

*Next meet June 29th*

**Chairman:**  
**CRAIG A. GREENING**  
**Members:**  
**G. 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**

*Notification letters have been mailed to PAO & Foulkes on 5/29/90 DKM.*  
AGENDA

Small P & P Conference Room  
W.V. Division of Rehabilitation Services Complex  
Institute, West Virginia

May 23, 1991

- I. 9:30 Roll Call
- ✓ II. Approval of Minutes of Previous Meeting
- ✓ III. Treasurer's Report
- ✓ IV. Report of Chairman  
J.C.D.C. Update
- ✓ V. Report of Executive Secretary
- ✓ VI. Contract Presentation from CNA
  - A. Capitol Complex, Old Holly Mansion (new)
  - B. D.O. Energy 1615 Wash. St. E., 1600 Wash. St. E., and 306 Elizabeth Street (renew)
  - C. State Office Building Clarksburg (renew)
  - D. Employment Security Logan Co. (new)
  - E. Employment Security Moorefield. (new)
  - F. State Office Building Fairmont (renew)
  - G. Employment Security 734 4th Ave Huntington (new)
  - H. Cultural Center Complex (renew)
  - I. Mailing list maint. Forestry /Price List (new)
  - J. WVU PRESORT (Kerner)
- ✓ VII. Unfinished Business  
D.O.H. Rest stops
- VIII. New Business
  - A. Vendor Complaints: Shawnee Hills, Goodwill DHHR, Martinsburg DHHR
  - B. CNA Quality Control Procedures
  - C. Notification after Committee Approval
  - D. "One Shot" Contracts
  - E. Approving Work Centers not approved by WVDRS
  - F. Work Center's Capability, and "How to Determine"
  - G. Other POLITICAL SUBDIVISIONS
- IX. Other Business
- X. Adjournment

*Pol committee*  
*Pol committee*  
*Pol. Comm.*

Chairman:  
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 Facilities

GOVERNORS COMMITTEE  
 DIRECT COST ANALYSIS

Old Holly Mansion  
 Work to be Done by Shawnee Hills  
 Starting MAY 15, 1991  
 Approximate square footage 7400  
 Contact Dan Gilcrest

|            | Per Hour | Per Hour<br>12% Fringe | Per Month | Annual     |                 |
|------------|----------|------------------------|-----------|------------|-----------------|
| Labor      |          |                        |           |            |                 |
| Supervisor | \$4.75   | \$0.57                 | \$345.80  | \$4,149.60 | 3 hours per day |
| Worker #1  | 4.25     | \$0.51                 | 309.40    | \$3,712.80 | 3 hours per day |

|                |                                  |  |               |                 |  |
|----------------|----------------------------------|--|---------------|-----------------|--|
|                | sub total                        |  | \$655.20      | \$7,862.40      |  |
| Chemicals      |                                  |  | 40.00         | 480.00          |  |
| Equipment      |                                  |  | 100.00        | 1,200.00        |  |
| Administration |                                  |  | 31.81         | 381.70          |  |
|                | Total                            |  | \$827.01      | \$9,924.10      |  |
|                | <i>Facility</i>                  |  | <i>795.20</i> | <i>9,542.40</i> |  |
|                | Approximate cost per square foot |  | \$1.34        |                 |  |

Note that sq.ft prices on buildings below 30,000 sq.ft. are not accurate reflections of the labor needed to accomplish the task.

Disposables supplied by State of WV. This quote is based on 6 man hours per day X 5 days. Vendor may use a crew to provide labor.

**Chairman:**  
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**Members:**  
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MINUTES

May 23, 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 Chairman Craig A. Greening. Members in attendance were Q. J. Humphreys, Dennis Miller and alternate Barbara Cooper, John Parker, and Everette Sullivan. Ex officio members in attendance were Dick Estill and Danny Myers. Invited guest was Stephen R. King, Chief of Facility Services, Division of Rehabilitation Services. Also in attendance was John Thompson, a reporter for Metro News Radio Service.

