

Bensey

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

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

**MINUTES
March 16, 1994
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 Dick Estill, Executive Secretary of the Committee; John Faris, Executive Director of the CNA; and Debra Bensey, Director of Operations of the CNA. Guests in attendance were Jonna Kuskey, Executive Director of Adena Industries, and John M. Panza, Director of the Division of Rehabilitation Services.

The minutes of the meeting of February 10, 1994, were accepted as presented without modification.

John Parker gave the financial report which showed a beginning balance of \$3,243.74, expenditures of \$108.19, \$60.24, and \$1,266.05, with an ending balance of \$1,809.26. He suggested that any funds remaining near the end of the fiscal year be used to purchase new stationery for the Committee. The Committee authorized Mr. Parker to make such an expenditure not to exceed the amount paid previously for stationery and envelopes. MSP

Mr. Panza briefly reviewed with the Committee legislation enacted placing the Division of Rehabilitation Services under the Secretary of Education and the Arts, subject to federal approval, effective July 1, 1994. After reviewing these possibilities with the Committee, Mr. Panza attempted to convey concerns from members of the legislature voiced to him during the last session regarding the State Use Law and its provisions related to the use of handicapped and non-handicapped workers. He went on to review legislative concerns regarding the small business impact of the program administered by the Committee. Discussion centered around

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**

John P. Faris, Ph.D., Executive Director, West Virginia Association of Rehabilitation Facilities

non-handicapped worker participation for existing contracts, new contracts, and new proposals which work centers might enter into with governmental agencies. Many Committee members felt that handicapped worker participation for the State Use Program at approximately 83 percent overall significantly exceeds any federal requirements through the NISH program for handicapped worker participation for direct labor hours which is presently 75 percent. There is, perhaps, only one State Use contract individually which dips below 75 percent handicapped worker participation--that being the data entry contract at the Jackson County Developmental Center. Various ways were discussed to codify this requirement, among them developing a procedural rule for the Committee, developing legislative rules, or finally seeking to amend our state's State Use Law.

Since there was no report from the Chairman, the next item of business was a report from the Executive Secretary regarding the Purchasing Handbook and the upcoming State Purchasing Conference, March 29 through April 1, 1994, at Morgantown.

There was further discussion regarding the Committee's Rules. It was suggested by the Chairman that he, John Parker, and Debra Bensey work together to re-organize the rules and present them at the May Committee meeting.

The next item of business was a discussion with Jonna Kuskey from Adena Industries regarding the contract renewal between her organization and the Department of Tourism and Parks. She indicated that Adena Industries was losing money on the contract and needed recommendations in order to negotiate a new contract. She indicated a need to increase prices by 100 percent. Mr. Greening indicated that it was not the state's problem that Adena was losing money on the contract and that it was not fair for Tourism and Parks to cover extra costs in this manner. Mr. Dickirson made suggestions to Ms. Kuskey regarding alternate sources of soap or other products in use in the hospitality kits. Mr. Greening suggested that the Texas and Ohio State Use Programs be queried as to procedures they use in such cases.

The next item of business related to problems of establishing fair market prices for the Bureau of Employment Programs. The three locations under consideration are now working under contract extensions. Ms. Bensey reported that a new scope of work was needed in all three locations which has been completed. A modified method of contract presentation was developed for this agency which includes a bare-bones, basic cleaning contract or a more deluxe approach with stripping and carpet cleaning done every six months. The reaction from BEP is that they feel the prices are higher now than they were before. A formal acceptance or declination has not been received from the agency. There was concern from two Committee members that members of Shawnee Hills staff had not provided all information needed by the CNA.

The next item of business was contract presentations--the first being for Building #5 at the Capitol Complex. This contract provides for cleaning and janitorial service to 200,000 square feet. The contract period is from May 1, 1994, through April 30, 1995. The contract provides for one full-time supervisor and 10.5 janitors. Consumable supplies are to be provided by Shawnee Hills, including toilet tissues, paper seat covers, paper towels, and trash bags. The monthly cost of this contract to the agency is \$15,635.82 or an annualized cost of \$187,629.81. The price per square foot is \$.94. There is no small business impact with this contract, however, current state employee janitors in this building will not be displaced, rather, they will be moved to other areas in the main Capitol Building. The percentage of disabled direct labor on this contract has not yet been determined. MSP

