 9:30 a.m. at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

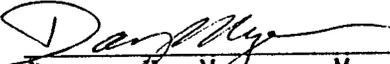
\_\_\_\_\_  
Craig A. Greening, Chairman

  
\_\_\_\_\_  
John L. Parker, Recorder



**West Virginia Association of Rehabilitation Facilities, Inc.**

WVARE agrees to provide the following services at the prices quoted subject to approval by the Governors Committee on the Purchase of Commodities and Services from the Handicapped:

  
Danny K. Myers, M. A.  
Executive Director

All prices are per thousand except hourly rates.

I. First-Class Mail (Letter Size) Presort  
Random Sequence Envelopes #6 through #12 \$20.80 Per M  
This item is bulk discounted to F & A from our  
regular price of \$21.85.

There will be a charge back for non-qualifying  
first class based on current postal rates  
Current rate is \$.04 each for mail in this class.

II. Bulk/Third-Class Mail

Bulk Mailing with ZIP Code Summary Report.....	\$16.64	Per M
Bulk Mailing without ZIP Code Summary Report....	\$31.20	Per M

III. Related Mailing Services

The Vendor will provide related mailing services  
other than presorting of Zip Code Mail as follows:

A. Label Affixing By Hand, Pressure Sensitive....	\$10.93	Per M
B. Adding Postage Imprint by Meter.....	\$10.40	Per M
C. Inserting Into Envelopes.....	\$10.93	Per M
D. Fold 8 1/2 x 11 by machine. F & A to pick up and deliver to Parkersburg Location.	\$5.46	Per M
E. Label Affixing by Machine (F & A Machine).....	\$5.82	Per Hour
F. Miscellaneous Labor at time of labor shortage.	\$5.82	Per Hour

IV. Insufficient Postage Fee. Metering fee above  
plus 6% of postage affixed (Does not include  
residual mail charge back).

WVARF agrees to provide the following services at the prices quoted subject to approval by the Governors Committee on the Purchase of Commodities and Services from the Handicapped:

Danny K. Myers, M. A.  
Executive Director

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GOVERNOR'S COMMITTEE  
FOR THE PURCHASE OF COMMODITIES AND SERVICES  
FROM THE HANDICAPPED

AGENDA

Small P & P Conference Room  
WV DRS Complex  
Institute, West Virginia

October 29, 1990

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
  - A. American Disabilities Act
  - B. NARF
- V. -Report of Executive Secretary
- VI. Contract Presentation from CNA
  - A. First Class Mail Presort
  - B. Other *AIR GUARD*
- VII. Unfinished Business
  - A. Manual for Work Centers
  - B. Annual Report
- VIII. New Business
- IX. Other Business
- X. Adjournment