

**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**

**MINUTES**

June 27, 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 Greening. Members in attendance were Barbara Cook, John Parker, and Everette Sullivan. Ex officio members in attendance were Danny Myers and Dick Estill.

Everette Sullivan moved, seconded by Barbara Cook, that the minutes of the meeting of May 23, 1991, be approved. Minutes were approved unanimously.

There was no treasurer's report, however, Barbara Cook noted that signature cards had not yet been accomplished on Craig Greening or Dennis Miller.

The Executive Secretary, Dick Estill, was late in arriving, so his report was postponed.

Contract presentations from the CNA consisted of 12 contract renewals and seven new contracts for the Committee's consideration, or a total of 19 contract proposals. Therefore, contracts number one through 12 are rather routine renewals, while contracts 13 through 19 involve all new material presented to the Committee.

Contract #1 is a statewide wiping rags contract performed by three separate facilities. This contract involves an overall six percent increase of which approximately 4.3 percent is consumed by direct labor charges. The annual value of this contract is approximately \$82,000. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

Contract #2 is for janitorial services performed for the Supreme Court by Shawnee Hills Industries. This contract involves 6,092 square feet at \$1.3216 per square foot or an annualized cost of \$7,524. This quote is based on five man-hours per day, times five days weekly. There is a \$6 per man-hour charge for special annual cleaning which is an add-on to this contract. The overall increase to this contract is approximately seven percent. Motion was made by John Parker, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Contract #3 is for janitorial services between the Department of Revenue and its offices at 1001 Lee Street and Shawnee Hills. The total

size of this contract is 63,297 square feet at approximately \$.9212 per square foot, for an annualized cost of \$58,311.55. This contract provides employment for a supervisor and four full-time workers. The overall increase to this contract is approximately 7.9 percent, primarily due to increases in the minimum wage. Motion was made by Everette Sullivan, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Contract #4 was for janitorial services at the Employment Security Commission Office at Winfield performed by Shawnee Hills. This space is approximately 2,000 square feet and employs one supervisor and two workers. The annualized cost of this contract is \$3,410.37, or an increase of approximately five percent, mainly attributable to increases in the minimum wage. Motion was made by John Parker, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

Contract #5 involves janitorial service performed by Shawnee Hills at the Department of Highways' Smith Street location performed by Shawnee Hills. This contract is in two parts. The first part involves routine daily janitorial services of a supervisor and two workers. Total floor space is 41,215 square feet at an approximate cost of \$.8816 per square foot. Total annualized cost is \$36,333.48. As a supplement to this contract, floor crew services, window and window blind crew services are also included. Services such as these go beyond standard specifications and are performed throughout the year as needed. Total cost for this service is \$11,923.52. Total cost for the entire contract is \$48,257.00. Motion was made by Everette Sullivan, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Contract #6 was for janitorial services for offices and working areas of the revolving fund located at 200 Morris Street, formerly Thomas Jefferson Junior High School. Because of the unusual work activities and warehousing activities that occur at this location, it is problematic to determine the exact size in terms of square footage. It is estimated to be approximately 35,000 square feet. The approximate cost per square foot is \$.816. Total annualized cost for this contract is \$30,385.06 which is approximately a 6.3 percent increase over last year's contract. It employs a supervisor and one worker full time. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

Contract #7 is for janitorial services at the Capitol Complex Building #3, DMV Building, and includes the basement, first, and third floors. Total square footage of this contract is 44,205 at an approximate cost per square foot of \$.8674. It employs a supervisor and two workers full time. Motion was made by Everette Sullivan, seconded by John Parker, that this contract between Shawnee Hills and the State agencies on these three floors of the building be approved. Motion passed unanimously.

Contract #8 is between the Department of Health and Human Resources and Shawnee Hills for temporary services. This temporary services contract employs approximately 10 workers with handicaps. Last year, approximately 13,800 man-hours were involved in this contract at \$5.26 hourly. Since this

contract was increased to \$5.26 on April 1, 1991, it is simply a renewal at that amount. Expected annual value of this contract is approximately \$72,000. Barbara Cook motioned, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

Contract #9 is between the Department of Commerce and Shawnee Hills for storage and shipping of various literature of the department. Also included in this contract presentation is a new contract for pre-sort and bulk mailing services, the great majority of which is third- and fourth-class bulk mail. The price list for pre-sort and bulk mailing is the standard price list in use by the Committee. The contract for storage and shipping of Department of Commerce literature involves an increase in warehousing costs, labeling, and mileage charges for operation of a 24 foot truck. All other price quotations were renewed at the old price rate, with the exception of broken cases. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

Contract #10 is between Shawnee Hills and the Disability Determination Section of the Division of Rehabilitation Services for mail pre-sort and miscellaneous labor. The mail pre-sort fee increase recommended was \$.0237. labor cost is \$5.50 hourly and is unchanged from last year. Motion was made by John Parker, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Contract #11 was merely to correct an administrative oversight in a contract approved by the Committee during its April 10, 1991, meeting for janitorial services at the Capitol Complex Area for the Holley Grove Mansion. This contract was erroneously executed for 60 days. The Committee approved the contract "as is" on a motion by Everette Sullivan, seconded by Barbara Cook, the extension being in effect from July 1, 1991, through June 30, 1992. Motion was approved unanimously.