Q. J. Humphreys moved, seconded by Everette Sullivan, that the minutes of the meeting of April 10, 1991, be approved. Minutes were approved unanimously. In reviewing the previous minutes, Q. J. Humphreys noted that not all contract approvals contained prices approved by the Committee. All Committee members agreed that in the future, minutes should reflect this.

While there was no treasurer's report, the subject of the Committee's budget starting July 1, 1991, was discussed in some detail by the Committee's Executive Secretary. At the conclusion of the discussion, Everette Sullivan moved, seconded by John Parker, that signature cards for the Committee be executed by Craig Greening, Chairman, and Dennis Miller, Vice-Chairman and Treasurer, for the purpose of submitting the Committee's expenditure schedule. Motion was passed unanimously.

The next item of business on the agenda was the report of Chairman Craig Greening, which included an update of the data entry contract and the progress made at Jackson County Developmental Center. The contract for data entry is now being performed exclusively within the State of West Virginia. A firm in Romney is now performing this work, along with JCDC. Committee members voiced a continuing need for information updates from staff of JCDC and suggested a careful review of past accomplishments, problems, and month-by-month goals at the Committee's July meeting.

The next item on the Committee's agenda was contract presentations. The first contract, a new one, was for the Old Holly Mansion within the Capitol Complex to be performed by Shawnee Hills. It involves a supervisor and one worker, six man-hours per day, five days weekly. It consists of 7,400 square feet at an approximate cost per square foot of \$1.34 and an annualized cost of \$9,924.10. Motion was made by John Parker, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

The second contract presentation was for the Department of Energy with locations at 1615 Washington Street East, 306 Elizabeth Street, and 1600 Washington Street. This contract renewal is to be performed by Shawnee Hills and consists of approximately 22,350 total square feet, and involves one supervisor and two workers. It is based on 14 man-hours per day, five days weekly, at an approximate cost of \$.9179 per square foot, or an annualized cost of \$20,515.46. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Contract was approved unanimously.

The third contract presentation is for the State Office building located at Clarksburg consisting of approximately 60,803 square feet. This renewal contract involves a supervisor, three workers full-time, and a fourth worker three-fourths FTE, or 38 man-hours per day, five days per week. The approximate cost per square foot of this contract is \$.9270 or an annualized cost of \$49,395.84. Motion was made by Q. J. Humphreys, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

The fourth contract presentation was for a new janitorial services contract for the Employment Security Commission in Logan. The work is to be done by Logan-Mingo MH/MR Center with a projected start-up time of September 1, 1991. This new contract consists of approximately 5,810 square feet, involves a supervisor and one worker, four man-hours per day at five days per week. Total annualized cost for this contract is \$7,198.46. Motion was made by Everette Sullivan, seconded by Dennis Miller, that this contract be approved. Contract was approved unanimously.

The fifth contract proposal was for the Employment Security Commission Office in Moorefield. This new contract, to be performed by Special Services Sheltered Workshop, involves a supervisor and one worker, six man-hours, three days per week. Total annualized cost for the contract is \$3,132.98. Motion was made by Q. J. Humphreys, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The sixth contract presentation is a contract renewal for the State Office building at Fairmont with work to be performed by the Marion County Opportunity Workshop. This janitorial contract consists of approximately 48,000 square feet, involves a supervisor and two workers full-time, with a third worker 4.5 hours daily. This is 28 man-hours per day, five days per week. Approximate cost per square foot is \$.9195 with an annualized cost of \$40,180.61. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The seventh contract presentation was for janitorial services for the Employment Security Commission at 734 Fourth Avenue, Huntington, to be performed by Goodwill Industries - KYOWVA. This contract involves a supervisor and one worker, is based on four man-hours per day, five days per week. Annualized cost of the contract is \$6,262.46, with an approximate cost per square foot of \$1.0166. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The eighth contract presentation was for janitorial services renewal for the Cultural Center Complex to be performed by Shawnee Hills. This contract consists of approximately 186,868 square feet at \$.8044 per square foot for coverage 9 a.m. to 5 p.m. Monday through Friday, 1 p.m. to 5 p.m. Saturday and Sunday. Six dollars per man-hour will be charged for events after 5 p.m., and a fee of \$38 will be charged for clean up of the Cultural Center Theater and bathrooms per event. Work force for this contract is one full-time supervisor and ten full-time workers. In making the contract presentation, Danny Myers requested approval with negotiating authority to adjust the number of janitors from ten to nine, if needed. Motion was made by Dennis Miller, seconded by Q. J. Humphreys, that this contract be approved, with Danny Myers delegated negotiating authority to reduce the number of janitors on this contract from ten to nine if necessary. Motion passed unanimously.

