

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

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

MINUTES

June 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 David Dickirson, Q. J. Humphreys, Tara Justice, John Parker, and Everette Sullivan. Ex officio members in attendance were Danny Myers, Deborah Bensey, and Chris Miller of the CNA, and Dick Estill, Executive Secretary of the Committee. Guests in attendance were Zane Kesecker, President, West Virginia Association of Rehabilitation Facilities, and Sue Canterbury and Eric Howard of Shawnee Hills Industries.

The minutes of the May 6, 1993, meeting were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$1,735.11. Disbursements of \$778.17 for travel expenses, stationery and envelopes, and refreshments for the year, created an ending balance of \$956.94. The Committee voted, motioned by Everette Sullivan, seconded by John Parker, to fund a portion of the expense of the joint WVARF/Governor's Committee Buyers Handbook to provide vinyl binders, partial cost of which was \$925. Motion passed unanimously to fund this project at this level. The Committee will finish FY'93 with \$31.94 unobligated. The budget allocation to the Committee for FY'94 is \$4,656. The Committee will assume mailing costs of its brochure as the first disbursement from the FY'94 budget.

There being no formal reports from the Chairman or the Executive Secretary, the first order of business was the continuing problem of quality control of the microfilming contract documented by a letter dated May 7, 1993, from Dorothy Gioulis, Executive Director of Precision Services, Inc., to Richard Weekly, Executive Director of Preston County Sheltered Workshop. This letter documents a series of four problems of quality control with a job recently completed for the West Virginia Institute of Technology. Not only were the documents not returned in the order received, causing delay in verifying

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

the process, there were typing errors, and the job initially estimated at 35 working days required 64 with the job still not completed.

The problems of quality performance by the Preston County Workshop were taken earlier to the WVARF Executive Committee with the final warning to the Preston County Workshop by the WVARF Executive Committee that any further problems of quality could result in Preston County Workshop losing its portion of the microfilming contract. Mr. Kesecker, President of the Workshop Association, indicated to the Committee that he will recommend to the WVARF Executive Committee that Preston County be dropped from the contract. A motion to this effect encouraging this action by the WVARF Executive Committee was made by Q. J. Humphreys, seconded by Dave Dickirson, and was passed unanimously.

The next item of business was discussion of a letter dated May 24, 1993, from Ron Riley, Director of Purchasing, regarding a janitorial contract in the proposal stage not yet formally submitted to the Committee for action. This contract was to involve janitorial service at 3622 MacCorkle Avenue, S. E. of approximately 9,000 square feet including two restrooms. There are only three Employment Security employees in this location. The space was primarily used for shelving and storage, requiring limited cleaning. Mr. Riley noted that the price proposed by the CNA called for a monthly fee of \$889.72. He indicated a fair market price should be significantly lower, somewhere between \$230 to \$380 per month as per written bids solicited from private janitorial service firms. A great deal of confusion exists with the process under which this contract was proposed. Mr. Myers indicated to the Committee that he had never personally visited this site and was relying on information submitted to him by Larry Canterbury of Shawnee Hills Industries. Mr. Canterbury's recollection is that Mr. Myers visited the site in question on one occasion. Mr. Myers indicated to the Committee that he had confused this space with another nearby site (IS&C janitorial contract reviewed by the Committee during its March meeting) that consists of normal office functions. The Committee was in the position of attempting to look at a contract not yet submitted to it for approval and to unravel a confusing or conflicting set of circumstances. Both the Committee members and Mr. Myers were deeply concerned that individuals in state government might view the contract proposal process as flawed or exploitative. The Committee is unsure whether the problem when discovered by individuals in the Bureau of Employment Program was taken directly to the CNA or directly to the Director of Purchasing. In any event, Mr. Myers has withdrawn the contract proposal. The Committee members asked him to take specific steps to improve communications with the Director of Purchasing

and others who should have been involved in the contract negotiation process.

The final item of old business involved follow-up on a recent vendor complaint against Shawnee Hills regarding misplaced retirees' checks which were handled by the pre-sort division of Shawnee Hills. Eric Howard reviewed each step in the process of handling these checks from the Public Employees Retirement System. He indicated that he could not unequivocally assure the Committee where the mistake occurred but that a strong possibility existed that the checks somehow were left on the delivery truck. He indicated other efforts and dealings he had made with the staff of the Public Employees Retirement System, including instructing them on how to pre-sort these checks on their own. There is a strong possibility that this zip sorting will be contained within the PERS office.