Contract #12 was for the Cedar Lakes Conference Center and involves bulk mailing and assorted hand operations. The Committee chose to table this contract until its next regular meeting, permitting both parties upon consent to perform the work up to 60 days.

Contract #13 involves janitorial services to be performed by Shawnee Hills for the Workers Compensation Building, 601 Morris Street. This new janitorial contract is for approximately 124,460 square feet at \$.8447 per square foot or an annualized cost of \$105,132.80. It will employ one supervisor and eight workers full time. Motion was made by Everette Sullivan, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Contract #14 is for janitorial services between Shawnee Hills and the Air Pollution Control Commission at 1558 Washington Street. This contract involves approximately 11,000 square feet at a cost of approximately \$1.35 per square foot, or an annualized cost of \$14,809.60. It involves a supervisor and one worker, approximately five hours daily or nearly 10 man-hours daily. Motion was made by Barbara Cook, seconded by Everette Sullivan that this contract be approved. Motion passed unanimously.

Contract #15 (Building #6, Capitol Complex) was initially approved by the Committee during its January 19, 1991, meeting for an annualized cost of \$155,598.14 or an approximate cost per square foot of \$.7819. This contract is being re-approved by the Committee on a July to June basis which is the state's fiscal year. It is re-submitted at an annualized cost of \$159,070.08 or \$.7993 per square foot. The increase to the contract of less than \$4,000 is to provide fringe benefits to the 13 workers involved in the form of a few paid holidays. Motion was made by Barbara Cook, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

Contract #16 is between the Developmental Center and Workshop at Keyser and the Division of Rehabilitation Services for janitorial services to the branch office located at Keyser. The total annualized cost of this contract is \$2,500.08, or approximately \$1.3889 per square foot. After considerable discussion by the Committee, it was the recommendation of Danny Myers, which was fully endorsed by the Committee, that the statement of work should provide for approximately one and one-half man-hours daily rather than the 1.083 hours allotted for the work. In spite of these reservations and feelings to the contrary, Everette Sullivan motioned, seconded by Barbara Cook, that the contract be approved as submitted for 1.08 man-hours daily and \$208.34 monthly. Motion passed unanimously.

Contract #17 is a situation similar to Contract #16 involving janitorial services between the Employment Security Commission, Huntington Office, and Goodwill--KYOWVA. The CNA submitted a proposal involving four man-hours daily and one involving five man-hours daily. It is the feeling of both the CNA and the facility that the proposal involving five man-hours daily is the better of the two. It is especially important that an adequate number of man-hours be devoted to this contract since there has been a recent history of vendor complaints on this contract. These feelings notwithstanding, however, it was moved by Everette Sullivan, seconded by Barbara Cook, that the four man-hour proposal involving an annualized cost of \$6,412.22 for approximately 7,685 square feet at a cost of \$.8344 be approved. Motion passed unanimously.

Contract #18 is between the Department of Energy and Shawnee Hills for mail pre-sorting and bulk mailing services. Motion was made by Barbara Cook, seconded by Everette Sullivan, that the Committee's standard contract for these services be put in place at the attached price list. Motion passed unanimously.

Contract #19 is between the Workers Compensation Commission, Martinsburg Office, and the Eastern Panhandle Training Center for janitorial services to approximately 2,000 square feet of office space. It involved a supervisor and one worker for approximately one man-hour daily, or an annualized cost of \$2,502.24. Motion was made by Everette Sullivan, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Under unfinished business, Danny Myers presented an update to the Committee of the Department of Highways rest stop maintenance project. He presented copies of his letter to Mr. Gleason, Secretary of Transportation,

and Mr. Gleason's response dated June 11, 1991. Mr. Gleason's letter assured Mr. Myers that the CNA's input would be solicited during final drafting of the rest area's operations contract proposals.

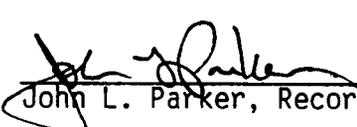
A second item under unfinished business involved approving work centers not finally approved by the Division of Rehabilitation Services. During its May 23, 1991, meeting, the Committee should have voted to initially approve the Logan-Mingo Mental Health/Mental Retardation Center, but to withhold final approval pending processing of necessary documentation required by Committee rules. This proposed contract is not to take effect until September 1, 1991, of course, after all documentation requirements have been satisfied.

