Committee for the Purchase of Commodities and Services from the Handicapped

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

MINUTES
OCTOBER 27, 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 L. Dickirson, Q. J. Humphreys, John L. Parker, and Everette Sullivan. Ex officio members in attendance were Debra Bensey, Director of Operations of the CNA, and John Faris, Executive Director of the CNA. Guests in attendance were Jim Murphy and David McDowell of Shawnee Hills Diversified Business Group.

The minutes of the meeting of September 22, 1994, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $4,495.70 with disbursements of $220.23 and an ending balance of $4,275.47.

The first contract presentation was with the Department of Commerce with Shawnee Hills Diversified Business Group providing shipping and storage of Commerce Department's printed materials. Messrs. Murphy and McDowell answered a variety of questions from the Committee related to costs per square foot of acceptable storage space in the Kanawha Valley and material handling of various storage skids, bulk order mailing labels, and per-mile and per-hour delivery rates. The CNA endorsed the negotiated contract not to exceed $60,000 for the period July 1, 1994, through June 30, 1995. Last year's contract was $52,000. The price increases in this contract are now well substantiated and documented on the attached price list. MSP

The next contract presentation is a statewide microfilming contract from January 1, 1995, through December 31, 1995. The sole approved producing work center is Precision Services, Inc. This is an as-is renewal with no price changes. MSP

The next contract presentation is for janitorial services at the Department of Motor Vehicles, Winfield location, with the work to be performed by Shawnee Hills from December 1, 1994, through June 30, 1995. DMV has recently relocated this office which consists of 8,000 square feet. The cost per square foot is $2.46. The contract employs one worker, two hours daily, or ten hours per week. The monthly cost of the contract to the agency is $1,639.27 or an annualized cost of $19,671.23. MSP

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

The next contract presentation involves janitorial services to be performed for the Department of Tax and Revenue at its Clarksburg Office with the work to be performed by the Association of Retarded Citizens from February 1, 1995, through January 31, 1996. The contract consists of 2,000 square feet and a cost per square foot of $1.25. It employs one supervisor, one worker, two hours each per week. The monthly contract cost to the agency is $209.05 or an annualized cost of $2,508.58. MSP

The final contract presentation is for janitorial services for the Department of Highways, Weston District Office, with the work to be performed by Precision Services from September 1, 1994, through August 30, 1995. The contract consists of 16,722 square feet at a cost per square foot of $1.45. The contract employs a supervisor and one worker, each working 25 hours weekly. The recently negotiated cost to the agency is $2,013.96 monthly, or an annualized cost of $24,167.52. MSP

There were two final items of business, both presented by the CNA. One concerned a State Use Commission rate survey and follow-up information from last month's meeting regarding the state's policy on requiring background information on its employees or vendors. Simply stated, the state does not have a policy on checking backgrounds of vendors if such a background check of employees is required, it becomes the vendor's responsibility to secure it. It therefore follows that in a contract build-up, it would need to become a variable costs once the initial fixed cost of performing background checks was built into the contract.

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, November 30, 1994, at 9 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

