

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

April 10, 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 Acting Chairman, Q. J. Humphreys. Members in attendance were: Q. J. Humphreys; Amy Hutchinson, alternate for Diana Stout; John Parker; and Everette Sullivan. Ex officio members in attendance were Deborah Bensey, Director of Operations for the CNA, and Dick Estill, Executive Secretary of the Committee. Invited guest was Stephen King, Chief of Facility Services, Division of Rehabilitation Services.

Everette Sullivan moved, seconded by Amy Hutchinson, that the minutes of the meeting of March 14 be approved. Minutes were approved unanimously.

Before contract presentations, Q. J. Humphreys asked for an update on the Committee's budget for FY 91-92. The budget will consist of a \$5,000 appropriation to the Committee.

Since there was no Chairman's report, the first agenda item was contract presentations. The first was a janitorial contract renewal totalling 110,800 sq. ft. in the State Capitol Complex. Buildings included were #4, #16, #17, and the Travel Management Office. The new bid amount is \$.9146 per sq. ft. In addition to a full-time supervisor, the contract employs seven and one-half FTE workers. The increase to the contract was to adjust for the increase in the minimum wage to \$4.25 per hour. Motion was made by John Parker, seconded by Everette Sullivan that the contract be approved; motion passed unanimously.

The second contract presentation was between the Department of Commerce and the CNA for amenities kit. The facility providing the amenities kit is Adena Industries--New Martinsville. The overall contract involves a 10 percent increase for the direct labor component of the contract. The increase was computed by allocating 6.5 percent to the consumer price index and 3.5 percent to the increase in the minimum wage. Motion was made by John Parker, seconded by Everette Sullivan, that the contract be approved; contract was approved unanimously.

The third contract presentation was for the State Office Building Complex in Beckley to be performed by the Community Mental Health/Mental Retardation Center. It was necessary that the Committee table this contract presentation as the facility proposing to do the janitorial work has not been formally approved by the Committee. The MH/MR Center will perform the janitorial work on an interim basis until the Committee finalizes its methods for approving facilities serving the handicapped, not formally approved by the Division of Rehabilitation Services. Motion to table was made by Everette Sullivan; seconded by John Parker; Committee approved unanimously.

The fourth contract presentation was for janitorial services at the Air Pollution Control Commission at 1558 Washington Street. The work was to be performed by a supervisor and one worker and consisted of 10 worker hours per day, five days per week. Everette Sullivan moved, seconded by John Parker, that the contract be tabled as the proposal worked up had not been approved by the purchasing agent for the Air Pollution Control Commission. Motion passed unanimously.

*ced
business*

The fifth contract proposal consisted of the State Office Building Complex in Parkersburg, West Virginia. Because of an administrative oversight, this paperwork did not make it to the Committee during its August or September meetings. The Sheltered Workshop of Wood County has been performing the contracts satisfactorily since that time. The contract involves a supervisor and 1.5 FTE workers. Annualized cost is \$31,262.40. Motion was made by John Parker, seconded by Everette Sullivan, that the contract be approved. Motion passed unanimously.

*4401
McCorkle
(Print shop)*

The final two contracts are newly procured by the CNA for Shawnee Hills Industries for janitorial services. The work is for the Employment Security Commission. The space is 10,584 sq. ft. at approximately \$.7912, involving a supervisor and one worker. Motion was made by Everette Sullivan, seconded by John Parker, that the contract be approved; motion passed unanimously.
697.84, 8,374.08

The final contract presentation was with the Division of Personnel at 5790-A MacCorkle Avenue, with the work to be performed by Shawnee Hills Industries. This contract involves a supervisor two hours daily and one worker two hours daily. Janitorial work is to be provided for 8,960 sq. ft. for \$.7981. Motion was made by John Parker, seconded by Everette Sullivan that the contract be approved; motion was passed unanimously.
595.92 7,701.04

There was a general discussion by the Committee relative to the continued capability of Shawnee Hills Industries to assume increasingly more janitorial service work. There were natural concerns among Committee members that if their capabilities become over-taxed, the quality of their work might suffer. A need exists to systematically evaluate janitorial services and contracts particularly in the Capitol Complex area. The Committee would do well to focus its energies in this most important area very soon to avert any potential problems.