Dick Estill provided the Committee members with draft correspondence from Mr. Riley, Director of Purchasing, to all state agencies, subject: Computer/Work Station Furniture purchases. This draft correspondence was provided the Committee for input and discussion prior to its release.

Danny Myers discussed two instances of vendor complaints with the Committee. One complaint involved the Department of Revenue and a box or tray of checks inadvertently overturned by a janitor. It seems the janitor attempted to restore the work area to its original condition, but some checks were out of sequence. No checks were missing, and appropriate corrective action has been taken. Another vendor complaint involving vandalism by a Shawnee Hills client/employee was discussed. It seems there was damage done to some carpeting. It was the opinion of the committee that every effort should be made by CNA, Shawnee Hills, and client/employee to restore the carpet to its original condition since this appeared to involve a willful act by an employee of the program.

There being no further business to be brought before the Committee, it was in adjournment with the time and place of the next meeting being Thursday, July 25, 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

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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 Officio Members:**  
**DICK ESTILL**  
**Executive Secretary**  
**DANNY MYERS**  
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**West Virginia Association**  
**Rehabilitation**  
**Facilities**

### STATEWIDE CONTRACT FOR WIPING RAGS

TYPE	DESCRIPTION	OLD	NEW
1.	Colored Fleece. Non-absorbent cloth. Cotton/Polyester blend. This is an excellent cloth wiper for use on oil, grease, and heavy cleaning.	0.50	0.53
2.	Near white (Polo). Non-absorbent cloth. Cotton/Polyester blend. This cloth is suitable for all petroleum based or cleaning fluid applications. Excellent absorbency if dampened first with detergent.	0.77	0.82
3.	Natural. Same specifications as Item 2 except off-white in color.	1.10	1.17
4.	Colored French Terry. Soft absorbent cloth. Cotton/Polyester blend. Looped fabric. Some lint.	0.91	0.96
	White. 100% cotton. Washed, bleached, rewashed cloth. Excellent absorbency. Lint free. Excellent wiper for finish and polishing work. Ideal for laboratory applications or for usage in which a polyester fiber may melt and damage equipment or instruments.	1.63	1.73
<b>Comments:</b> Non-absorbent wiping cloths will not readily absorb water when used directly from the shipping container. Non-absorbent cloths are excellent for all petroleum or detergent based cleaning solutions and will absorb water provided the cloth is dampened prior to using. Absorbent wiping cloths will readily absorb water and oil when used directly from the shipping container. All material is new cloth. No used clothing is acceptable. Orders over 500 pounds shipped FOB destination.			

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 Rehabilitation  
 Facilities

DIRECT COST ANALYSIS

Supreme Court  
 Work to be Done by Shawnee Hills  
 Starting August 1, 1991  
 Approximate sq. ft. 6092  
 Contact Dreamma Guinn

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	Last Year
Labor					
Supervisor	\$4.75	\$0.57	\$288.17	\$3,458.00	\$3,276.00
Worker #1	4.25	\$0.51	257.83	\$3,094.00	\$2,769.00
	sub total		\$546.00	\$6,552.00	\$6,045.00
Chemicals			44.00	528.00	528.00
Equipment			55.13	661.56	661.62
Administrative overhead			25.81	309.66	289.38
	Total		\$670.94	\$8,051.22	\$7,524.00

There will be a \$6.00 per man hour charge for special annual cleaning.

Aproximate Cost per square foot  
 \$1.3216

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.

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**Rehabilitation**  
**Facilities**

**DIRECT COST ANALYSIS**  
Dept. of Revenue Office 1001 Lee Street  
July 1, 1991 to June 30, 1992  
Mr. Fridley

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	Last Year
Labor					
Supervisor	\$4.75	\$0.57	\$922.13	\$11,065.60	\$9,900.80
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
Supervisor Minmum					202.80
Worker #1 Wage Increase					260.00
Worker #2 April 91-					260.00
Worker #3					260.00
Worker #4					260.00
labor sub total			\$4,222.41	\$50,668.80	\$46,586.80
Chemicals			\$350.00	\$4,200.00	\$4,200.00
Facility Equipment & Dir.Overhead			\$100.00	\$1,200.00	\$1,200.00
Administrative Overhead			\$186.90	\$2,242.75	\$2,079.47
Grand Total			\$4,859.31	\$58,311.55	\$54,066.27
Sq. Ft.	Aproximate Cost per square foot				
63,297			\$0.9212		

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 Rehabilitation  
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### DIRECT COST ANALYSIS ESC WINFIELD July 1, 1991 -- June 30, 1992