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

OCTOBER 27, 1994

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

1. Review Commerce Dept. Contract - Jim Murphey

VII. New Business
1. State Use National Survey

VIII. Contract Presentation from CNA

A. Renawals -
No Changes -
Microfilm
Tax Dept. - Clarksburg

Changes -
DOH Weston

B. New Contracts
DMV-Winfield

X. Vendor Complaints

MICROFILMING STATE WIDE CONTRACT PRICE LIST

January 1. 1995 - December 31. 1995

Cost Per Document unless noted otherwise

	SOURCE DOCUMENTS 8 1/2" x 5" to 8 1/2" x 14"		COST
1	Placed in microfilm jackets (microfiche)		0.044
2	Placed on 16mm roll film with spool		0.035
3	Placed on 16mm roll with cartridge		0.038
	CHECK OR CHECK-SIZED DOCUMENTS PER SIDE		
4	Placed on 16mm roll film with spool		0.016
5	Placed on 16mm roll with cartridge		0.017
	COMPUTER SHEETS, BURSTED		
6	Placed in microfilm jackets (microfiche)		0.044
7	Placed on 16mm roll film with spool		0.035
8	Placed on 16mm roll with cartridge		0.038
	COMPUTER SHEETS, UNBURSTED		
9	Placed on 16mm roll film with spool		0.031
10	Placed on 16mm roll with cartridge		0.034
11	Placed in microfilm jackets (microfiche)		0.045
	DRAWINGS, ENGINEERING: SIZES A TO E		
12	Film 35mm		0.322
13	Placed 35mm film in microfilm jacket	/jacket	0.488
14	Place 35mm film in aperature card	/card	0.60
	JACKET DUPLICATION/ROLL DUPLICATION		
15	16mm	/jacket	0.299
16	35mm	/jacket	0.299
	DOCUMENT PREPARATION		
17	(See section E)	/hour	7.02
18	INDEXING	/hour	7.02
19	TRANSPORTATION OF DOCUMENTS	/mile	0.6

CAUTION

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

MICROFILMING STATE WIDE CONTRACT PRICE LIST

January 1, 1994 - December 31, 1994

Cost Per Document unless noted otherwise

	SOURCE DOCUMENTS 8 1/2" x 5" to 8 1/2" x 14"		COST	PRODUCTIO COST	Labor + Fringe	Material	Contract Maintain	Equipment Depreciation	Admin. Overhead	Other Burden	Supervision	WVARF Fee	Sales Comm
	Placed in microfilm jackets (microfiche)		0.044	0.046759	0.015	0.005687	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00176	0.001736
	Placed on 16mm roll film with spool		0.035	0.040499	0.01	0.004787	0.002693	0.003966619	0.007235	0.001875	0.006805	0.0014	0.001736
	Placed on 16mm roll with cartridge		0.038	0.041244	0.01	0.005412	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00152	0.001736
	CHECK OR CHECK-SIZED DOCUMENTS PER SIDE												
	Placed on 16mm roll film with spool		0.016	0.024437	0.01	0.001641	0.001346	0.001983309	0.003617	0.000937	0.003402	0.00064	0.000868
	Placed on 16mm roll with cartridge		0.017	0.024691	0.01	0.001855	0.001346	0.001983309	0.003617	0.000937	0.003402	0.00068	0.000868
	COMPUTER SHEETS, BURSTED												
	Placed in microfilm jackets (microfiche)		0.044	0.046759	0.015	0.005687	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00176	0.001736
	Placed on 16mm roll film with spool		0.035	0.040499	0.01	0.004787	0.002693	0.003966619	0.007235	0.001875	0.006805	0.0014	0.001736
	Placed on 16mm roll with cartridge		0.038	0.041244	0.01	0.005412	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00152	0.001736
	COMPUTER SHEETS, UNBURSTED												
	Placed on 16mm roll film with spool		0.031	0.040339	0.01	0.004787	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00124	0.001736
	Placed on 16mm roll with cartridge		0.034	0.041084	0.01	0.005412	0.002693	0.003966619	0.007235	0.001875	0.006805	0.00136	0.001736
	Placed in microfilm jackets (microfiche)		0.045	0.046799	0.015	0.005687	0.002693	0.003966619	0.007235	0.001875	0.006805	0.0018	0.001736
	DRAWINGS, ENGINEERING: SIZES A TO E												
	Film 35mm		0.322	0.349872	0.28	0.03268	0.002693	0.003966619	0.007235	0.001875	0.006805	0.01288	0.001736
	Placed 35mm film in microfilm jacket	/jacket	0.488	0.418012	0.33	0.04418	0.002693	0.003966619	0.007235	0.001875	0.006805	0.01952	0.001736
	Place 35mm film in aperature card	/card	0.60	0.598312	0.45	0.1	0.002693	0.003966619	0.007235	0.001875	0.006805	0.024	0.001736
	JACKET DUPLICATION/ROLL DUPLICATION												
	16mm	/jacket	0.299	0.259272	0.09	0.133	0.002693	0.003966619	0.007235	0.001875	0.006805	0.01196	0.001736
	35mm	/jacket	0.299	0.289272	0.12	0.133	0.002693	0.003966619	0.007235	0.001875	0.006805	0.01196	0.001736
	DOCUMENT PREPARATION												
	(See section E)	/hour	7.02										
	INDEXING	/hour	7.02										
	TRANSPORTATION OF DOCUMENTS	/mile	0.6	0.708									

