WVARF

Committee for the Purchase of Commodities and Services from the Handicapped

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

MINUTES
December 13, 1993
DIRECTOR'S 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, David Dickirson, Tara Justice, and John Parker. Ex officio members in attendance were Debbie Bensey, Acting Director of the CNA, and Dick Estill, Executive Secretary for the Committee.

The minutes of the meeting held November 18, 1993, were accepted as presented. MSP

John Parker gave the financial report which showed a beginning balance of $3,616.55, with expenditures of $218.49, and an ending balance of $3,398.06.

The Chairman noted in his report that he is working to prepare the Committee's Annual Report to the Governor and the legislative leadership.

Under old business, Ms. Bensey noted that early in January she, Ralph Davis, and Randall Bare are to meet to review the work specifications in the three contracts for the Bureau of Employment Programs which were tabled during the Committee's November 18, 1993, meeting.

The Committee next reviewed allegations contained in a letter and documentation submitted to Ms. Bensey alleging that BEP paid WVARF in excess of $14,000 for services not received at its 601 Morris Street Workers Compensation facility. The Committee discussed in general terms its obligations regarding delivery of janitorial services and the detail contained within the cost analysis document. Although this document is used as the basis for a purchase order, Committee members were unsure if the producing work center is contractually obligated to deliver a specific number of worker hours to each contract entered into with each state agency. Mr. Davis indicated to

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 Committee that this is particularly problematic when dealing with mobile crews serving several janitorial sites. He also noted specific instances in which his work center delivered significantly more hours than contained in a janitorial service cost analysis document when trying to attend to all customer concerns and hard-to-please building managers. It was clear to all members of the Committee that all work centers need to carefully account for janitorial hours on contracts whenever possible. Specifically, Shawnee Hills will computerize its Employment Services Division in the near future. Most members of the Committee were of the opinion that the information contained on the cost analysis form is provided as a courtesy to the customer. From it the Committee establishes a firm fixed price which is on the purchase order and which the CNA cannot exceed. Debra Bensey provided the Committee with a letter written to Mr. Bare, with courtesy copies to all the addressees on Mr. Bare's original correspondence, indicating a desire to meet early in January, with Ralph Davis and Bev Wheatcraft of Shawnee Hills in attendance, to review the labor, chemicals, and equipment used at the Workers Compensation facility for the past year. She indicated that Mr. Davis is reviewing the cost analysis of this specific contract for the last year and options that may be offered to BEP for lowering the cost of its overall contract. There has not been a single recent quality complaint from BEP staff at this location.

The only contract presentation was for mail sorting between IS&C and Shawnee Hills at the Capitol Complex. Stephanie Chafin of IS&C agreed to the changes to the contract proposed by Shawnee Hills contained on the "IS&C PRICE LIST Continued." Price list is attached. MSP

The next Committee meeting is at 10 a.m. on Wednesday, January 19, 1994, at the Large P&P Conference Room. As noted previously, this is a joint WVARF--Governor's Committee meeting from 10 a.m. through a noon luncheon. Debra Bensey and John Parker will be chiefly responsible for the formal presentation which will be followed by a panel discussion to be composed of Committee members, ex officio members, and Curt Curtiss, Assistant Director, Purchasing Division, if available.

A final item of business was formal approval by the Committee for Craig Greening to attend the National Association of Rehabilitation Facilities Winter Meeting, January 15-19, 1994, at Committee expense. This is the NARF Annual State Use Committee meeting. MSP

There being no further business to be brought before the Committee, it was in adjournment with the time and place for

the February meeting being Thursday, February 10, 1994, 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

Attachment

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

December 13, 1993

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. Old Business

A. Emp. Sec. Requests -
1.) Cost Reduction

B. WVARF January Meeting

VII. New Business

VIII. Contract Presentation from CNA

A. Renawals -
IS&C

B. New Contracts

VIV. Vendor Complaints

IS&C PRICE LIST continued.....

