

Bensey

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

Room E-102
State Capitol Building
Charleston, West Virginia 25305-0139

MINUTES
May 6, 1993
SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, Tara Justice, and John Parker. Ex officio member in attendance was Deborah Bensey, representing the CNA.

The minutes of April 8, 1993, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$1,847.44, disbursements of \$112.33 and an ending balance of \$1,735.11.

Since the Executive Secretary was not in attendance and there was no report from the Chairman, the Committee moved directly to contract presentations, the first series of twelve which are contract renewals.

The first contract presentation was for janitorial services to the Huntington Department of Highways District Office with the work to be performed by Goodwill Industries of KYOWVA Area, Inc. This contract renewal calls for an increase to the supervisor's wages from \$7 to \$7.25 hourly and an increase of \$.03 per hour from \$4.97 to \$5 per hour for the workers. Also provided in the contract is a beeper for the supervisor. The total square footage of this contract is 127,289. It employs one supervisor and four workers full time. The total annual cost of the contract is \$79,847.04 or a cost per square feet of \$.63. Motion was made by John Parker, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

The second contract presentation was for janitorial services to be performed by Shawnee Hills for the Revolving Fund section of Finance and Administration located at the former Thomas Jefferson Junior High School. The contract begins July 1, 1993, through June 30, 1994. The contract

Chairman: **Craig A. Greening**
Members: **David L. Dickirson, Q.J. Humphreys, John L. Parker, Diana Stout, Everette Sullivan**
Ex Officio Members: **Dick Estill**, Executive Secretary
Danny Myers, Executive Director, West Virginia Association of Rehabilitation Facilities

employs one supervisor and one worker full time, cleaning approximately 35,000 square feet at a cost per square feet of .9312. The total annual cost of the contract is \$32,591.52. Motion was made by Q. J. Humphreys, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

The third contract presentation was for janitorial services at the old Holley Grove Mansion with the work to be performed by Shawnee Hills. The contract period is July 1, 1993, through June 30, 1994, and consists of approximately 7,400 square feet. It employs two workers, three hours daily each with a cost per square foot of \$1.41. The total annual contract cost is \$10,418.93. Motion was made by Tara Justice, seconded by Q. J. Humphreys, that the contract be approved. Motion passed unanimously.

The fourth contract presentation was for janitorial services at Building 6 of the Capitol Complex with the work to be performed by Shawnee Hills. The contract period is July 1, 1993, through June 30, 1994. There are approximately 199,000 square feet to this contract. It employs one supervisor and twelve workers full time. Approximate cost per square feet is \$.8026 with the total annual cost consisting of \$159,719.04. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The fifth contract presentation was for a single worker to perform janitorial services ten hours monthly for the Travel Management Office from July 1, 1993, to June 30, 1994. The total cost of this contract is \$783.84. Motion was made by Tara Justice, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The sixth contract presentation was for janitorial services at Buildings 4, 16, and 17 of the State Capitol Complex with the work to be performed by Shawnee Hills. This contract employs one supervisor and seven workers full time and an additional worker half time. The total annual contract cost is \$108,285.96. The contract period is from July 1, 1993, through June 30, 1994. Motion was made by Q. J. Humphreys, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The seventh contract presentation was for janitorial services at the State Office Building, Fairmont, with the work to be performed by the Marion County Opportunity Workshop. The contract consists of approximately 51,621 square feet and will run from July 1, 1993, through June 30, 1994. The total annual cost of this contract is \$52,316.16. Approximate cost per

square foot is \$1.0135. It employs one supervisor and three workers full time. Motion was made by Tara Justice, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The eighth contract presentation was for janitorial services for the West Virginia Air National Guard at Charleston from July 1, 1993, through June 30, 1994. The contract consists of 68,037 square feet and employs one supervisor and five workers full time with a sixth worker .25 FTE. The total annual value of the contract is \$80,295.36. Motion was made by Tara Justice, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The ninth contract presentation was for janitorial service at the Employment Security Office at Moorefield, with the work to be performed by the Special Services Sheltered Workshop. This contract consists of approximately 1,827 square feet and employs one supervisor and one worker 1.5 hours each three times a week. The total annual value of the contract is \$4,198.92. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The tenth contract presentation consisted of janitorial services to be provided by Goodwill Industries of KYOWVA Area, Inc., to the Employment Security Job Service Office in Huntington from July 1, 1993, to June 30, 1994. The contract employs one supervisor and one worker two hours each daily. The total contract cost is \$6,963.84 or a cost per square feet of \$.9062. The motion was made by Tara Justice, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The eleventh contract presentation was for janitorial services to the Workers Compensation Building at Morris Street, Charleston from July 1, 1993, to June 30, 1994, providing janitorial services to approximately 124,460 square feet. The contract employs one supervisor and eight workers full time. The total annual cost of the contract is \$112,487.76 or a cost per square foot of approximately \$.9038. Motion was made by John Parker, seconded by Tara Justice, that the contract be approved. Motion passed unanimously.

The twelfth contract presentation is to provide janitorial services to the Workers Compensation Building at Martinsburg, with the work to be performed by Eastern Panhandle Training Center. The period of the contract is July 1, 1993, to June 30, 1994. The contract employs one supervisor and one worker

one half hour each daily, five days per week. The approximate square feet of the contract is 2,000. The total annual value is \$2,502.24. Motion was made by Q. J. Humphreys, seconded by John Parker, that the contract be approved. Motion passed unanimously.

The next contract presentation was for pre-sorting and bulk mailing performed at a variety of facilities, including Shawnee Hills and SW Resources for a variety of state agencies. The price list includes first class mail, pre-sort of random sequence envelopes #6 through #12 at \$.0237 each, bulk mailing third class with zip code and summary report \$18.80 per thousand, bulk mailing third class \$35 per thousand, bulk mail fourth class \$50 per thousand, miscellaneous labor at times of labor shortages \$5.82 hourly, label affixing by hand pressure sensitive \$17 per thousand, adding postage imprint by meter \$10.40 per thousand, inserting into envelopes \$17 per thousand, and hand folding \$21.86 per thousand. Motion was made by Q. J. Humphreys, seconded by Tara Justice, that the contract be approved. Motion passed unanimously.

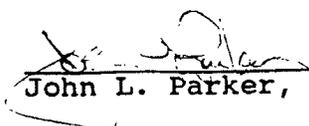
The next contract presentation was for janitorial services at the Employment Security Office at Elkins with the work to be performed by the Randolph County Sheltered Workshop. The space consists of 6,640 square feet, employs two workers, 2.25 man hours each daily, five days weekly, and snow shoveling five hours per month, December through March. The total annual value of the contract is \$8,032.56 with an approximate cost per square foot of \$1.2097. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next contract presentation was to modify an existing contract with the Department of Energy at Oak Hill to add lawn-care maintenance. The lawn square footage is approximately 65,982. The contract employs two workers 2.5 hours weekly. The monthly cost of the contract is \$189.52 based on eight months or an annual cost of \$1,516.16. The work is to be performed by FMRS.

The final contract presentation was for personal care kits with the kits to be provided to the State of West Virginia (primarily Department of Corrections) by Adena Industries, Moundsville. The contract price list consists of 24 items with slight price increases, 24 items with decreased prices, 14 new items, and three items dropped from the list. The total sales volume of these kits is \$100,000 to \$125,000 annually. The contract period is July 1, 1993, through June 30, 1994. Motion was made by John Parker, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

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 Wednesday, June 9, 1993, 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