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, May 23, 1991, 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
John L. Parker, Recorder



West Virginia Association of Rehabilitation Facilities, Inc.

J.L. /

DIRECT COST ANALYSIS
Building Commission Capital Complex
BUILDINGS 4, 16, 17, & Travel Management

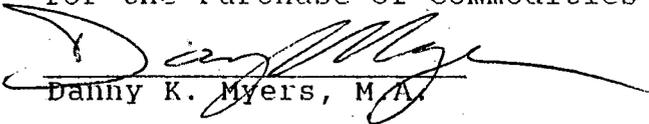
	Per Hour	Per Hour 12% Fringe	Per Month	New Annual Annual	Last Years Annual
Labor					
Supervisor	\$4.75	\$0.57	\$922.13	\$11,065.60	\$10,483.20
Worker #1	4.25	0.51	825.07	9,900.80	8,860.80
Worker #2	4.25	0.51	825.07	9,900.80	8,860.80
Worker #3	4.25	0.51	825.07	9,900.80	8,860.80
Worker #4	4.25	0.51	825.07	9,900.80	8,860.80
Worker #5	4.25	0.51	825.07	9,900.80	8,860.80
Worker #6	4.25	0.51	825.07	9,900.80	8,860.80
Worker #7	4.25	0.51	825.07	9,900.80	8,860.80
1/2 Worker #8	4.25	0.51	412.53	4,950.40	4,430.40

	sub total		\$7,110.15	\$85,321.60	\$76,939.20
Chemicals	sub total		650.00	7,800.00	7,800.00
Facility Equipment/Overhead			419.57	5,034.88	5,034.88
Administrative Overhead			327.19	3,926.26	3,590.96
Grand Total			\$8,506.91	\$102,082.74	\$93,365.04
Sub total travel Management			61.79	741.49	674.08
Sub total 4,16,17			\$8,445.12	\$101,341.25	\$92,690.96

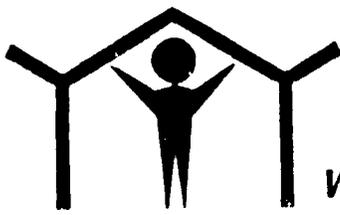
Sq. Ft. Aproximate Cost per square foot
 110,800 \$0.9146 new amount \$0.8426 old amount

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

WVAREF 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.

This contract has been adjusted \$.45 hour for new minimum wage



West Virginia Association of Rehabilitation Facilities, Inc.

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Department of Commerce Ammenities Kits and Products

Item #	Description	Unit*	Old Price	New Price Requested	Last Year Total Sales
1	Shower Cap	dz	1.25	\$1.38	\$590.00
2	Hand Lotion	dz	2.87	\$3.16	\$218.12
3	Shoe Shine Cloth	50 pac	3.22	\$3.54	\$64.40
4	Bar Soap	500	36.66	\$40.33	\$2,969.46
5	Mint Candy	lb	1.82	\$2.00	\$979.16
6	Baskets	dz	3.99	\$4.39	\$39.90
7	Fold tote bag	dz	0.21	\$0.23	\$160.65

\$5,021.69

Total increase 10% (6.5% Consumer Price Index, 3.5% Mininum wage hike)
CPI used to determine materials component, MW for labor component

Above are the prices we are requesting to be set by the Governor's Committee which meets on April 10. As per committee rules we are submitting our request to you in advance of the meeting in order to give you an opportunity to comment. If we do not hear from you prior to the meeting we will assume that you concur with our request. Please call Debbie Bensey at 766-4894 if you wish to make a comment or have any questions.


Danny K. Myers, Executive Director



Mental Health can do
 on interim basis
 until we certify then Gov. Comm. will act

J.L. Tabled for now
 postponed

West Virginia Association of Rehabilitation Facilities, Inc.