The ninth contract presentation to the Committee was between the West Virginia Department of Forestry and the Sheltered Workshop of Wood County for mailing list maintenance and associated handwork. The Committee reviewed the price lists submitted by WVARF and discussed how the price list compared with similar contracts approved earlier by the Committee. Since the contract under discussion involved his own facility, Craig Greening abstained from both the discussion and voting. John Parker motioned, seconded by Everette Sullivan, that the Price Lists for State Government Agencies be approved. Motion passed unanimously.

The tenth and final contract presentation was a contract renewal for mail pre-sorting between Shawnee Hills and West Virginia University/CAMC. The fair market price recommended by the CNA to the Committee was \$.0237 per first class piece residuals to be paid at current postal rates. Motion was made by Dennis Miller, seconded by Q. J. Humphreys, that the Committee approve this contract for the period July 1, 1991, through June 30, 1992. Motion passed unanimously.

Under unfinished business, the central non-profit agency made a presentation to the Committee on a proposal to the Department of Highways for rest stop maintenance along interstate highways, including the West Virginia Parkway Authority (turnpike). Both Craig Greening and Danny Myers have traveled to nearby states collecting pricing and other information where non-profit workshops are cost effectively providing this service to their respective states. States visited included Ohio, North Carolina, and Wisconsin. Representatives from many other CNA's have been contacted by telephone and at national meetings for price and other information. Danny Myers presented a draft proposal entitled "Preliminary Analysis for Department of Highways Rest Area, Janitorial, and Lawn Care" to the Committee for information and discussion. The Committee strongly endorses this proposal.

A variety of other business was discussed, including the following vendor complaints.

The first vendor complaint involved Shawnee Hills mail pre-sorting and was a failure by one day in getting workers' compensation disability checks to claimants. The staff of the Sheltered Workshop of Wood County

provided technical and management assistance to staff of Shawnee Hills and provided the CNA with a consultation report. It was the opinion of CNA staff and others that this failure was one of middle and/or top management at Shawnee Hills. The CNA will closely monitor this situation for the Committee.

The second vendor complaint involved janitorial services at the Department of Health and Human Resources office at Martinsburg. Initial reports coming to the CNA were that the office building was dirty and the janitor, a former DHHR employee, was not adequately trained. The first visit by staff of the CNA confirmed the dirty condition of the office building. Prior to the CNA making its annual evaluation visit, it requested that DHHR management at the Martinsburg office perform a written evaluation of its janitorial services. Management refused to do so. The CNA made its annual site visit and issued a written reprimand to the janitor in question. The janitor, subsequently, announced his intention to retire during the first few months of 1992, but has not put his intentions in writing. He also requested his hourly work week be reduced from 40 to 30. The Committee and CNA will continue to monitor this dysfunctional management situation and the employee's work performance.

There was one final vendor complaint filed with the CNA regarding Goodwill Industries - KYOWVA's performance of janitorial services at the Employment Security Office in Huntington. Before the CNA could take action on the complaint, top management at Goodwill had resolved it.