$8.00 HOUR INDUSTRY STANDARD FROM PA. AND FLORIDA
$8.75-$12.00 FOUR PRIVATE BUSINESS QUOTED TO OIH

Cost of Sample 2 hour trip to Charleston

$60.20 LABOR	$10.00 MEALS	$21.00 GAS	$15.00 VEHICLE
0.72 OIH MILEAGE	.32 PLUS LABOR	$0.40	

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

LOCATION: WV Dept. of Tax and Revenue
Clarksburg, WV

DATES OF CONTRACT: February 1, 1995 - January 31, 1996

CONTACT: Rachel Tillinghast
PHONE: 558-2554

SQ. FT. : 2,000
COST PER SQ. FT.: $1.25
% OF DISABLED ON CONTRACT: 100%

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SMALL BUSINESS IMPACT: None, ARC has had the contract for one year.

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ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	$5.50	$1.10	$71.50	2 hours per week
	$5.50	$0.66	$4.00	
Worker #1	4.50	$0.90	$58.50	2 hours per week
	4.50	$0.54	$3.28	
		DIRECT LABOR	$137.28	
		CHEMICALS	10.00	
		EQUIPMENT	10.00	$33.40
		FACILITY OVERHEAD	13.73	
		FLOOR CARE	30.00	
		WVARF FEE	8.04	
		MONTHLY TOTAL	$209.05	
		ANNUAL TOTAL	$2,506.58	

VENDOR: ARC OF HARRISON COUNTY
MONTHLY : $201.01
ANNUAL: $2,412.10

NOTES: Disposibles are supplied by the State of West Virginia. Vendor may use a crew to provide labor. Relief is based on 5 vacation days, 5 sick days, and 6 holidays per year. Fringe benefits are based on 20% for workers and 12% for relief.

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: DEPT. OF MOTOR VEHICLES
WINFIELD

DATES OF CONTRACT:

CONTACT: Nancy Duncan
PHONE #: 558-0200

SQ. FT. 8,000
COST PER SQ. FT. $1.17

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NOTES: SAMLL BUSINESS IMPACT - NONE, Shawnee Hills currently has contract.

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ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	$5.00	$1.00	$260.00	10 hrs. per week
Relief	5.00	0.60	$15.05	
Worker #1	4.35	0.87	$226.20	10 hrs. per week
Relief	4.35	0.52	$13.08	

DIRECT LABOR	$514.33	
CHEMICALS	30.86	6% of direct labor
EQUIPMENT	20.57	4% of direct labor
OVERHEAD	51.43	10% of direct labor
FLOOR CARE	133.33	
WVARF	30.02	4% of total
MONTH TOTAL	$780.55	
ANNUAL TOTAL	$9,366.61	

VENDOR: Shawnee Hills

MONTHLY $750.53
ANNUAL: $9,006.35

NOTES: Disposibles are supplied by the State of West Virginia. Vendor may use a crew to provide labor. Relief is based on 5 vacation days, 5 sick days, and 6 holidays per year. Fringe benefits are based on 20% for workers and 12% for relief.

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

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Debra M. Bensey
Director of Operations

