

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

March 17, 1992

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 the Chairman, Craig Greening. Other members in attendance were Q. J. Humphreys, Dennis Miller, Barbara Cook, and John Parker. Ex officio member in attendance was Debbie Bensey, Director of Operations of the CNA. Invited guest was Stephen King, Division of Rehabilitation Services.

A motion was made by Q. J. Humphreys, seconded by Dennis Miller, that the minutes of February 18, 1992, be approved. Motion passed unanimously.

The financial report was given by John Parker. It showed a beginning balance of \$4,114.62 with expenditures of \$105.29, and an ending balance of \$4,009.33.

The Chairman had no report to make to the committee. The next order of business was contract presentations. The first contract was for janitorial services between the Employment Security Commission at Huntington with the work to be performed by Goodwill Industries of KYOWVA Area, Inc. This contract consists of approximately 6,160 square feet, with an approximate cost per square foot of \$1.1062. It involves a supervisor and one worker performing two hours each, five days per week. Total monthly cost was \$567.84, with an annualized cost of \$6,814.08. Motion was made by John Parker, seconded by Q. J. Humphreys, that the contract be approved. Motion passed unanimously.

The second contract is between the Employment Security Commission and the Special Services Sheltered Workshop. This contract consists of approximately 1,200 square feet, involves one supervisor and one worker for one hour each person, three times weekly. The monthly cost for this contract is \$274.87, with an annualized cost of \$3,298.46. Motion was made by Dennis Miller, seconded by John Parker, that the contract be approved. Motion passed unanimously.

The third contract presentation was for janitorial services for the Employment Security Commission office at 4401 MacCorkle Avenue, Charleston, with the work to be performed by Shawnee Hills. This contract involves approximately 10,584 square feet, a supervisor, and one worker for a total of five man-hours per day, five days per week, or \$.8563 per square foot. The monthly cost to Employment Security is \$755.30, with an annualized cost of \$9,063.60. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The fourth contract presentation was for janitorial services for the Central Stockroom, consisting of 2,100 square feet with the work to be performed by Shawnee Hills. The work involves one supervisor and one worker, a total of two hours per day, five days per week. In addition, the contract will cover steam cleaning the carpet at a cost of ten cents per square foot or an additional cost of \$200 per cleaning. The monthly cost of janitorial services, less carpet cleaning, is \$437.32, with an annualized cost of \$5,247.84. Motion was made by Q. J. Humphreys, seconded by John Parker, that the contract be approved. Motion passed unanimously.

The fifth contract presentation was for janitorial services to be performed at the State Office Building at Beckley, West Virginia, by FMRS Mental Health/Mental Retardation Center (Fayette, Monroe, Raleigh, and Summers Counties). This contract consists of approximately 45,100 square feet and involves one supervisor and three workers, five days per week, eight hours per day per worker. The contract has a beginning date of May 1, 1992, through April 30, 1993. The approximate cost per square foot is \$1.0493 with a monthly cost to the State being \$3,943.68, with an annualized cost of \$47,324.16. John Parker moved, seconded by Q. J. Humphreys, that this contract be approved contingent upon FMRS furnishing the necessary documentation to the Committee and the Division of Rehabilitation Services as indicated in the Committee's written procedures. Motion passed unanimously.

The sixth contract presented was for janitorial services for the State Office Building at Clarksburg, West Virginia, with the work to be performed by the Association for Retarded Citizens. This contract involves 60,803 square feet at an approximate cost of \$.9511 per square foot, with a monthly cost to the State of \$4,819.36 and an annualized cost of \$57,832.32. This contract involves one supervisor and three workers, full time, eight hours per day, five days per week, with an additional half-time worker at 20 hours per week. Motion was made by Dennis Miller, seconded by John Parker, that the contract be approved. Motion passed unanimously.

The seventh contract presentation was for janitorial services between the Travel Management Office and Shawnee Hills. It involves one worker, ten hours per month for a monthly total to the agency of \$65.32 and an annualized cost of \$783.84. Motion was made by John Parker, seconded by Q. J. Humphreys that the contract be approved. Motion passed unanimously.

The eighth contract presented was for janitorial services for the Division of Personnel with the work to be done by Shawnee Hills. This contract involves approximately 8,968 square feet and employs one supervisor, one worker, two and one-half hours per day each, five days per week. The monthly cost to the Division is \$609.44, with an annualized cost of \$7,313.28. Motion was made by Q. J. Humphreys, seconded by Dennis Miller that the contract be approved. Motion passed unanimously.