The Committee requested that the CNA provide written notification in all instances of its approvals of contracts, both to the purchasing agent and to participating work centers. It also requested that the CNA consistently and uniformly follow established notification procedures after Committee approval.

There was additional discussion of work centers performing contract work for state agencies who have not yet been issued formal Division of Rehabilitation Services approval. The CNA and DRS staff need to work out the established procedure for approval at the earliest possible date in order to properly formalize this process.

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, June 27, 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, Recorder

J.L.

**Chairman:**  
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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

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**Rehabilitation**  
**Facilities**

**GOVERNOR'S COMMITTEE  
DIRECT COST ANALYSIS**

Department of Energy 1615 Washington St. East, 306 Elizabeth Street and  
1600 Washington St. locations  
Work to be done by Shawnee Hills  
June 1, 1991-May 30, 1992  
Aproximate Sq. Foot. 22,350  
Contact Suzie Roberts 348-3500 Fax 348-2452

|            | Per Hour | Per Hour<br>12% Fringe | Per Month | Annual    |            |
|------------|----------|------------------------|-----------|-----------|------------|
| Labor      |          |                        |           |           |            |
| Supervisor | \$4.75   | \$0.57                 | no charge | no charge | 1/2 hr.day |
| Worker #1  | 4.25     | 0.51                   | 825.07    | 9,900.80  | Full Time  |
| Worker #2  | 4.25     | 0.51                   | 618.80    | 7,425.60  | 3/4 time   |

|                             |            |             |
|-----------------------------|------------|-------------|
| sub total                   | \$1,443.87 | \$17,326.40 |
| Chemicals sub total         | 150.00     | 1,800.00    |
| Facility Equipment/Overhead | 50.00      | 600.00      |
| Administrative Overhead     | 65.75      | 789.06      |

Grand Total \$1,709.62 \$20,515.46  
*Facility* 1,643.87 19,726.40

3 week carpet cleaning on Commisioners office area

Aproximate Cost per square foot  
\$0.9179

Workers 1-2 have received 13% minimum wage increase  
Increase worker #2 from 4 to 6 hours a day due to 2000 sq.ft. increase

Disposables supplied by State of WV. This quote is based on 14 man hour  
per day X 5 days. Vendor may use a crew to provide labor.

J.C.

**Chairman:**  
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**Members:**  
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Rehabilitation  
Facilities

GOVERNOR'S COMMITTEE COPY  
DIRECT COST ANALYSIS  
State Office Building Clarksburg  
Work to be done by ARC  
June 1, 1991-May 30 1992  
Approximate sq. ft.                   60,803  
Contact Dan Gilcrest

|                          | Per Hour | Per Hour<br>12% Fringe | Per Month | Annual      | Last Year     |
|--------------------------|----------|------------------------|-----------|-------------|---------------|
| 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      |
| <del>3/4</del> Worker #4 | 4.25     | 0.51                   | 618.80    | 7,425.60    | 4,430.40 ***  |

|                             |             |  |            |             |             |
|-----------------------------|-------------|--|------------|-------------|-------------|
|                             | sub total   |  | \$4,016.14 | \$48,193.60 | \$41,496.00 |
| Chemicals                   | sub total   |  | 300.00     | 3,600.00    | 3,600.00    |
| Facility Equipment/Overhead |             |  | 200.00     | 2,400.00    | 2,400.00    |
| Administrative Overhead     |             |  | 180.65     | 2,167.74    | 1,899.84    |
|                             | Grand Total |  | \$4,696.79 | \$56,361.34 | \$49,395.84 |

*4,516.14    54,193.60    Facij*

J.C.

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

- \* Supervisor recieved increase to keep \$.50 differential
- \*\* Workers 1-4 have received 13% minimum wage increase
- \*\*\* Worker #4 add 2 hours (total 6) per day for additional sq.ft.