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11-Oct-94

State Use Commission Rate Survey

West Virginia

Program #	01	02	03	04	05	06	07	08	09	10	11	12	14	15
GENERAL INFORMATION														
Number of staff employed	4	20	32	5	13	2	3	13	4	4	2	26	6	10
Office space	Rent	Rent	Rent	Rent	Own	Rent	Own	Rent	Rent	Rent	Rent	Rent	Free	Rent
Number of satellite offices	0	0	2	0	1	0	0	1	1	1	0	5	0	1
Company cars	1	0	10	0	13	0	0	0	0	2	0	2	0	4
COMMISSION RATE														
Commission rate for products	8.0%	4.5%	7.5%	1.25–6.0%	7.5%	1 – 5.0%	8.0%	7.0%	5.0%	8.0%	6.0%	7.0%	4.0%	Paid mgmt.
Commission rate for services	8.0%	4.5%	7.5%	1.25–6.0%	7.5%	1 – 5.0%	8.0%	6.0%	5.0%	8.0%	6.0%	5 – 6.0%	4.0%	fee, which
Type of commission rate	Fixed	Fixed	Fixed	Variable	Fixed	Variable	Fixed	Fixed	Fixed	Fixed	Fixed	Variable	Fixed	is determined
Variable for products, services, or both				Both		Both						Services		by type of
Commission rate determination:														customer.
CNA recommends to oversight body for approval	X		X											CRPs and
Oversight body sets and informs CNA								X	X	X	X	X	X	customers
CNA and customer negotiate per contract														pay the mgmt.
Established by CNA Board		X		X	X									fee.
Other						Set schedule	Estab. w/ DAS							
Commission rate approved by separate authority	Commodities & Services Council	No	State Use Committee	No	No	Board of Directors	DAS	Comm. for Purchase	State Use Comm.	State Use Council	Comm. for Purchase	Governors' Comm.	State Use Comm.	DOT & CRP Council
State Use Law establishes cap for CNA commission rate	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
Commission rate charged to	Customer Indefinate	Customer Specific	Customer Specific	CRP Per contract	Customer Indefinate	CRP Specific	Customer Specific	Customer Indefinate	CRP Specific & Per Contract	Customer Specific	CRP Indefinate	Customer Specific	Customer Indefinate	Specific
Commission rate established for specific period of time, indefinate time, on a per contract basis														
% of CNA revenue derived from commission rate	100%	100%	100%	90%	82%	30%	75%	100%	19%	100%	20%	100%	90%	58%
Commission rate funds an affiliate	ARF	ARF	State Use Comm.	No	No	ARF	ARF	ARF	ARF	No	No	No	ARF	No
% CNA revenue transferred to the affiliate	30%	Not reported	14%			100%	34%	17%	11%				90%	
For most recently completed fiscal year:														
Total Assets	$1,004,781	$6,152,021	$3,176,680	$231,222	$3,492,694	Not reported	Not reported	$2,103,664	$810,000	$342,798	Not reported	$1,111,219	$1,267,467	$209,457
Total Liabilities	$618,687	$6,152,021	$1,823,155	$85,029	$1,129,986			$1,865,770	$747,000	$342,798		$106,467	$736,984	$30,984
Fund Balance	$386,687	$794,126	$1,443,268	$146,193	$2,362,708			$237,894	$63,000	$221,429		$1,004,751	$530,483	$178,473
Total liabilities to total assets ratio:	61.6%	100.0%	57.4%	36.8%	32.4%			88.7%	92.2%	100.0%		9.6%	58.1%	14.8%
SERVICES CNA PROVIDES														
Marketing														
Publish catalog	X	X	X		X		ARF & SU effort							
Publish product/service flyers	X	X	X	X	X		X	X	X	X		X	X	
Publish newsletter	X	X	X	X	X	X	X	X	X	X	X	X		
Publish directory of CRPs & their State Use contracts		X	X	X		X	X	X		X		X		X
Publish an annual report	X	X	X	X		X			X	X		X		X
Publish training manuals	X	X	X			X	X	X	X	X	X	X	X	X
Exhibit at trade shows	X	X	X	X	X	X	X	X	X		X			
Conduct presentations to purchasing groups	X	X	X	X	X	X	X	X		X	X	X	X	X
Sponsor CRP trainin[illegible]minars at little or no cost	X	X	X	X	X	X	X	X	X	X	X	X	X	X

