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
November 19, 1991
LARGE 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 by Everette Sullivan, due to the delayed arrival of the Chairman. Other members in attendance were: Q. J. Humphreys, Mark Workman (alternate for Diana Stout), Barbara Cook (alternate for Dennis Miller), John Parker, Craig Greening, and Danny Myers. Invited guests of the Committee were Rhonda Sharp, Executive Director, and David Dickirson, Board Member, both of the Jackson County Developmental Center, and Stephen King, Division of Rehabilitation Services.

A motion was made by Q. J. Humphreys, seconded by John Parker, that the minutes of October 2, 1991, be approved. Motion passed unanimously.

The financial report was given by John Parker. It showed a beginning balance of $4,699.40, transmittals which totaled $194.16, and a new balance of $4,505.24.

There was no report from the Executive Secretary, as he was absent.

The Chairman's report by Craig Greening indicated he was beginning his work on the Committee's annual report to the Governor and legislative leadership. He requested input members might have.

The next item of business on the agenda consisted of contract renewals, the first being the data entry contract for the Jackson County Developmental Center. The price agreed upon for JCDC to perform this work was to renew it at the current price of $1.85 per thousand key-strokes in-state with $1.785 out-of-state rate with the late work fee at $1.70. After reviewing the cost figures computed by WVARF, representatives of JCDC indicated that their costs may be somewhat less than the information that was provided to WVARF by them. Q. J. Humphreys motioned, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously. Mr. Dickirson requested that the Committee consider allowing JCDC personnel to take the lead in negotiating next year's contract, with WVARF members sitting in in a largely advisory capacity. Members of the Committee agreed to support this on a trial basis.

The second contract to be considered by the Committee was the state-wide soap and lotion contract. This Shawnee Hills Industries contract was renewed at its present rate with the exception of 10 percent increases submitted for four items (lotion hand soap, body shampoo, antiseptic soap, and hand cleaner). Motion was made by Q. J. Humphreys, seconded by Everette Sullivan that the contract be approved. Motion passed unanimously.

The third renewal contract presentation was for janitorial services for the Employment Security Office at Summersville to be performed by the Sheltered Workshop of Nicholas County. This contract involves 9,000 square feet at an approximate cost of $.847 per square foot. Motion was made by John Parker, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

The fourth contract renewal was janitorial service for the Department of Employment Security at its 1321 Lewis Street location to be performed by Shawnee Hills. This contract involves 54,000 square feet, one supervisor, and three workers. Its approximate cost is $.8634 per square foot. Motion was made by Q. J. Humphreys, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The fifth contract renewal was with the Department of Employment Security at Weirton, with the janitorial work to be performed by the Hancock County Sheltered Workshop. This involves approximately 10,000 square feet, one supervisor, and one worker, two hours per day each, at an approximate cost of $.7684 per square foot. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The sixth contract renewal was for bed-making by the Preston County Sheltered Workshop at Camp Dawson, which includes pick-up and delivery from central supply of hand and bed linen; changing beds, towels, and washcloths; reporting shortages; emptying trash cans; and cleaning ash trays. It is estimated to involve as many as 16,000 beds nightly when Army personnel are deployed to Camp Dawson. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The seventh contract renewal was between the West Virginia Board of Education and the Sheltered Workshop of Wood County for miscellaneous, collating, hand-labeling, and sorting by zip code. Motion was made by Everette Sullivan, seconded by Barbara Cook, that the price list for this contract be approved. Motion passed unanimously.

The next group of contracts were new presentations, the first of which was between the Employment Security Commission at its Lewis Street location and Shawnee Hills for a day-worker, eight hours daily, for vacation and sick relief work. The total annualized cost of this contract is $11,962.44. Hourly pay is $4.25, with 30 percent fringe benefits at $1.28 per hour, for a total of $958.53 monthly. Motion was made by Barbara Cook, seconded by Mark Workman, that this contract be approved. Motion passed unanimously.

The next new contract before the Committee was between the Water Development Authority at Dunbar, West Virginia, and Shawnee Hills for janitorial work, involving one supervisor and one worker, two times monthly, for basic cleaning, and two times annually for stripping and waxing. Annual cost of the contract was $1,680. Motion was made by Mark Workman, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

Under unfinished business, Danny Myers gave the Committee an update on the rest-stop maintenance proposal, with a first draft written document from the Department of Transportation.

The next item of unfinished business was CNA policy review, Policy I-H, Contracting/Competitive Bid. Motion was made by Q. J. Humphreys, seconded by John Parker, that the policy be approved. Motion passed unanimously.

The second CNA policy review, I-K, the Procedure for CNA and/or Committee Involvement in Price Determination. Motion was made by John Parker, seconded by Barbara Cook, that the policy as amended be approved. Motion passed unanimously.

The third CNA policy review, I-L, Determination of Work Center Capability, was discussed. Motion was made by John Parker, seconded by Mark Workman, that the policy as amended be approved. Motion passed unanimously.

The next item under unfinished business was vendor complaints originating from the Employment Security Commission, which surfaced recently at a meeting for purchasing staff at Blackwater Falls State Park. Mr. Myers briefed the Committee regarding the steps he had taken to resolve and address the complaint voiced by Mr. Bear of the Employment Security Commission.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being **Tuesday, January 7, 1992, 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

ADDENDUM: The Contract Subcommittee met on November 20, 1991, (John Parker, Q. J. Humphreys, and Danny Myers) and approved a contract between Employment Security Commission and Sheltered Workshop of Wood County for janitorial services for 9,300 square feet at a cost of $.8145 per square foot, one supervisor and one worker, annual cost $7,575.36. Contract approved unanimously.