The first contract presentation was for renewal for the rest area janitorial and maintenance program with the West Virginia Department of Transportation, Division of Highways. Mr. Myers reviewed the large packet of information with the Committee, item by item. This comprehensive contract consists of cleaning and maintenance of 16 separate rest areas. He provided an excellent summary of contract changes of which there were 13 ranging from an overall contract increase of 5.8 percent to increasing the uniform allowance, fringe benefit increase by one percent, transferring telephones from the state to the vendor, and worker classifications being reduced from three to two. In total, this contract has 87.13 full-time-equivalent positions (based on a 40 hour work week) and employs approximately 120 workers. The total contract proposal for the 16 sites consists of \$1,578,579.60 or a monthly invoice amount from WVARF to the Department of Transportation of \$131,548.30. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The second contract presentation consisted of janitorial services to be performed for the fixed wing detachment of the Army National Guard located at Fairmont, West Virginia. This contract provides employment to one supervisor and two workers, each performing 30 hours weekly. The two workers are rated at 50 percent productivity and the supervisor is 100 percent productive. The contract period is from June 1, 1993, to September 30, 1993. It will be re-bid October 1, 1993. Total monthly cost is \$512.64 with a four month annualized cost of the contract at \$6,151.68. The approximate square footage of the contract is 3,000 with a cost per square foot of \$2.0506 based on wage determination rates of \$8.47 per hour for the

supervisor and \$4.70 per hour for each worker. Motion was made by Q. J. Humphreys, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously.

The next contract presentation was for janitorial services for the Division of Rehabilitation Services office at Keyser, with the work to be performed by the Developmental Center and Workshop. This office space consists of approximately 1,800 square feet and requires a total of 1.1 man hours daily, five days per week. The monthly cost of this contract is \$283.60 with an annualized cost of \$3,403.20. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The next contract presentation was for janitorial services to be provided by Shawnee Hills for the Department of Revenue Office at 1001 Lee Street from July 1, 1993, to June 30, 1994. A supervisor and four workers full time are required to perform this service which consists of 63,297 square feet. The monthly cost of this contract is \$5,281.12 or an annual total of \$63,373.44, for an approximate cost per square foot of \$1.0012. Motion was made by Q. J. Humphreys, seconded by Tara Justice, that this contract approved. Motion passed unanimously.

The next contract presentation was for janitorial services with the Department of Highways at their Smith Street location. The work is to be performed by Shawnee Hills with one supervisor and two workers full time, cleaning approximately 41,215 square feet. The contract begins July 1, 1993, through June 30, 1994. The monthly cost of the service including a floor crew 240 hours and 96 hours. A window crew of 61.5 hours and a day worker 2,080 hours (full time). The monthly grand total is \$4,361.03 with an annualized cost of \$52,332.39. The cost per square foot of the janitorial service alone is \$.9687. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next contract was for janitorial services for the Department of Motor Vehicles (Building #3) for three floors, including the basement, first floor, and third floor with the work to be performed by Shawnee Hills. The contract is in effect from July 1, 1993, through June 30, 1994. It employs one supervisor and two workers full time, cleaning approximately 44,205 square feet. The monthly cost of the contract is \$3,440, with an annual cost of \$41,283.84. The approximate cost per square foot is \$.9339. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The next contract (new) involves janitorial services at the Department of Motor Vehicles at Martinsburg, with the work to be performed by the Eastern Panhandle Training Center, beginning July 1, 1993, ending June 30, 1994. This contract involves a supervisor and one worker 1.5 hours each daily, five days per week, cleaning approximately 4,000 square feet. The monthly contract cost is \$489.06, with an annualized cost of \$5,868.72. The approximate cost per square foot is \$1.47. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next contract (new) was for janitorial services for the Division of Rehabilitation Services at Martinsburg, with the work to be performed by the Eastern Panhandle Training Center from July 1, 1993, through June 30, 1994. The contract employs one supervisor and one worker two days per week, two hours each per day. The total cost of the contract is \$300.09 with an annualized total of \$3,601.08. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The final contract presentation was for janitorial services at the Division of Rehabilitation Services office at Summersville with the work to be performed by the Sheltered Workshop of Nicholas County from July 1, 1993, to June 30, 1994. The workers will clean approximately 1,636 square feet. A supervisor and one worker will work one hour each per day, two days per week. The monthly cost of the contract is \$108.16 or an annual total of \$1,297.92. Motion was made by Everette Sullivan, 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, July 21, 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