State Use Commission Rate Survey

Program #	01	02	03	04	05	06	07	08	09	10	11	12	14	15
Maintain a lending library			X	X			X	X		X			X	X
Distribute pertinent information from other sources	X	X	X	X		X	X	X	X	X			X	X
Maintain CRP vendor registration system	X	X	X	X			X	X	X		X		X	
Respond to bid notices from customers	X	X	X	X	X	Minimal	X	X	X	X		X	X	
Monitor state agency bids	X	X	X	On request	X	X	X	X	X	X	X	X	X	
Represent CRPs to customers	X	X	X	X	X	X	X	X	X	X	X	X	X	
Represent CRPs to an oversight body	X	X	X	X	X		X	X	X	X	X	X	X	
Research issues that could impact State Use Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sales														
Conduct sales visits to State Use customers	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Identify new employment (contract) opportunities	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Negotiate contract specifications with customers	X	X	X	On request	X	X	X	X	X	X		X	X	
Select a CRP to perform a contract	X	X	X	On request	X	X	X	X	X	X	X	X	X	
Cost service contracts	X	X	X	On request	X	Assist CRP	X	X	X	X		X	X	X
Work with CRPs to perform a contract	X	X	X	On request	X		X	X	X	X		X	X	X
Conduct fair market price research	X	X	X	X	X		X	X	X	X	X	X	X	X
Prepare and present contract proposals to customers	X	X	X		X	Assist CRP	X	X	X	X		X	X	Prepare
Submit and represent all contracts to an oversight body	X	X	X				X	X	X	X	X	X	X	
Conduct quality assurance inspections	X	X	X	On request	X	If problems	X	X	X	X		X	X	X
Monitor customer compliance with contract requirements	X	X	X			X	X	X	X	X		X	X	X
Monitor labor dollars and hours on service contracts	X	X	X			X	X	X	X	X		X	X	X
Respond to customer requests and concerns	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Receive and process product orders	X	X	X		X		X	X	X	X	X	X	X	
Track product orders for delivery	X	X	X		X		X	X	X	X		X	X	
Deliver product orders to customers, when necessary	X		X		X		X	X		X		X	X	
Provide technical assistance at contract sites	X	X	X	X	X	X	X	X	X	X		X	X	X
Work with CRPs to renew contracts	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Work with CRPs to revise contracts	X	X	X	X	X	X	X	X	X	X		X	X	X
Research and Development														
Conduct feasibility analysis		X	X		X	X		X	X	X			X	X
Determine CRP capability and capacity	X	X	X	Help CRP	X	X		X	X	X	X	X	X	X
Conduct labor market analysis		X	X						X	X			X	X
Develop production strategies	X	X	X		X			X	X	X		X	X	
Research industry standards		X	X	On request	X			X	X	X		X	X	X
Analyze costs	X	X	X	On request	X			X	X	X		X	Set the price	X
Conduct fair market price research	X	X	X	X	X		X	X	X	X		X	X	X
Develop and implement a marketing strategy		X	X		X	X		X	X	X		X	X	
Business and Finance														
Invoice customers	X	X	X		X	For comm.	X	X		X	X	X	X	
CRPs in specifie[illegible]mount of time regardless of [illegible]iving custome[illegible]ment	X		X		On request			X		X		X		

State Use Commission Rate Survey

Program #	01	02	03	04	05	06	07	08	09	10	11	12	14	15
Manage all aspects of customer collections	X	X	X		X		X	X		X	X	X	X	
Select and pay for require contract audits	X	X	X					X		X	X	X		
Manage a CRP business loan program			X							X				
Negotiate/share resolution for financial contract disputes		X	X				X			X			X	
Obtain & pay for legal advice for contract related issues	X	X	X	Limited	X				X	X		X		X
Additional Services														
Orient new CRPs to the CNA and State Use Program	X	X	X	X	X	X	X	X	X	X	X			X
Attend industry-specific conferences	X	X	X	X		X	X	X	X	X	X	X	X	X
Member of product/service trade associations	X	X	X	X	X	X	X	X	X	X				X
Refer private sector opportunities to CRPs	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Provide technical assistance to other State Use Programs	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Conduct program benefit study				X										
Produce videos about the program				X										
Maintain line of credit to pay CRPs before customer pays										X		X		
Conduct customer surveys					X									
Sponsor awards program for workers and supervisors					X									
Provide management assistance to CRPs										X				
Provide management consulting to CRPs													X	
Manage group insurance programs														X
Advance payments to CRPs			X							X				
Provide technical assistance/consulting									X					
Provide tax exempt financing									X					
Conduct governmental affairs									X					X
Conduct training and professional development						X			X					
Conduct public relations and communications		X	X	X				X				X		
Handle private sector contracts		X								X			X	