Aproximate cost per square foot           \$0.9270  
Note that sq.ft prices on buildings below 30,000 sq.ft. are not  
accurate reflections of the labor needed to accomplish the task.

Disposables supplied by State of WV. This quote is based on 38 man hour  
per day X 5 days. Vendor may use a crew to provide labor.



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

*Not Done*

*J.L.*

**DIRECT COST ANALYSIS**

ESC Logan

Work to be Done by Logan-Mingo Mental Health

Starting September 1, 1991

Approximate square footage 5810 sq.ft. (ESC 2885, Job Service 2925)

Contact Rose Barker

|                         | Per Hour | Per Hour<br>12% Fringe | Per Month     | Annual            |                 |
|-------------------------|----------|------------------------|---------------|-------------------|-----------------|
| Labor                   |          |                        |               |                   |                 |
| Supervisor              | \$4.75   | \$0.57                 | \$230.53      | \$2,766.40        | 2 hours per day |
| Worker #1               | 4.25     | \$0.51                 | 206.27        | \$2,475.20        | 2 hours per day |
| sub total               |          |                        | \$436.80      | \$5,241.60        |                 |
| Chemicals               |          |                        | 40.00         | 480.00            |                 |
| Equipment               |          |                        | 100.00        | 1,200.00          |                 |
| Administrative overhead |          |                        | 23.07         | 276.86            |                 |
| Total                   |          |                        | \$599.87      | \$7,198.46        |                 |
|                         |          |                        | <i>576.80</i> | <i>\$6,921.60</i> |                 |

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

Disposables supplied by State of WV. This quote is based on 4 man hours per day X 5 days. Vendor may use a crew to provide labor.

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*  
\_\_\_\_\_  
Danny K. Myers, M.A.  
WVAREF Executive Director

*Not for return mail.*

J. L.



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

DIRECT COST ANALYSIS  
ESC Office Morefield  
Work to be Done by Special Services  
Starting June 1, 1991  
Approximate square footage 1200  
Contact Rose Barker

|                         | Per Hour | Per Hour<br>12% Fringe | Per Month     | Annual          |
|-------------------------|----------|------------------------|---------------|-----------------|
| Labor                   |          |                        |               |                 |
| Supervisor              | \$4.75   | \$0.57                 | \$69.16       | \$829.92        |
| Worker #1               | 4.25     | \$0.51                 | 61.88         | \$742.56        |
|                         |          |                        | -----         | -----           |
| sub total               |          |                        | \$131.04      | \$1,572.48      |
| Chemicals               |          |                        | 20.00         | 240.00          |
| Equipment /Travel       |          |                        | 100.00        | 1,200.00        |
| Administrative overhead |          |                        | 10.04         | 120.50          |
|                         |          |                        | -----         | -----           |
| Total                   |          |                        | \$261.08      | \$3,132.98      |
|                         |          |                        | <u>251.04</u> | <u>3,012.48</u> |

Based on 3 times a week (1 hr. day for supervisor 1 hr for worker)

J.L.

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GOVERNOR'S COMMITTEE  
DIRECT COST ANALYSIS  
State Office Building Fairmont  
Work to be done by Marion Co.  
June 1, 1991-May 31 1992  
Approximate sq. feet 48,000  
Contact Dan Gilcrest

|  | Per Hour | Per Hour<br>12% Fringe | Per Month | Annual    | Last Year    |
|--|----------|------------------------|-----------|-----------|--------------|
| Labor  |          |                        |           |           |              |
| Supervisor                                     | \$4.75   | \$0.57                 | \$922.13  | 11,065.60 | 10,488.20 *  |
| 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                   | 464.10    | 5,569.20  | 4,430.40 *** |
| Increase worker #3 from 4 to 4.5 hours per day |          |                        |           |           |              |