V.	First Class Automation Compatible (barcoded) Value Added Refund Approved for Vendor	
V.A.	30% to 49% of Total Daily Volume Automation Compatible Only	$20.00/m
V.B.	50% to 69% of Total Daily Volume Automation Compatible Only	$19.00/m
V.C.	70% to 100% of Total Daily Volume Automation Compatible Only	$18.00/m
V.D.	Barcoded Non presorted Residuals	$35.00/m
VI.	Third Class Automation Compatible (barcoded)	
VI.A.	Bulk Mailing with Approved Zip Code Summary Report	$18.80/m
VI.B.	50% of Additional Barcoded Postage Discount	Actual Savings
VI.C.	Bulk Mailng without Zip Code Summary	$35.00/m
VI.D.	50% of Additional Barcoded Postage Discount	Actual Savings

All Prices Based on Current Postal Rates & Discounts

Bureau of Employment Programs
112 California Avenue
Charleston, West Virginia 25305-0112

Gaston Caperton, Governor
John Ranson, Cabinet Secretary,
Commerce, Labor and Environmental Resources
Andrew N. Richardson, Commissioner,
Employment Programs

November 29, 1993

Ms. Debra M. Bensey
Director Of Operations
WVARF
P.O. Box 745
Institute, West Virginia 25112

Dear Ms. Bensey:

This letter is in regards to the janitorial services your organization provides at 601 Morris Street (the Workers' Compensation facility).

After meeting with the Governor's Committee, and remembering the remarks of John Parker, recorder, "you get what you pay for" in referring to the acceptance of a lower bid for janitorial service, I went back to my office and reviewed our contract in an effort to compare "apples and oranges", if you will.

Our contract calls for eight (8) workers (including two (2) day employees) and one (1) supervisor. I called you on November 24th and you verified that they are to work eight (8) hours per night.

I reviewed the Security Guards' log, with the help of Eva Hardman, to verify that there are seven (7) employees working every night for eight (8) hours. I reviewed the logs from January 1993 to November 23, 1993.

Using the hourly rate of $5.10 per the contract, I proceeded to calculate hours and costs based on the log entries.

I based my numbers on the following calculation:

(1) 7 employees work 8 hours per day = 56 hours/day.
(2) 56 hours per day times 5 days = 280 hours/week.
(3) $4.25 per hour plus .85 cents per hour fringe = $5.10 per hour.

See the attached monthly summaries that we put together using the numbers I referred to in the above paragraph.

The only week, this calendar year, that your janitorial service worked the required number of hours was the first week in November. An additional 65 hours were worked that week.

According to my figures your organization has been paid in excess of $14,000 for services not received.

I would appreciate a meeting with you and your janitorial supervisor at your earliest convenience.

Respectfully,

Randall L. Bare
ES Chief

RLB:elh

cc: Ad Thomas, Director, FAM
Clarence Bess, Jr., Assistant Director
Ed Burdette, Executive Secretary
Andy Richardson, Commissioner
Dave Clarke, Facility Management
John Parker, Rehabilitation Services
Ron Riley, Director, Purchasing

WEST VIRGINIA ASSOCIATION OF
WVARF
REHABILITATION FACILITIES, INC.

P.O. Box 745
Institute, WV 25112
304-766-4894 (Phone)
304 766-4607 (Fax)

December 7, 1993

Randall L. Bare
Employment Security
4401 MacCorkle Avenue, S.E.
Charleston, WV 25304

Dear Mr. Bare:

I have met with Ralph Davis and Bev Wheatcraft of Shawnee Hills regarding your letter of November 29, 1993. Shawnee Hills is in the process of researching the labor, chemicals, and equipment that has been used at the Workers Compensation facility for the past year. Unfortunately much of the tracking must be done by hand since Shawnee Hills started computerizing their records when Mr. Davis took over the position of manager of the janitorial program. He is in the process of looking at two issues: 1.)a cost analysis of the last year and 2.)options that we can offer you for lowering the cost of the overall contract. We would like to schedule a meeting with you in early January to go over our findings. I will call Rose Barker and schedule the meeting if this is acceptable with you. Thank you.

Sincerely,

Debra M. Bensey

Debra M. Bensey
Director of Operations

cc: Ad Thomas, Director, FAM
Clarence Bess, Jr., Assistant Director
Ed Burdette, Executive Secretary
Andy Richardson, Commissioner
Dave Clarke, Facility Management
John Parker, Rehabilation Services
Ron Riley, Director, Purchasing
Craig Greening, Chairman Governor's Committee