The next contract presentation is for janitorial services, a renewal, for the West Virginia State Office Building at Beckley. The dates of the contract are May 1, 1994, through April 30, 1995. The rehabilitation facility involved is FMRS MH/MR Center. The contract is for cleaning 45,100 square feet at approximately \$1.05 per square foot. It will employ one supervisor and three workers full time. The cost to the agency is \$3,943.68 monthly or an annualized cost of \$47,324.16. The percentage of disabled workers on the contract is 75. MSP

The next contract was for janitorial services for the Department of Tax and Revenue at 1432 Edwin Miller Boulevard, Martinsburg, from April 1, 1994, through March 31, 1995. The organization involved is the Eastern Panhandle Training Center. The size of the contract is 1,785 square feet at \$1.98 per square foot. The contract provides for one supervisor and one worker for four hours each per week. The cost to the agency is \$294.32 for an annualized cost of \$3,531.84. EPTC will use a crew at this site, cleaning two days per week at the request of the customer. MSP

The next contract presentation was for janitorial services at the Division of Environmental Protection at 116 Industrial Drive, Oak Hill. This is a renewal beginning May 1, 1994, through April 30, 1995, for janitorial services to 17,340 square feet, employing one supervisor, one worker, four hours each daily. The cost per square foot is \$.88. The cost to the agency is \$1,264.64 or an annualized cost of \$15,175.68. The percent of disabled workers on this contract is 50. The contracting agency is FMRS MH/MR Center. MSP

The final contract presentation was for janitorial services at the Central Stockroom at Piedmont Road and Broad Street from March 1, 1994, through February 28, 1995. Shawnee Hills is providing janitorial services at this site to 2,100 square feet at a cost per square foot of \$1.53. This monthly cost of the contract to the agency is \$267.70 or an annualized total of \$3,212.35. The percentage of disabled workers on this contract is 100. Shawnee

Hills will use a mobile crew to clean this site. Labor allocations are .75 hours each per day for two workers. MSP

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 26, 1994, 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 16, 1994

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Report from Mr. Panza
- IV. Treasurer's Report
- V. Report of Chairman
- VI. Report of Executive Secretary
- VII. Old Business
 - A. Changes in the State Use Rules
 - B. Small Business Impact
 - C. Pricing for Employment Security
- VIII. New Business

VIV. Contract Presentation from CNA

- A. Renewals -
 - Central Stock
 - EPA - Oak Hill
 - Tax Dept. - Martinsburg
 - Bldg. Comm. - Beckley
 - Personnel Care Kits
- B. New Contracts
 - Building 5

- X. Vendor Complaints
 - A. DOH - Weston

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COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
PRICING WORKSHEET

LOCATION: Central Stock Room
Piedmont Rd. and Broad Street
Charleston, WV 25301

DATES OF CONTRACT: March 1, 1994 - February 28, 1995

CUSTOMER CONTACT: Chuck Laughlin
PHONE #: 558-3636

SQ. FT.: 2,100.00
COST PER SQ. FT.: \$1.53
% OF DISABLED ON CONTRACT: 100%

ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	\$5.50	\$1.10	107.25	.75 hr. per day
Worker #1	4.65	0.93	90.68	.75 hr. per day

sub total			\$197.93	
Chemicals			11.88	
Facility Equipment/Overhead			47.59	
Administrative Overhead			10.30	
			=====	
Month Total			\$267.70	
Annual Total			3,212.35	

VENDOR: Shawnee Hills
MONTHLY: \$257.40
ANNUAL: \$3,088.75

Shawnee Hills will use a mobile crew to clean this site.

WVAREF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Debra M. Bensey
Debra M. Bensey
Director of Operations

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COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
PRICING WORKSHEET

LOCATION: Division of Environmental Protection
116 Industrial Drive
Oak Hill, WV

DATES OF CONTRACT: May 1, 1994 - April 30, 1995

CONTRACT: Susie Teel
PHONE: 759-0505

SQ. FT.: 17,340.00
COST PER SQ. FT.: \$0.88
% OF DISABLED ON CONTRACT: 50%

ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month
Labor			
Supervisor	\$5.75	\$1.15	598.00 4 hours a day
Worker #1	4.50	\$0.90	468.00 4 hours a day

sub total			\$1,066.00
Chemicals			50.00
Facility Equipment/Overhead			100.00
Administrative Overhead			48.64
			=====
Month Total			\$1,264.64
Annual Total			\$15,175.68