|                             |           |  |                 |                  |             |
|-----------------------------|-----------|--|-----------------|------------------|-------------|
|                             | sub total |  | \$3,036.37      | \$36,436.40      | \$32,635.20 |
| Chemicals                   | sub total |  | 300.00          | 3,600.00         | 3,600.00    |
| Facility Equipment/Overhead |           |  | 200.00          | 2,400.00         | 2,400.00    |
| Administrative Overhead     |           |  | 141.45          | 1,697.46         | 1,545.41    |
| Grand Total                 |           |  | \$3,677.82      | \$44,133.86      | \$40,180.61 |
| <i>Facility</i>             |           |  | <i>3,536.37</i> | <i>42,436.40</i> |             |

Aproximate Cost per square foot  
\$0.9195

- \* Supervisor recieved increase to keep \$.50 differential
- \*\* Workers 1-3 have received 13% minimum wage increase
- \*\*\* Increase worker #3 from 4 to 4.5 hours a day

Note that sq.ft prices on buildings below 30,000 sq.ft. are not accurate reflections of the labor needed to accomplish the task.

Disposables supplied by State of WV. This quote is based on 28<sup>5</sup> man hour per day X 5 days. Vendor may use a crew to provide labor.

J. C.

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GOVERNOR'S COMMITTEE  
 DIRECT COST ANALYSIS  
 ESC 734 4th Ave Huntington  
 Work to be Done by Goodwill KYOHWA  
 Starting May 16, 1991  
 Approximate sq. ft. 6160  
 Contact Rose Barker

|                         | Per Hour | Per Hour<br>12% Fringe | Per Month     | Annual         |
|-------------------------|----------|------------------------|---------------|----------------|
| Labor                   |          |                        |               |                |
| Supervisor              | \$4.75   | \$0.57                 | \$230.53      | \$2,766.40     |
| Worker #1               | 4.25     | \$0.51                 | 206.27        | \$2,475.20     |
|                         |          |                        | -----         | -----          |
| sub total               |          |                        | \$436.80      | \$5,241.60     |
| Chemicals               |          |                        | 40.00         | 480.00         |
| Equipment               |          |                        | 25.00         | 300.00         |
| Administrative overhead |          |                        | 20.07         | 240.86         |
|                         |          |                        | -----         | -----          |
| Total                   |          |                        | \$521.87      | \$6,262.46     |
|                         |          |                        | <i>501.80</i> | <i>6021.60</i> |

Approximate Cost per square foot  
 \$1.0166

Disposables supplied by State of WV. This quote is based on 4 man hours per day X 5 days. Vendor may use a crew to provide labor.

J. C.

**Chairman:**  
**CRAIG A. GREENING**  
**Members:**  
**D. 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**

GOVERNORS COMMITTEE COPY

Cultural Center Complex  
 Work to be done by Shawnee Hills  
 June 1, 1991-May 31 1992  
 Approximate sq. feet  
 Contact Dan Gilcrest

DIRECT COST ANALYSIS

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

| Labor      | Per Hour | Per Hour<br>12% Fringe | Per Month | Annual      |
|------------|----------|------------------------|-----------|-------------|
| 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    |
| Worker #4  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #5  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #6  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #7  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #8  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #9  | 4.25     | 0.51                   | 825.07    | 9,900.80    |
| Worker #10 | 4.25     | 0.51                   | 825.07    | 9,900.80    |

|                               |                  |                   |
|-------------------------------|------------------|-------------------|
| Labor sub total               | \$9,172.83       | \$110,073.60      |
| Chemicals                     | 1,372.00         | 16,464.00         |
| Facility Equipment & Overhead | 1,500.00         | 18,000.00         |
| Administrative Overhead       | 481.79           | 5,781.50          |
| Grand Total                   | \$12,526.62      | \$150,319.10      |
| <i>Facility</i>               | <i>12,044.83</i> | <i>144,537.60</i> |

NOTE THAT USEAGE HAS INCREASED OVER LAST YEAR AND THERE HAS BEEN AN ADDITIONAL MINIMUM WAGE INCREASE.