The ninth contract presentation was for bulk mailing to be performed for the Division of Forestry by the Sheltered Workshop of Wood County. The price list includes initial data entry, hand folding, collating, machine

collating, stapling, and 25 separate operations. Motion was made by John Parker, seconded by Dennis Miller that the contract be approved. Motion passed unanimously.

Recorder's Note: All of the above contracts were contract renewals.

The tenth contract presentation was for janitorial services for the office space of the Developmental Disabilities Planning Council consisting of approximately 950 square feet. The contract involves light cleaning, vacuuming, trash removal to be done twice weekly, and major cleaning including dusting, furniture, woodwork to be done once monthly. Cost to the Planning Council is \$156 per month, with an annualized cost of \$1,872. Motion was made by Q. J. Humphreys, seconded by Dennis Miller, that the contract be approved. Motion passed unanimously.

The next contract to be considered by the Committee involves an oversight both by the CNA and the Committee. The contract between the Department of Health and Human Resources and WVARF involved providing janitorial services to 27 DHHR offices statewide and the employment of 29 persons formerly DHHR employees by WVARF. This contract was approved retroactively to July 1, 1991, through June 30, 1992, on a motion by Q. J. Humphreys, seconded by John Parker. Motion passed unanimously. In addition to the basic contract which involves both former DHHR employees and sheltered workshop employees jointly, a change order to the basic contract was next considered by the Committee. The change order involved the addition of the Buckhannon-Upshur County DHHR office at \$617.76 per month and a recent health insurance increase of 54 percent to WVARF. This increased the single coverage of DHHR janitors from \$122.17 per month to \$188.15, with family coverage increasing from \$306.92 per month to \$472.67 per month. The net effect of this increase involved a requested change order to the contract of \$3,212.03 per month, or \$16,060.15 per month for the remaining months of the fiscal year. Motion was made by Dennis Miller, seconded by Q. J. Humphreys, that these modifications to the contract be approved. Motion passed unanimously. The Chairman noted that at the next regular meeting, it would be useful to have a detailed presentation of the DHHR contract for purposes of information and further review.

Under new business, the Committee discussed recent quality assurance issues in some of its janitorial service work. Craig Greening observed that the janitorial service training offered by NISH was extremely beneficial to him, not only with federal janitorial contracts, but with all janitorial contracting. John Parker motioned that such training be arranged for Debbie Bensey at the earliest opportunity at a NISH-sponsored conference. There are several available dates. Motion was seconded by Dennis Miller. Motion passed unanimously.

The next order of business involved discussion of problems of receiving bid documents at the Wyoming County Workshop. This facility at one time had a very active business with the State of West Virginia, manufacturing furniture, custom reception areas, and other custom work. For

the past year or more, there have been no sales from this facility to the State. John Parker motioned, seconded by Q. J. Humphreys, that the Committee's Executive Secretary monitor more closely furniture and custom wood manufactured items moving through the purchasing department. Motion passed unanimously.

Deborah Bensey updated the Committee on various quality assurance activities involving the Clay County DHHR office janitorial work, IS&C mail presorting and extensive monitoring activities with the Public Service Commission Building. John Parker also provided the Committee with copies of correspondence he had written to Mr. Elswick at the Public Service Commission. Careful monitoring activities will continue at the Public Service Commission Building.

The Committee next discussed the development of a much more active publicity and public relations function, particularly in view of recent growth. Barbara Cook and Deborah Bensey offered to bring together information for consideration at the Committee's next meeting. The Committee will budget specific funds for this proposal.

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, April 21, 1992, at 9:30 a.m. at the Large P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

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

MARCH 17, 1992

AGENDA

- 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
- VI. Contract Presentation from CNA
 - A. Renewals -
 - Employment Security Huntington
 - Employment Security Moorefield
 - Employment Security MacCorkle
 - Central Stock
 - Bldg. Comm. - Beckley
 - Bldg. Comm. - Clarksburg
 - Bldg. Comm. - Travel Management
 - Personnel
 - Forestry Mail & Storage
 - DD Planning Council
 - DHHR Addition to Contract
- VII. Unfinished Business
 - A. DHHR Contract
- VIII. New Business
 - A. Quality Control Recommendation for WWARE
 - B. State Contract for Office Furniture
 - C. How to improve efficiency of timely contract development
 - D. Publicity of State Use Program
- IX. Vendor Complaints/Grievances
 - A. Clay County DHHR - 60 day report
 - B. IS&C Mail Presort - 60 day report
 - C. Public Service Commission - new
- X. Sub-Committee Action Pending
CNA Quality Control Procedures