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	Last Years
Labor					
Supervisor	\$4.75	\$0.57	\$57.63	\$691.60	\$655.20
Worker #1	4.25	0.51	51.57	\$618.80	\$553.80
Worker #2	4.25	0.51	51.57	\$618.80	\$553.80
			-----		
sub total			\$160.77	\$1,929.20	\$1,762.80
Chemicals			50.00	600.00	600.00
Facility Equipment/Overhead			62.50	750.00	750.00
Administrative Overhead			10.93	131.17	124.51
			=====		
Grand Total			\$284.20	\$3,410.37	\$3,237.31

*Man hrs ?  
1.5 ?*

*sgf.*

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**Rehabilitation**  
**Facilities**

Sent to Purchasing Agency for approval other paperwork to be completed

**DIRECT COST ANALYSIS**

DOH SMITH STREET

Mike Jones 348-7836 FAX 348-6391

JULY 1, 1991

	Per Hour	Per Hour 12% Fringe	Per Month	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
Floor Crew					1,022.40
					-----
sub total			\$2,572.27	\$30,867.20	\$29,227.20
Chemicals			276.57	3,318.84	3,318.84
Facility Equipment/Overhead			62.50	750.00	750.00
Administrative Overhead			116.45	1,397.44	1,331.84
					=====
Total Routine Serv.			\$3,027.79	\$36,333.48	\$34,627.88
Facility Routine			<del>\$2,911.34</del>	<del>\$34,936.04</del>	
Sq. Ft.			Aproximate Cost per square foot		
41,215				\$0.8816	

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

NOTE WAGE INCREASE DUE TO NEW MINIMUM WAGE.

BELOW ARE ADDITIONAL SERVICES BEYOND STANDARD SPECIFICATIONS

	Per Hour	12% Fringe	Per Month	Annual	
Floor Crew	4.25	0.51	95.20	1,142.40	240 HOURS
Window Crew	5.00	0.60	44.80	537.60	96 HOURS
V. BLIND CREW	5.00	0.60	28.56	342.72	61.5 HOURS
Day Worker #3	4.25	0.51	825.07	9,900.80	2080 HOURS
Above includes administration fee					-----
Add Services Sub T.			\$993.63	\$11,923.52	
Facility			<del>\$953.88</del>	<del>\$11,446.58</del>	
Grand Tot.			\$4,021.42	\$48,257.00	

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

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 Facilities

### DIRECT COST ANALYSIS REVOLVING FUND T.J. HIGH SCHOOL

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	Last year
Labor					
Supervisor	\$4.75	\$0.57	\$922.13	\$11,065.60	\$9,900.80
Worker #1	4.25	0.51	825.07	9,900.80	8,860.80
April 91 mininum wage adjustments					202.80
					260.00
sub total			\$1,747.20	\$20,966.40	\$19,224.40
Chemicals	sub total		250.00	3,000.00	3,000.00
Paper and Disposables			375.00	4,500.00	4,500.00
Facility Equipment/Overhead			62.50	750.00	750.00
Administrative Overhead			97.39	1,168.66	1,098.98
Grand Total			\$2,532.09	\$30,385.06	\$28,573.38

Sq. Ft.                      Aproximate Cost per square foot

*35,000 sq ft.*

?

How much \$  
to S.H.I in State Use??

Chairman:  
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 Rehabilitation  
 Facilities

### DIRECT COST ANALYSIS 3 Floors Building #3 DMV Building (Basement, 1st Floor, 3rd Floor)

	Per Hour	Per Hour 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
April 91 mininum wage increase			----->		202.80
					260.00
					260.00
			-----		
sub total			\$2,572.27	\$30,867.20	\$28,927.60
Chemicals			350.00	4,200.00	3,600.00
Facility Equipment/Overhead			150.00	1,800.00	1,200.00
Administrative Overhead			122.89	1,474.69	1,349.10
			=====		
Grand Total			\$3,195.16	\$38,341.89	\$35,076.70

Sq. Ft.                      Aproximate Cost per square foot  
 44,205                      \$0.8674



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

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June 17, 1991

Mr. Buck Satterfield  
Director of Support Services  
3701 MacCorkle Avenue S.E.  
Charleston, WV 25304

Dear Mr. Satterfield,

Purchase Order 3015 for temporary employees for the WV Division of Human Services expires on June 30, 1991. The West Virginia Association of Rehabilitation Facilities plans to renew this contract for fiscal year July 1, 1991 through June 30, 1992 at the same prices and same terms as the current contract providing the Governor's Committee for the Purchase of Goods & Services from the Handicap agrees. The Governor's Committee meets on June 27, 1991 we expect their approval. The current price is \$5.26 per hour effective April 1, 1991 due to increase in minimum wage. The current contract allowed for the increase due to the minimum wage increase providing that the vendor notify the Director of Purchasing 30 days in advance. WVARF notified Director on February 6, 1991. You will receive a price notification from the Governor's Committee, please advise if any additional paperwork from WVARF is needed. Thank you.