VENDOR: FMRS
MONTHLY: \$1,216.00
ANNUAL: \$14,592.00

WVAREF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Debra M. Bensey
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Director of Operations

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 COMMITTEE FOR THE PURCHASE OF COMMODITIES
 AND SERVICES FROM THE HANDICAPPED
 PRICING WORKSHEET

LOCATION: WV Dept. of Tax and Revenue
 1432 Edwin Miller Memorial Blvd.
 Martinsburg, WV

DATES OF CONTRACT: April 1, 1994 - March 30, 1995

CONTACT: Rachel Tillinghast
 PHONE: 558-2554

SQ. FT. : 1,785.00
 COST PER SQ. FT.: \$1.98
 % OF DISABLED ON CONTRACT: 100%

ANALYSIS:

	Per Hour	Per Hour	Per Month	
Labor		20% Fringe		
Supervisor	\$5.50	\$1.10	\$114.40	4 hours per week
Worker #1	4.50	\$0.90	\$93.60	4 hours per week

sub total			\$208.00	
Chemicals			\$25.00	
Facility Equipment /Overhead			\$50.00	
Administrative Overhead			\$11.32	
			=====	
Monthly Total			\$294.32	
Annual Total			\$3,531.84	

VENDOR: EPTC
 MONTHLY : \$283.00
 ANNUAL: \$3,396.00

EPTC will use a crew at this site.
 Cleaning will be done 2 days per week at the request of the customer.

WVARF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Debra M. Bensey
 Debra M. Bensey
 Director of Operations

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COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
PRICING WORKSHEET

LOCATION: WV State Building Commission
State Office Building Beckley

DATES OF CONTRACT: May 1, 1994 - April 30, 1995

CONTACT: Bernard Cobb
PHONE #: 558-1494

SQ. FT.: 45,100.00
COST PER SQ. FT.: \$1.05
% OF DISABLED ON CONTRACT: 75%

ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month
Labor			
Supervisor	\$5.00	\$1.00	1,040.00
Worker #1	4.25	0.85	884.00
Worker #2	4.25	0.85	884.00
Worker #3	4.25	0.85	884.00

sub total			\$3,692.00
Chemicals			50.00
Facility Equipment/Overhead			50.00
Administrative Overhead			151.68
			=====
Month Total			\$3,943.68
Annual Total			\$47,324.16

VENDOR: FMRS
MONTHLY: \$3,792.00
ANNUAL: \$45,504.00

WVARF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Debra M. Bensey
Debra M. Bensey
Director of Operations

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CAUTION

DUE TO THE CONDITION OF THE ORIGINAL DOCUMENT(S), THE FOLLOWING IMAGE(S) MAY BE OF POOR QUALITY.

July - Dec. DEC.