Sq. Ft. 186,868      Approximate Cost per square foot \$0.8044 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.

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

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**DANNY MYERS**  
 Executive Director  
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 Rehabilitation  
 Facilities

### PRICE LIST FOR STATE GOVERNMENT AGENCIES WVARF PRICE

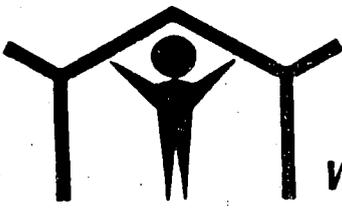
**MAILING LIST MAINTAINENCE**

|   |                         |
|---|-------------------------|
| Initial Data Entry (3 or 4 line) zip or zip plus 4. Includes check with index of valid addresses. | 0.10 per address        |
| Data base storage per month   | 1.50 per thousand       |
| 3" X 5" Cards with labels affixed and printed   | 36.95 per thousand      |
| Make corrections in mailing list  | 0.265 per address       |
| Mailing list printout   | 10.608 1st M addresses  |
| Mailing list printout   | 7.956 per M there after |
| Print mailing labels  | 0.022 per label         |
| Affix mailing labels  | 0.022 per label         |
| Sort by zip code  | 0.022 per piece         |
| =====   |                         |
| Fold 8 1/2 x 11/14 by hand  | 21.86 per M pages       |
| Fold 8 1/2 x 11/14 by machine   | 5.46 per M pages        |
| Collate by hand   | 10.94 per M pieces      |
| Collate by machine  | 5.46 per M. pieces      |
| Staple  | 10.93 per M impressions |
| Apply label to 3"x5"  | 21.86 per M labels      |
| Hand Stamping   | 10.93 per M impressions |
| Addressograph   | 5.46 per M impressions  |
| Seal envelope to #10 by machine   | 5.46 per M pieces       |
| Seal envelope to #10 as postage applied   | 2.74 per M pieces       |
| Seal envelope larger than #10   | 10.93 per M pieces      |
| Seal and tape   | 27.32 per M pieces      |
| Seal by hand to #10   | 10.94 per M pieces      |
| Sort by Zip Code  | 21.86 per M pieces      |
| Insert by hand  | 10.93 per M pieces      |
| Burst and separate  | 10.72 per M pieces      |
| Supply 9x12 manila envelopes  | 42.64 per M envelopes   |

*First Set Free*

*Would like use their price and discount us by \$20*

Postage affixed at current postal rates will be billed monthly.



WVU Presort

.0225 to Shawnee  
Hall

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

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May 23, 1991

John Brallier  
WVU Purchasing  
Glennlock Hall  
Morgantown, WV 26506

Dear Mr. Brallier:

As per our discussion yesterday, the new fee for mail presort will be .0237 effective July 1, 1991 through June 30, 1992.

Unfortunately, it has become necessary to increase the fee for mail presort by 13 % due to minimum wage increases. These increases also result in employer payroll tax increases. Also note that the residual rate (currently four cents) is determined by U.S. Postal Service regulations and is subject to change if postal regulations change.

Attached is a copy of a memorandum from Paulette Justice, manager of presort, requesting that this contract be put in the name of WVARF (The West Virginia Association of Rehabilitation Facilities). This is in accordance with the policy of the Committee for the Purchase of Commodities and Services from the Handicapped, also known as the Governor's Committee to place all contracts under section 5A-3-10 of the code in WVARF's name. Shawnee Hills will continue to provide the services under a subcontract arrangement with our office.

As per our conversation my accountant will be away all week so I have attached a copy of our last insurance bill as proof of insurance.

The Governor's Committee met this AM and approved the above price. We look forward to working with you.

Sincerely,

Danny K. Myers, M.A.  
Executive Director