

**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

January 3, 1991  
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. by its Chairman. Members in attendance were Craig Greening, Q. J. Humphreys, Dennis Miller, John Parker, and Diana Stout. Ex officio members in attendance were Danny Myers and Dick Estill. Invited guest was Amy Hutchinson from the Department of Administration.

Diana Stout motioned, seconded by John Parker, that the minutes of the meeting of November 27, 1990, be approved. There being no additions, deletions, or corrections, they were approved unanimously.

The Chairman's report consisted of an examination of the Annual Report to the Governor and the legislative leadership which was prepared by him. Additional copies of this report are available from the Recorder. All members of the Committee were encouraged by the Chairman to fill out their respective Ethics Commission financial disclosure statements and return them promptly.

The Executive Secretary reported to the Committee on data automation activities underway in the Purchasing Division.

The first contract presentation was a janitorial contract between the Employment Security Office in Summersville and the Sheltered Workshop of Nicholas County. This contract involves one supervisor and one worker, consists of 9,000 square feet at an approximate cost of \$.8151 per square foot, totalling \$7,336.06 per annum. A motion was made by John Parker, seconded by Dennis Miller, that this contract be approved. The Committee approved it unanimously.

The second contract presentation involved the Employment Security Commission and the Hancock County Sheltered Workshop for janitorial service. This contract provides one worker and one supervisor part time at a monthly cost of \$622.65 and a yearly cost of \$7,471.71. This involves two workers at two hours daily. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. The Committee approved it unanimously.

The third contract presented to the Committee was for janitorial services for the Employment Security Commission at Charleston. This contract consists of approximately 54,000 square feet, involves a supervisor and three workers at an approximate cost of \$.8377 per square foot. Annualized cost of this contract is \$45,233.34. This is a contract renewal with nearly all of the increase due to increases in the minimum wage. Motion was made by Q. J. Humphreys, seconded by Dennis Miller, that this contract be approved. The Committee approved it unanimously.

A motion was made by Dennis Miller that future contract presentations by the CNA contain old contract prices in the case of renewals, which would be the responsibility of the CNA to obtain. Mr. Miller also motioned that other new contract presentations that are not performed by rehabilitation facilities contain the previous year's price information and that the collection of this information be the responsibility of the Executive Secretary, Dick Estill. Motion was seconded by Diana Stout and passed unanimously by the Committee. A request was also made that the CNA obtain square foot information on janitorial contracts and full-time equivalency worker information.

Under unfinished business, Danny Myers reported that work is completed on the Committee for the Purchase of Commodities and Services from the Handicapped, Operations and Policy Manual. It is ready to be issued to facilities. He also noted that the West Virginia Association of Rehabilitation Facilities quarterly meeting is scheduled for January 16 and 17 at the Elk River Town Center Inn and invited all Committee members to attend. He also encouraged all Committee members to attend WVARF's Legislative Breakfast to be held at the same place at 7:30 a.m. on January 17, 1991. Members of the Committee will be introduced from the audience at that time.

John Parker and Craig Greening reported to the Committee that a budget has been submitted to the Department of Administration for the Committee for \$7,200. The Committee now has an account number with the Auditor's Office, and if the Department of Administration's budget is approved by the Legislature, the Committee will have funds allocated to it.

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 Thursday, February 14, 1991, at 9:30 a.m. in the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

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Craig A. Greening, Chairman

  
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John L. Parker, Recorder

DIRECT COST ANALYSIS  
 Building 6 Complex  
 January 1, 1991 - December 31, 1991

*see June 91*

	Per Hour	Per Hour 20% Fringe	Per Month	Annual	
Labor					
Supervisor	\$4.50	\$0.90	\$936.00	\$11,232.00	
Worker #1	3.80	\$0.76	790.40	9,484.80	
Worker #2	3.80	\$0.76	790.40	9,484.80	
Worker #3	3.80	\$0.76	790.40	9,484.80	
Worker #4	3.80	\$0.76	790.40	9,484.80	
Worker #5	3.80	\$0.76	790.40	9,484.80	
Worker #6	3.80	\$0.76	790.40	9,484.80	
Worker #7	3.80	\$0.76	790.40	9,484.80	
Worker #8	3.80	\$0.76	790.40	9,484.80	
Worker #9	3.80	\$0.76	790.40	9,484.80	
Worker #10	3.80	\$0.76	790.40	9,484.80	
Worker #11	3.80	\$0.76	790.40	9,484.80	
Worker #12	3.80	\$0.76	790.40	9,484.80	
Supervisor	0.35	\$0.07	54.60	655.20	4/91 Minimu
Worker #1	0.45	\$0.09	70.20	842.40	Wage Increa
Worker #2	0.45	\$0.09	70.20	842.40	6 months
Worker #3	0.45	\$0.09	70.20	842.40	
Worker #4	0.45	\$0.09	70.20	842.40	
Worker #5	0.45	\$0.09	70.20	842.40	
Worker #6	0.45	\$0.09	70.20	842.40	
Worker #7	0.45	\$0.09	70.20	842.40	
Worker #8	0.45	\$0.09	70.20	842.40	
Worker #9	0.45	\$0.09	70.20	842.40	
Worker #10	0.45	\$0.09	70.20	842.40	
Worker #11	0.45	\$0.09	70.20	842.40	
Worker #12	0.45	\$0.09	70.20	842.40	