ACCOUNT NUMBER FS	DESCRIPTION	CURRENT MONTH				YEAR TO DATE			
		ACTUAL	BUDGET	VARIANCE	A:B	ACTUAL	BUDGET	VARIANCE	A:B
300330.02	REV-PROGRAM PLANNING/IDT	45.00-	.00	45.00		45.00-	.00	45.00	
300330.02	REV-CLIENT TRANSPORTATION	17.00-	.00	17.00		17.00-	.00	17.00	
310090	WETZEL WKSHOP SUPPORT GRANT	1,666.66-	1,667.00-	.34-	99	10,197.11-	10,002.00-	195.11	101
350000.3	REV-CONTRIBUTIONS-WETZEL CD	.00	.00	.00		995.00-	.00	995.00	
380000.01	SALES-WORKSHOP-WETZEL	4,172.10-	8,500.00-	4,327.90-	49	55,252.06-	51,000.00-	4,252.06	108
380000.017	SALES-MAIL PRESORT-WETZEL	1,115.41-	1,050.00-	65.41	106	7,092.02-	6,300.00-	792.02	112
380000.02	SALES-WORKSHOP-MARSHALL	.00	.00	.00		.00	3,000.00-	3,000.00-	
380001	INTRACOMPANY REVENUE/EXPENSE	188.65-	.00	188.65		1,606.40-	.00	1,606.40	
400140.02	REV LOSS-PROGRAM PLANNING/IDT	13.50	.00	13.50-		13.50	.00	13.50-	
400330.02	REV LOSS-CLIENT TRANSPORTATION	5.10	.00	5.10-		5.10	.00	5.10-	
----- TOTAL REVENUES		7,186.22-	11,217.00-	4,030.78-	64	75,185.99-	70,302.00-	4,883.99	106
17% of S.U.C.									
501000	EXP-REGULAR WAGES	4,206.53	4,996.76	790.23	84	20,259.55	27,210.76	6,951.21	74
501010	EXP-TEMP WAGES	504.57	.00	504.57-		2,726.91	.00	2,726.91-	
501030	EXP-WORKSHOP CLIENT WAGES	1,728.00	2,381.48	653.48	72	11,164.10	14,298.88	3,124.78	78
501100	EXP-OVERTIME WAGES	.00	.00	.00		9.78	.00	9.78-	
501200	EXP-VACATION WAGES	223.41	90.00	143.41-	279	1,718.74	480.00	1,238.74-	358
501300	EXP-SICK WAGES	152.00	30.00	122.00-	506	534.08	180.00	354.08-	296
502100	EXP-F.I.C.A.	476.91	569.11	92.20	83	2,010.27	3,204.14	1,193.87	62
502200	EXP-UNEMPLOYMENT EXPENSE	.00	27.71	27.71-		.00	155.98	155.98-	
502300	EXP-HEALTH INSURANCE	641.25	599.06	42.19-	107	3,422.82	3,372.76	50.06-	101
502400	EXP-RETIREMENT	240.55	284.55	44.00	84	1,335.26	1,602.06	266.80	83
503000	EXP-WORKERS' COMPENSATION	52.47	44.93	7.54-	116	279.84	252.94	26.90-	110
503800	EXP-LONG TERM DISABILITY	19.76	22.46	2.70	87	110.44	126.48	16.04	87
503900	EXP-LIFE INSURANCE	31.35	29.95	1.40-	104	151.71	168.62	16.91	89
503900	EXP-CONTRACT OTHER	520.46	440.60	80.46-	118	3,383.48	2,640.00	743.48-	128
503700	EXP-CONTRACT SECURITY SERVICES	.00	.00	.00		10.00	.00	10.00-	
504100	EXP-LOCAL TRAVEL	254.50	200.00	54.50-	127	1,713.00	1,200.00	513.00-	142
504200	EXP-OUT OF CATCHMENT TRAVEL	.00	.00	.00		.00	.00	.00-	
504300	EXP-VEHICLE OPERATION	89.37	.00	89.37-		478.37	.00	478.37-	
504400	EXP-VEHICLE REPAIRS	.00	15.00	15.00-		.00	90.00	90.00-	
504500	EXP-VEHICLE INSURANCE	38.00	.00	38.00-		228.00	.00	228.00-	
506100	EXP-OFFICE SUPPLIES none	.00	26.54	26.54-		50.56	159.24	108.68	31
506125	EXP-GENERAL SUPPLIES	28.74	35.00	6.26	82	141.03	210.00	68.97	67
506150	EXP-MEDICAL SUPPLIES & EXPENSE	.00	.00	.00		26.20	.00	26.20-	
506200	EXP-BOOKS	.00	.00	.00		14.97	.00	14.97-	
506300	EXP-MINOR EQUIPMENT none	.00	.00	.00		177.54	.00	177.54-	
506400	EXP-FOOD	20.35	.00	20.35-		20.35	.00	20.35-	
506600	EXP-WORKSHOP MANUFACTURING EXP	4,028.98	4,000.00	28.98-	100	35,375.25	24,000.00	11,375.25-	147
506700	EXP-POSTAGE & FREIGHT	887.07	573.76	313.31-	154	5,097.10	3,442.56	1,654.54-	148
506800	EXP-TELEPHONE	2.06	10.00	7.94	20	7.25	60.00	52.75	12
506900	EXP-LICENSES & TAXES	.00	.00	.00		31.07	.00	31.07-	
506960	EXP-WV SEVERANCE & PRIVIL TAX	.00	558.33	558.33-		.00	3,277.39	3,277.39-	
507000	EXP-EDUCATION	.00	135.92	135.92-		.00	815.52	815.52-	
508100	EXP-RECRUITING & PHYSICALS	.00	.00	.00		10.00	.00	10.00-	
508200	EXP-COMMUNITY AWARENESS	3.13	30.00	26.87	10	4.92	180.00	175.08	2
509800	EXP-UTILITIES-GARBAGE	.00	.00	.00		93.00	.00	93.00-	
509900	EXP-GEN. LIABILITY INSURANCE	42.24	47.37	5.13	89	1,190.73	284.22	906.51-	418
510000	EXP-OTHER INSURANCE	.00	.00	.00		8.59	.00	8.59-	
510000	EXP-DUES & SUBSCRIPTIONS	936.80	50.00	886.80-	1873	936.80	300.00	636.80-	312

Manager (1%)
Christine
Billi (1%)
Stout

43% Ann. Inc.
KAPM, m/bj

32592.48

SWARF-
rep.
Columbus 43%
43%
45% S.U.C.