Sincerely,

Danny K. Myers  
Executive Director

**Chairman:**  
**CRAIG A. GREENING**  
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DEPARTMENT OF COMMERCE STORAGE AND SHIPPING OF LITERATURE ETC.

DESCRIPTION	NEW RATE	OLD RATE
Storage of Skids per month	\$5.50 /Skid	\$5.00
Receiving Skids	\$8.50 /Skid	\$8.50
Orders Processed Handling Charge	\$5.00 /Order	\$5.00
Bulk Orders Pick up 1-10 cases	\$2.00 /Order	\$2.00
Additional cases	\$0.50 /Each	\$0.50
Bulk order mailing case lots	\$1.25 /Case	\$1.25
Less than case	\$2.00 /Hundred	\$1.50
Labels	\$0.60 /Each	\$0.50
Delivery labor	\$20.00 /Hour	\$20.00
Mileage (24'Ft truck)	\$1.00 /Mile	\$0.70
Outgoing Skids, (Stacking, Wrapping)	No Charge	N.A.
Shipping First Class, Motor Freight, UPS	Current Rates of Shipper	

Contract is to be in the name of the West Virginia Association of Rehabilitation Facilities, Inc.

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

### PRICE LIST

ITEM	DESCRIPTION	PRICE
I.	First Class Mail (letter size)	
I.A.	Presort of Random Sequence Envelopes #6 through #12	.0237each
I.B.	Postage affixed Presort of Random Sequence Envelopes #6 through #12	Actual Cost
I.C.	Residual Postage - Invoiced at current U.S. Postal Regulations	
II.	Bulk/Third/Fourth Class Mail	
II.A.	Bulk Mailing with Zip Code Summary Report-Third Class	\$18.80/M
II.B.	Bulk Mailing/3rd Class (Sort and Bag)	\$35.00/M
II.C.	Bulk Mail/4th Class (Sort and Bag)	\$50.00/M
III.	Miscellaneous Mailing Services	
III.A.	Miscellaneous Labor at time of Labor Shortages	\$5.82/hr.
III.B.	Label Affixing By Hand, Pressure Sensitive	\$17.00/M
III.C.	Adding Postage Imprint by Meter	\$10.40/M
III.D.	Inserting into Envelopes	\$17.00/M
III.E.	Hand Folding	\$21.86/M
IV.	Insufficient Postage Fee. Metering fee of 6%, does not include residual mail charge back.	6%

June 21, 1991

Victor Clark  
Disability Determination Services  
1206 Quarrier Street  
Charleston, WV 25304

Dear Mr. Clark,

The new fee for mail presort will be .0237 effective July 1, 1991 through June 30, 1992. The labor cost of 5.50 hour will remain the same.

Unfortunately, it has become necessary to increase the fee for mail presort 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.

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 a final price determination will be made on you contract next Thursday June 27. If you have any feed back regarding price or other information for the committee feel free to contact me.

We look forward to working with you. Thank you for using the services of West Virginia's disabled persons.

Sincerely,

Danny K. Myers, M.A.  
Executive Director

Table

### SCHEDULE A

---

#### Price List for Cedar Lakes Conference Center

Fold 8 1/2 x 11/14 by hand	21.85 per M pages
Fold 8 1/2 x 11/14 by machine	5.46 per M pages
Collate by hand	10.93 per M pieces
Collate by machine	5.46 per M pieces
Staple	10.93 per M impressions
Apply label to 3"x5"✓	21.85 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	10.93 per M pieces
Sort by Zip Code✓	21.85 per M pieces
Insert by hand	10.93 per M pieces
Burst and separate	10.93 per M pieces
Supply 9x12 manila envelopes	84.86 per M envelopes
Photocopying	107.14 per M copies
Apply postage	10.93 per M pieces

Chairman:  
**CRAIG A. GREENING**  
 Members:  
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 Rehabilitation  
 Facilities

### DIRECT COST ANALYSIS

WORKMANS COMPENSATION BUILDING  
 Work to be done by Shawnee Hills  
 June 17, 1991  
 Approximate sq. feet      124,460  
 Contact ~~Dan~~ *Tom McNeal*

	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
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
			-----	
sub total			\$7,522.69	\$90,272.00
Chemicals			500.00	6,000.00
Facility Equipment & Overhead			419.57	5,034.88
Administrative Overhead			318.83	3,825.92
			=====	
Grand Total			\$8,761.09	\$105,132.80
Sq. Ft.	Aproximate Cost per square foot    ,8447			

Chairman:  
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 from the Handicapped**

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 Facilities

*JULY 1st.*

DIRECT COST ANALYSIS  
 Air Polution Control 1558 Washington St.  
 Work to be Done by Shawnee Hills  
 Starting ~~April~~ 1, 1991  
 Approximate square footage 11000  
 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

The above includes law mowing, trim, and rake. Miscellaneous yard work to be done at rate of \$6.00 per hour additional.