DIRECT COST ANALYSIS
 State Office Building Beckley
 Contact Jodie Canterberry 256-6980

may 1, 1992

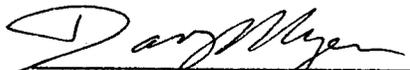
	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Labor				
Supervisor	\$4.75	\$0.57	\$922.13	11,065.60
Worker #1	4.25	0.51	825.07	9,900.80
Worker #2	4.25	0.51	825.07	9,900.80
Worker #3	4.25	0.51	825.07	9,900.80

	sub total		\$3,397.34	\$40,768.00
Chemicals	sub total		50.00	600.00
Facility Equipment/Overhead			50.00	600.00
Administrative Overhead			139.89	1,678.72
	Grand Total		\$3,637.23	\$43,646.72

Sq. Ft. Aproximate Cost per square foot
 45,100 \$0.9678

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

J.C

Tabled

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DIRECT COST ANALYSIS
 Air Polution Control 1558 Washington St.
 Work to be Done by Shawnee Hills
 Starting ~~April 1, 1991~~ July 1, 1991
 Approximate square footage 11000 sq.ft.
 Contact John Benedict 348-0430 Fax 348-3287

	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Labor				
Supervisor	\$4.50	\$0.54	\$546.00	\$6,552.00
Worker #1	4.25	\$0.51	515.67	\$6,188.00
			-----	-----
sub total			\$1,061.67	\$12,740.00
Chemicals			75.00	900.00
Equipment			50.00	600.00
Administrative overhead			47.47	569.60
			-----	-----
Total			\$1,234.14	\$14,809.60

14,809.64
Contract

This Contract is Bid at cost i.e. without Profit.

Disposables supplied by State of WV. This quote is based on 10 man hour per day X 5 days. Vendor may use a crew to provide labor.

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



West Virginia Association of Rehabilitation Facilities, Inc.

J.C. 5

DIRECT COST ANALYSIS
STATE OFFICE BUILDING PARKERSBURG
Wood County Sept. 15, '90-- Sept 14, '91

	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
1/2 Worker #2	3.80	0.46	369.20	4,430.40
Supervisor	0.35	0.04	33.80	405.60 Minmum
Worker #1	0.45	0.05	43.33	520.00 Wage Increase
1/2 Worker #2	0.45	0.05	21.67	260.00 April 91
			-----	-----
sub total			\$2,080.00	\$24,960.00
Chemicals sub total			125.00	1,500.00
Facility Equipment/Overhead			300.00	3,600.00
Administrative Overhead			100.20	1,202.40
			=====	=====
Grand Total			\$2,605.20	\$31,262.40

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

WVAREF 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.
WVAREF Executive Director

J.C.

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DIRECT COST ANALYSIS
 ESC Office 4401 McCorkle
 Work to be Done by Shawnee Hills
 Starting April 1, 1991
 Approximate square footage 10584 sq.ft.
 Contact Rose Barker

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Supervisor	\$4.75	\$0.57	\$288.17	\$3,458.00
Worker #1	4.25	\$0.51	257.83	\$3,094.00

sub total			\$546.00	\$6,552.00
Chemicals			75.00	900.00
Equipment			50.00	600.00
Administrative overhead			26.84	322.08

Total			\$697.84	\$8,374.08

This Contract is Bid at cost i.e. without Profit.

Disposables supplied by State of WV. This quote is based on 5 man hours per day X 5 days. Vendor may use a crew to provide labor.

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

DIRECT COST ANALYSIS

Division of Personell 5790A McCorkle

Work to be Done by Shawnee Hills

Starting April 1 1991

	Per Hour	Per Hour 20% Fringe	Per Month	Annual
Labor				
Supervisor	\$4.75	\$0.95	\$247.00	\$2,964.00
Worker #1	4.25	\$0.85	221.00	\$2,652.00

	sub total		\$468.00	\$5,616.00
Chemicals			45	540.00
Facility equipment/overhead			60.00	720.00
Administrative overhead			22.92	275.04
	Grand Total		\$595.92	\$7,151.04

Consumables (towels, tissue, can liners) supplied by State Agency
 This statement is based on service for four hours per day.
 (supervisor 2 hours and one worker 2 hours).



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

8960 Sq. Feet
 Private Industry bid for 3 hours or less \$562.09 by Danny's Custodial