ACCOUNT NUMBER	DESCRIPTION	CURRENT MONTH				YEAR TO DATE			
		ACTUAL	BUDGET	VARIANCE	A:B	ACTUAL	BUDGET	VARIANCE	A:B
100	EXP-EQUIP & MAINT CONTRACTS	.00	25.00	25.00		.00	150.00	150.00	
100	EXP-EQUIPMENT REPAIRS	63.60	50.00	13.60-	127	360.40	300.00	60.40-	120
512400	EXP-BUILDING REPAIRS	27.54	.00	27.54-		503.94	.00	503.94-	
515000	EXP-INTEREST	.00	.00	.00		200.68	.00	200.68-	
577000	ALLOCATED FACILITY COST 45% %	1,158.49	953.93	204.56-	121	4,822.17	5,723.58	901.41	84
588000	BUDGETED ADMINISTRATIVE COSTS	2,932.05	2,932.05	.00	100	16,770.04	16,770.04	.00	100
----- TOTAL EXPENSES		19,310.18	19,148.91	161.27-	100	115,378.94	110,645.17	4,733.77-	104
----- REPORTING UNIT TOTAL		12,123.96	1,931.91	4,192.05-	152	40,192.95	40,343.17	150.22	99

Allocated Facility Cost - reduced %age - more storage on K-mart and other items. Mahay

- took 1/2 of 45% = 22.5%

↓
could possibly lower.

after talk:
w/ Billie - less than 22.5% of RU 731

Mahay - machines
shelves

Presort - tables w/ shelves

K-Mart - Biggest approx.
50% of space in 731

**West Virginia State Use Contract
Pricing for Amenities Pack**

|----- MATERIAL COSTS -----|

|----- DIRECT LABOR COSTS -----|

Item	Annual Unit	Purchasing	Price per	Units	Subtotal	Production	Price per	Units	Subtotal
	Quantity	Unit	Purch Unit	Purchased	Dir Mat Costs	Unit	Prod Unit	Purchased	Dir Labor Costs
Soap, Dial Logo	25,000	1,000 per case	\$78.33	25	\$1,958.25	1,000 bars	\$1.09	25	\$27.25
Soap, Tone Logo	25,000	1,000 per case	\$74.57	25	\$1,864.25	1,000 bars	\$1.09	25	\$27.25
Scope	25,000	180 per case	\$49.60	139	\$6,894.40	1 Doz	0.045	2,085	\$93.83
Shampoo, Logo	25,000	288 per case	\$65.50	87	\$5,698.50	1 Doz	\$0.06	2,088	\$125.28
Conditioner, Logo	25,000	288 per case	\$65.50	87	\$5,698.50	1 Doz	\$0.06	2,088	\$125.28
Shower Cap, Logo	20,000	500 per case	\$50.85	40	\$2,034.00	1 Doz	\$0.05	1,667	\$83.33
Shoe Mit (White), Lo	25,000	1,000 per case	\$155.22	25	\$3,880.50	1 Doz	\$0.03	2,083	\$60.42
Doily, White	9,500	1 each	\$0.04	9,500	\$380.00	50 Pack	\$0.09	190	\$17.10
Laundry Tote, Logo	50,000	1 50,000 mi	\$0.0696	50,000	\$3,480.00	1 Doz	\$0.06	4,167	\$250.00
Candy	500	25 per pound	\$47.78	20	\$955.60	1 Pound	\$0.04	500	\$20.00
Basket	120	1 each	\$0.28	120	\$33.60	1 Each	\$0.10	120	\$12.00
TOTAL					\$32,877.60				\$841.74