Approximate Cost Per square foot. \$1.35

**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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**DANNY MYERS**  
**Executive Director**  
**West Virginia Association**  
**Rehabilitation**  
**Facilities**

DIRECT COST ANALYSIS  
Building 6 Complex  
Work to be Done by Shawnee Hills  
July 1, 1991 - June 31, 1991  
Approximate square footage 199000  
Contact Miller/Gilcrest

	Per Hour	Per Hour 20% Fringe	Per Month	Annual	January 91
Labor					
Supervisor	\$4.75	\$0.95	\$988.00	\$11,856.00	\$11,232.00
Worker #1	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #2	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #3	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #4	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #5	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #6	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #7	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #8	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #9	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #10	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #11	4.25	\$0.85	884.00	10,608.00	9,484.80
Worker #12	4.25	\$0.85	884.00	10,608.00	9,484.80
Supervisor 4/91 Minimum				0.00	655.20
Worker #1 Wage Increase				0.00	842.40
Worker #2 6 months				0.00	842.40
Worker #3				0.00	842.40
Worker #4				0.00	842.40
Worker #5				0.00	842.40
Worker #6				0.00	842.40
Worker #7				0.00	842.40
Worker #8				0.00	842.40
Worker #9				0.00	842.40
Worker #10				0.00	842.40
Worker #11				0.00	842.40
Worker #12				0.00	842.40
Labor sub total			\$11,596.00	\$139,152.00	\$135,813.60
Chemicals			\$750.00	\$9,000.00	\$9,000.00
Facility Equipment/Overhead			\$400.00	\$4,800.00	\$4,800.00
Administrative Overhead			\$509.84	\$6,118.08	\$5,984.54
Grand Total			\$13,255.84	\$159,070.08	\$155,598.14

Approximate Cost per square foot  
\$0.7993

THIS CONTRACT IS BID WITHOUT PROFIT.  
CONSUMABLE SUPPLIES I.E. (TISSUE, SOAP ETC) NOT INCLUDED.

This contract was approved by governors committee in Jan at figure in far right. Due to April minimum wage increase contract has been

Chairman:  
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**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

### DIRECT COST ANALYSIS

DRS KeySer  
 Work to be Done by Developmental Center  
 Starting July 1, 1991  
 Approximate sq. ft. 1800  
 Contact ~~Rose Barker~~ *DAVE LANDEN*

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Supervisor	\$5.25	\$0.63	\$63.70	\$764.40
Worker #1	4.25	\$0.51	61.88	\$742.56

sub total			\$125.58	\$1,506.96
Chemicals			41.75	501.00
Equipment			33.00	396.00
Administrative overhead			8.01	96.12
Total			\$208.34	\$2,500.08

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

Approximate Cost per square foot  
 \$1.3889

*# 3022.98*

*Approved but feel  
 time allowed is inadequate  
 related to statement of  
 work.*

**Chairman:**  
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**West Virginia Association**  
**Rehabilitation**  
**Facilities**

*4 manhours*

DIRECT COST ANALYSIS  
Employment Security Job Service Huntington 914 5th Street  
Work to be Done by Goodwill KYOHWA  
Starting July 1, 1991  
Approximate sq. ft. 7685  
Contact Rose Barker

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual
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			44.00	528.00
Equipment			33.00	396.00
Administrative overhead			20.55	246.62
Total			----- \$534.35	\$6,412.22

Aproximate Cost per square foot  
\$0.8344

*Sonco Keyser*

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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 Executive Director  
 West Virginia Association  
 Rehabilitation  
 Facilities

5 hour proposal

**DIRECT COST ANALYSIS**

Employment Security Job Service Huntington 914 5th Street  
 Work to be Done by Goodwill KYOWA  
 Starting July 1, 1991  
 Approximate sq. ft. 7685  
 Contact Rose Barker

	Per Hour	Per Hour 12% Fringe	Per Month	Annual
Labor				
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			44.00	528.00
Equipment			33.00	396.00
Administrative overhead			24.92	299.04
			-----	-----
Total			\$647.92	\$7,775.04
Aproximate Cost per square foot				
\$1.0117				

Chairman:  
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 from the Handicapped**