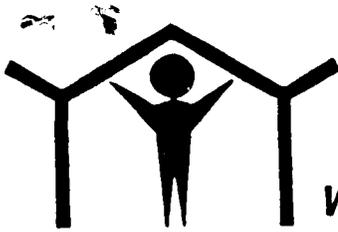
Labor	sub total	\$11,317.80	\$135,813.60
Chemicals		\$750.00	\$9,000.00
Facility Equipment/Overhead		\$400.00	\$4,800.00
Administrative Overhead		\$498.71	\$5,984.54
Grand Total		\$12,966.51	\$155,598.14

Sq. Ft.            Approximate Cost per square foot  
 199,000            \$0.7819

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.





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

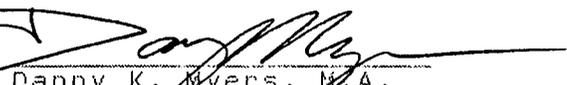
DIRECT COST ANALYSIS  
 West Virginia Air National Guard, Martinsburg WV.  
~~October 1, 1990 - Sept 31, 1991~~  
 Nov. Oct

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Labor					
Supervisor	\$4.50	\$0.54	\$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	
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	
Supervisor	0.35	\$0.04	33.80	405.60	4/91 Minimum
Worker #1	0.45	\$0.05	43.33	520.00	Wage Increase
Worker #2	0.45	\$0.05	43.33	520.00	6 months
Worker #3	0.45	\$0.05	43.33	520.00	
Worker #4	0.45	\$0.05	43.33	520.00	
Worker #5	0.45	\$0.05	43.33	520.00	
Worker #6	0.45	\$0.05	43.33	520.00	
Worker #7	0.45	\$0.05	43.33	520.00	
Worker #8	0.45	\$0.05	43.33	520.00	
Labor sub total			\$7,161.24	\$85,935.20	
Chemicals			\$600.00	\$7,200.00	
Facility Equipment/Overhead			\$300.00	\$3,600.00	
Administrative Overhead			\$322.45	\$3,869.41	
Grand Total			\$8,383.69	\$100,604.61	
Sq. Ft.	Approximate Cost per square foot				
84,708			\$1.1877		

901 848.58  
 Revised &  
 change  
 specs.  
 All cost  
 mml

THIS CONTRACT IS BID WITHOUT PROFIT. IT INCLUDES WORK IN 13 DIFFERENT BUILDINGS. CONSUMABLE SUPPLIES I.E. (TISSUE, SOAP ETC) NOT INCLUDED.

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, W.A.  
 WVARF Executive Director



DIRECT COST ANALYSIS  
 ESC WEIRTON  
 Work to be Done by Hancock County

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Supervisor	\$4.50	\$0.54	\$218.40	\$2,620.80	
Worker #1	3.80	\$0.46	184.60	2,215.20	
Supervisor	0.35	\$0.04	12.68	152.10	4/91 Minimu
Worker #1	0.45	\$0.05	16.25	195.00	Wage Increa
sub total			\$431.93	\$5,183.10	
Chemicals/Carpet Cleaning Sub			75.75	909.00	
Facility equipment overhead			91.02	1,092.24	
Administrative overhead			23.95	287.37	
Grand Total			\$622.65	\$7,471.71	

*Man hours*  
*approx square feet*

This statement is based on service for four hours per day.  
 (supervisor 2 hours and one worker 2 hours).

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	\$598.70	\$7,184.34
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DIRECT COST ANALYSIS  
ESC CHARLESTON

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Labor					
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	
Supervisor	0.35	0.04	50.70	608.40	Minmum
Worker #1	0.45	0.05	65.00	780.00	Wage Increa
Worker #2	0.45	0.05	65.00	780.00	April 91
Worker #3	0.45	0.05	65.00	780.00	
	sub total		\$3,285.97	\$39,431.60	
Chemicals	sub total		276.00	3,312.00	
Facility Equipment/Overhead			62.50	750.00	
Administrative Overhead			144.98	1,739.74	
	Grand Total		\$3,769.45	\$45,233.34	

Sq. Ft.                      Aproximate Cost per square foot  
54000                              \$0.8377

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.

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

Facility	<del>Facility</del>
Less WVARF	<del>Payment</del>
\$0.8041	<del>\$43,493.60 Annual</del>
	<del>\$3,624.47 Monthly</del>