**West Virginia State Use Contract
Pricing for Amenities Pack**

----- **PACKAGING AND SHIPPING CONTAINER COSTS** -----

Item	Type	Packaging			Shipping				Subtotal Pack & Carton Costs	
		Items per Packing Unit	Cost/Unit	Packaging Costs	Type	Units Per Carton	Cartons Per Year	Cost/Unit		Shipping Carton Costs
Soap, Dial Logo	Box & Seal	500 Pcs	\$0.40660	\$20.33	Carton,tape,label	500 Pcs	50	\$0.604602	\$30.23	\$50.56
Soap, Tone Logo	Box & Seal	500 Pcs	\$0.40660	\$20.33	Carton,tape,label	500 Pcs	50	\$0.604602	\$30.23	\$50.56
Scope	Bag & Tape	1 Doz	\$0.02905	\$60.52	Carton,tape,label	28 Doz	74	\$0.604602	\$44.99	\$105.51
Shampoo, Logo	Bag & Tape	1 Doz	\$0.02040	\$42.50	Carton,tape,label	20 Doz	104	\$0.604602	\$62.98	\$105.48
Conditioner, Logo	Bag & Tape	1 Doz	\$0.02040	\$42.50	Carton,tape,label	20 Doz	104	\$0.604602	\$62.98	\$105.48
Shower Cap, Logo	Bag & Tape	1 Doz	\$0.01505	\$25.08	Carton,tape,label	24 Doz	69	\$0.604602	\$41.99	\$67.07
Shoe Mit (White), Lo	Bag & Tape	1 Doz	\$0.01660	\$34.59	Carton,tape,label	40 Doz	52	\$0.604602	\$31.49	\$66.08
Doily, White	Bag & Tape	100 Pcs	\$0.01505	\$1.43	Carton,tape,label	20 50 Pcs	10	\$0.406602	\$3.86	\$5.29
Laundry Tote, Logo	Rubber band	1 Doz	\$0.00390	\$16.25	Carton,tape,label	50 Doz	83	\$0.604602	\$50.38	\$66.63
Candy	Bag & Tape	1 lb	\$0.01660	\$8.30	Carton,tape,label	25 lbs	20	\$0.604602	\$12.09	\$20.39
Basket					Carton,tape,label	3 Doz	3	\$0.604602	\$2.02	\$2.0153
TOTAL										\$645.07

**West Virginia State Use Contract
Pricing for Amenities Pack**

--- OTHER MANUF COSTS ---

Item	Storage Costs	Inventory Carrying
Soap, Dial Logo	\$23.35	\$31.82
Soap, Tone Logo	\$22.23	\$30.29
Scope	\$82.20	\$112.03
Shampoo, Logo	\$67.94	\$92.60
Conditioner, Logo	\$67.94	\$92.60
Shower Cap, Logo	\$24.25	\$33.05
Shoe Mit (White), Lo	\$46.27	\$63.06
Doily, White	\$4.53	\$6.18
Laundry Tote, Logo	\$41.49	\$56.55
Candy	\$11.39	\$15.53
Basket	\$0.40	\$0.55
TOTAL	\$392.00	\$534.26

Subtotal Manuf Cost
\$2,091.23
\$1,994.58
\$7,287.97
\$6,089.81
\$6,089.81
\$2,241.71
\$4,116.32
\$413.10
\$3,894.68
\$1,022.92
\$48.56
\$35,290.67

--- O/H BUILD UP ---

Adena-Wetzel Overhead	NWHS Admin Fee
146.09%	24.00%
\$2,860.73	\$1,188.47
\$2,723.41	\$1,132.32
\$10,071.77	\$4,166.34
\$8,324.72	\$3,459.49
\$8,324.72	\$3,459.49
\$2,971.39	\$1,251.14
\$5,668.88	\$2,348.45
\$555.13	\$232.37
\$5,083.80	\$2,154.83
\$1,396.00	\$580.54
\$49.08	\$23.44
\$48,029.64	\$19,996.87

----- FINAL MANUF PRICE -----

Subtotal Manuf Costs
\$6,140.43
\$5,850.31
\$21,526.07
\$17,874.02
\$17,874.02
\$6,464.24
\$12,133.64
\$1,200.60
\$11,133.31
\$2,999.45
\$121.08
\$103,317.19

Adena Profit
10.00%
\$614.04
\$585.03
\$2,152.61
\$1,787.40
\$1,787.40
\$646.42
\$1,213.36
\$120.06
\$1,113.33
\$299.95
\$12.11
\$10,331.72