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 Facilities

DEPARTMENT OF ENERGY

PRICE LIST

ITEM	DESCRIPTION	PRICE
I.	First Class Mail (Letter size)	
I.A.	Presort of Random Sequence Envelopes #6 through #12	.0237each
I.B.	Postage affixed Presort of Random Sequence Envelopes #6 through #12	Actual Cost
I.C.	Residual Postage - Invoiced at current U.S. Postal Regulations	
II.	Bulk/Third/Fourth Class Mail	
II.A.	Bulk Mailing with Zip Code Summary Report-Third Class	\$18.80/M
II.B.	Bulk Mailing/3rd Class (Sort and Bag)	\$35.00/M
II.C.	Bulk Mail/4th Class (Sort and Bag)	\$50.00/M
III.	Miscellaneous Mailing Services	
III.A.	Miscellaneous Labor at time of Labor Shortages	\$5.82/hr.
III.B.	Label Affixing By Hand, Pressure Sensitive	\$17.00/M
III.C.	Adding Postage Imprint by Meter	\$10.40/M
III.D.	Inserting into Envelopes	\$17.00/M
III.E.	Hand Folding	\$21.86/M
IV.	Insufficient Postage Fee. Metering fee of 6%, does not include residual mail charge back.	6%

Chairman:  
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 Executive Director  
 West Virginia Association  
 Rehabilitation  
 Facilities

DIRECT COST ANALYSIS  
 WORKMANS COMPENSATION MARTINSBURG  
 Work to be Done by EPTC  
 Starting July 1, 1991  
 Approximate sq. ft. 2000  
 Contact Dave Clark

	Per Hour	Per Hour 20% Fringe	Per Month	Annual
Labor				
Supervisor	\$5.25	\$1.05	\$68.25	\$819.00
Worker #1	4.25	\$0.85	55.25	\$663.00
			-----	-----
sub total			\$123.50	\$1,482.00
Chemicals			44.00	528.00
Equipment			33.00	396.00
Administrative overhead			8.02	96.24
			-----	-----
Total			\$208.52	\$2,502.24



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**GASTON CAPERTON  
Governor**

State Capitol Complex · Building Five · Charleston, West Virginia 25305 · 348-0444

**Arthur L. Gleason, Jr.  
Secretary**

June 11, 1991

Mr. Danny K. Myers  
Executive Director  
West Virginia Association of  
Rehabilitation Facilities, Inc.  
Post Office Box 745  
Institute, West Virginia 25112-0745

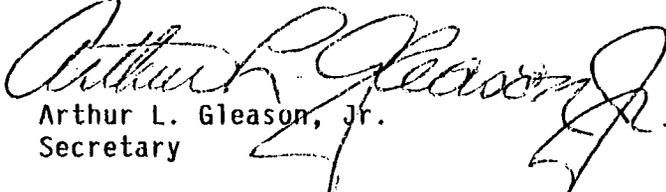
Dear Mr. Myers:

As you were previously advised by Mr. Al Hammonds, it is the Division of Highways intention to meet with you and conduct negotiations that could allow your organization to provide the services necessary to operate and maintain the rest areas on the interstate highway system. You were advised that the proposed meeting would be scheduled upon completion of the Division of Highways in-house drafting of minimum requirements for operation of the rest areas.

Currently, requirements suggested by affected units within the Division of Highways are being reviewed and compiled into a draft proposal. Upon completion of this draft proposal your organization will be invited to comment and/or negotiate with Division of Highways representatives to provide the required services.

Please be assured that your input will be given fair consideration during final drafting of Rest Area Operations Contract Proposals.

Sincerely,

  
Arthur L. Gleason, Jr.  
Secretary

ALG:Ve



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

---

April 28, 1991

Mr. Arthur L. Gleason Jr., Sec. of Transportation  
W.V. Department of Highways  
1900 Washington Street East  
Charleston, WV 25305

Dear Mr. Gleason,

Mr. David Dickirson suggested I ask for your help in setting up discussions between WVARF and D.O.H. regarding the pending contract to provide janitorial and lawn services for the rest areas along the interstates. I have contacted Mr. Al Hammonds on a number of occasions but he has not committed to a prebid presentation.

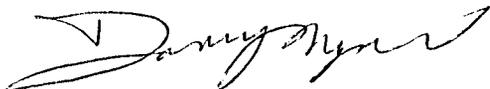
Even though West Virginia's State Use Law (5A-3-10 and 5A-3A-1-6) mandates consideration of our program, it is not our intention to attempt to force D.O.H. to use our services. We are seeking constructive dialogue prior to public bidding in order for us to make a responsible proposal.