Number of surveys distributed: 16
Number of surveys completed and returned: 14
Return rate: 87.50%

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

LOCATION: DEPT. OF HIGHWAYS
WESTON, WV

DATES OF CONTRACT: September 1, 1994 - August 30, 1995

CONTACT: Ed Stalnaker
PHONE #: 269-0400

SQ. FT. 16,722
COST PER SQ. FT. $1.45

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NOTES: SAMLL BUSINESS IMPACT - NONE, Precision Services currently has contract.
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ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	$5.70	$1.14	$741.00	25 hrs. a week
Relief	5.70	0.68	$42.53	
Worker #1	4.35	0.87	$565.50	25 hrs. a week
Relief	4.35	0.52	$32.47	

DIRECT LABOR	$1,381.50	
CHEMICALS	82.89	6% of direct labor
EQUIPMENT	55.26	4% of direct labor
OVERHEAD	138.15	10% of direct labor
FLOOR CARE	278.70	
WVARF	77.46	4% of total
MONTH TOTAL	$2,013.96	
ANNUAL TOTAL	$24,167.52	

VENDOR: Precision Services

MONTHLY $1,936.50 1637.66
ANNUAL: $23,238.00

NOTES: Disposibles are supplied by the State of West Virginia. Vendor may use a crew to provide labor. Relief is based on 5 vacation days, 5 sick days, and 6 holidays per year. Fringe benefits are based on 20% for workers and 12% for relief.

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

Debra 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 Dept. of Tax and Revenue
Clarksburg, WV

DATES OF CONTRACT: February 1, 1995 - January 31, 1996

CONTACT: Rachel Tillinghast
PHONE: 558-2554

SQ. FT. : 2,000
COST PER SQ. FT.: $1.25
% OF DISABLED ON CONTRACT: 100%

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SMALL BUSINESS IMPACT: None, ARC has had the contract for one year.

****

ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	$5.50	$1.10	$71.50	2 hours per week
	$5.50	$0.66	$4.00	
Worker #1	4.50	$0.90	$58.50	2 hours per week
	4.50	$0.54	$3.28	
		DIRECT LABOR	$137.28	
		CHEMICALS	10.00	
		EQUIPMENT	10.00	$33.40
		FACILITY OVERHEAD	13.73	
		FLOOR CARE	30.00	
		WVARF FEE	8.04	
		MONTHLY TOTAL	$209.05	
		ANNUAL TOTAL	$2,508.58	

VENDOR: ARC OF HARRISON COUNTY
MONTHLY : $201.01
ANNUAL: $2,412.10

NOTES: Disposibles are supplied by the State of West Virginia. Vendor may use a crew to provide labor. Relief is based on 5 vacation days, 5 sick days, and 6 holidays per year. Fringe benefits are based on 20% for workers and 12% for relief.

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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: DEPT. OF MOTOR VEHICLES
WINFIELD

DATES OF CONTRACT:

CONTACT: Nancy Duncan
PHONE #: 558-0200

SQ. FT. 8,000
COST PER SQ. FT. $1.17

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NOTES: SAMLL BUSINESS IMPACT - NONE, Shawnee Hills currently has contract.

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ANALYSIS:

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	$5.00	$1.00	$260.00	10 hrs. per week
Relief	5.00	0.60	$15.05	
Worker #1	4.35	0.87	$226.20	10 hrs. per week
Relief	4.35	0.52	$13.08	

DIRECT LABOR	$514.33	
CHEMICALS	30.86	6% of direct labor
EQUIPMENT	20.57	4% of direct labor
OVERHEAD	51.43	10% of direct labor
FLOOR CARE	133.33	
WVARF	30.02	4% of total
MONTH TOTAL	$780.55	
ANNUAL TOTAL	$9,366.61	

VENDOR: Shawnee Hills

MONTHLY $750.53
ANNUAL: $9,006.35

NOTES: Disposibles are supplied by the State of West Virginia. Vendor may use a crew to provide labor. Relief is based on 5 vacation days, 5 sick days, and 6 holidays per year. Fringe benefits are based on 20% for workers and 12% for relief.

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

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Debra M. Bensey
Director of Operations

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