Total Manuf Price	Per Piece
\$6,754.48	\$0.2702
\$6,435.34	\$0.2574
\$23,678.68	\$0.9471
\$19,661.42	\$0.7865
\$19,661.42	\$0.7865
\$7,110.67	\$0.3555
\$13,347.01	\$0.5339
\$1,320.66	\$0.1390
\$12,246.64	\$0.2449
\$3,299.40	\$6.5988
\$133.19	\$1.1099
\$113,648.91	

**West Virginia State Use Contract
Pricing for Amenities Pack**

|---FINAL CUSTOMER PRICE ---| |---COMPARISON---|

Item	WVARF Fee 4.00%	Final		1994 Price Per Piece	Percent Increase	Dir per Unit Matr'l Costs
		Customer Price	Per Piece			
Soap, Dial Logo	\$270.18	\$7,024.66	\$0.2810	\$0.1441	87.49%	\$0.0783
Soap, Tone Logo	\$257.41	\$6,692.76	\$0.2677	\$0.1441	78.64%	\$0.0746
Scope	\$947.15	\$24,625.83	\$0.9850	\$0.3800	149.25%	\$0.2756
Shampoo, Logo	\$786.46	\$20,447.88	\$0.8179	\$0.3072	156.01%	\$0.2274
Conditioner, Logo	\$786.46	\$20,447.88	\$0.8179	\$0.3072	156.01%	\$0.2274
Shower Cap, Logo	\$284.43	\$7,395.10	\$0.3698	\$0.1821	95.24%	\$0.1017
Shoe Mit (White), Lo	\$533.88	\$13,880.89	\$0.5552	\$0.2485	114.84%	\$0.1552
Doily, White	\$52.83	\$1,373.49	\$0.1446	\$0.1101	26.26%	\$0.0400
Laundry Tote, Logo	\$489.87	\$12,736.51	\$0.2547	\$0.1247	96.42%	\$0.0696
Candy	\$131.98	\$3,431.38	\$6.8628	\$1.9900	231.60%	\$1.9112
Basket	\$5.33	\$138.52	\$1.1543	\$0.3380	228.38%	\$0.2800
TOTAL	\$4,545.96	\$118,194.86				

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COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
PRICING WORKSHEET

LOCATION: WV STATE BUILDING COMMISSION
BUILDING 5, CAPITOL COMPLEX

DATES OF CONTRACT: MAY 1, 1994 - APRIL 30, 1995

CONTACT: BERNARD COBB
PHONE #: 558-1494

SQ. FT.: 200,000.00
COST PER SQ. FT.: \$0.94
% OF DISABLED: (NOT YET DETERMINED)

NOTE: SMALL BUSINESS IMPACT - Current janitors in this building are
State workers and will be moved to areas in the main capitol.

ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month
Labor			
Supervisor	\$6.00	\$1.20	\$1,248.00
Worker #1	4.50	\$0.90	\$936.00
Worker #2	4.50	\$0.90	\$936.00
Worker #3	4.50	\$0.90	\$936.00
Worker #4	4.50	\$0.90	\$936.00
Worker #5	4.50	\$0.90	\$936.00
Worker #6	4.50	\$0.90	\$936.00
Worker #7	4.50	\$0.90	\$936.00
Worker #8	4.50	\$0.90	\$936.00
Worker #9	4.50	\$0.90	\$936.00
Worker #10	4.50	\$0.90	\$936.00
Worker #10	4.50	\$0.90	\$468.00

Labor	sub total	\$11,076.00
Chemicals		\$664.56
Disposables		\$2,517.00
Facility Equipment/Overhead		\$776.88
Administrative Overhead		\$601.38
	Monthly Total	\$15,635.82
	Annual Total	\$187,629.81

VENDOR: SHAWNEE HILLS
MONTHLY: \$15,034.44
ANNUAL: \$180,413.28

NOTE: THIS CONTRACT INCLUDES THE SUPPLYING OF CONSUMABLES BY
SHAWNEE HILLS. CONSUMABLES INCLUDE: TOILET TISSUE, PAPER SEAT COVERS,
PAPER TOWELS, AND TRASH BAGS.

SHAWNEE HILLS agrees to provide services for the above amount pending final
determination of the "fair market price" by the Governor's Committee
for the Purchase of Commodities and Services from the Handicapped.

Debra M. Bensey
Debra M. Bensey
Director of Operations