As the largest contractor in the State, we are used to competition. We are currently providing services to private business, the Federal Government, political subdivisions and over 100 State buildings (including the Smith Street District Office) in 70 different cities. Our 33 locations have a pool of 1500 disabled workers.

There are definite advantages for D.O.H. to have discussions with us even if we are unable to agree on terms: 1) We are part of a national program through which disabled persons provide roadside janitorial and lawn services in Ohio, Texas, Wisconsin, Florida, Illinois, New York, Oregon, Pennsylvania. 2) I personally have traveled to Wisconsin, Ohio and North Carolina to study their roadside rest programs in detail and have already expended over \$3000 in order to prepare a proposal for D.O.H. 3) Our programs have a far lower incidence of vendor complaints than other large contractors. 4) Provided satisfactory service is rendered, under the law our contracts can be extended indefinitely thus saving the State valuable administrative time. 5) Since the Governor's Committee that oversees us requires full disclosure of all income and expenses from our programs, discussions with us will provide D.O.H. valuable information to evaluate proposals to assure that the State isn't overpaying or underpaying. 6) Talk with us prior to public bidding avoids problems with other vendors.

Thank you for taking time to read this letter. We appreciate any help you can give us in creating an opportunity to work with D.O.H to match our capabilities with their specifications.

Sincerely,

A handwritten signature in cursive script, appearing to read "Danny Myers".

Danny K. Myers  
Executive Director



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

State Capitol  
Charleston, WV 25305

Gaston Caperton  
Governor

Chuck Polan  
Secretary

TO: All State Agencies ~~Under Purchasing Division Regulations~~  
FROM: Ron Riley, Director  
Purchasing Division  
DATE: June 24, 1991  
SUBJ: COMPUTER/WORK STATION FURNITURE PURCHASES

*P.I + W.V.A.R.F.*

Dick Estill, in his capacity as coordinator of state use programs for the Purchasing Division, has informed me that computer/work station furniture is available through two sources, Prison Industries and the West Virginia Association for Rehabilitation Facilities.

Now that two excellent State Use sources are available to meet your needs, we will require that you check with both, and have written refusal of your order prior to any open market or contract purchase for these items. This policy will become effective July 1, 1991. Since this procedure has worked very well for all printing requirements, we are instituting the same procedure for computer/work station furniture. Purchases under \$500.00 do not require the refusals, but must have a letter of justification on file for inspection. Agencies shall not "string out" purchases in order to avoid this requirement.

*WRITTEN*

Thank you for your cooperation and continued support of the State Use Industries program. If you have any questions, ~~or need additional information,~~ please call Dick Estill at 348-2744. *WITH REGARD TO STATE USE PROGRAMS*

cc: Curt Curtiss  
Dick Estill  
George Hampton  
Danny Myers  
Don Carte  
Thecla Maguire

*FOR SPECIFIC INFORMATION ON GOODS OR SERVICES AVAILABLE PLEASE CONTACT:  
PRISON INDUSTRIES - 1-800-525-5381  
W.V.A.R.F. - 766 4894*

*Matter of dispute*

committee approving #6 need deal with policy issues

Chairman:  
CRAD 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

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Executive Director  
West Virginia Association  
Rehabilitation  
Facilities

*Next meeting July 25<sup>th</sup>*

## AGENDA

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

June 27, 1991

- 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 - *FURNITURE? # BUDGET?*
- VI. Contract Presentation from CNA  
RENEWALS
  - ✓ A. Wiping Rags
  - B. Supreme Court
  - C. Dept. of Revenue
  - ✓ D. ESC - Winfield
  - E. WV Air Guard - Charleston (NEXT MONTH)
  - ✓ F. DOH - Smith Street
  - ✓ G. Revolving Fund
  - ✓ H. DMV #3 Capitol Complex
  - I. Temporary Services
  - J. Commerce Presort (Same as Energy)/Storage/Shipping
  - K. Disability Determination Presort
  - L. Deal with Holly Grove
  - Table - M. CEDAR LAKE BULKNEW
  - A. Workers' Compensation - Charleston
  - B. Air Pollution Control (Formerly tabled)
  - C. Building #6 Capitol Complex (Reconsideration)
  - D. DRS - Keyser
  - E. ESC Job Services - Huntington  
Two Proposals
  - F. Energy Presort
  - G. Workers' Compensation - Martinsburg
- VII. Unfinished Business
  - A. D.O.H. Rest Stops
  - B. Approving Work Centers not approved by WVDRS
  - C. Other

continued

VIII. New Business

IX. Vendor Complaint

- A. Revenue Dept.
- B. DHHR - Teays Valley
- C. DHHR - Huntington

X. Sub-Committee Action Pending

- A. CNA Quality Control Procedures
- B. "One Shot" Contracts
- C. Work Center's Capability, and "How to Determine"