

Bensey

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

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

**MINUTES
JANUARY 11, 1995
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, Tara Justice, John L. Parker, and Everette Sullivan. Ex officio members in attendance were Dick Estill, Executive Secretary of the Committee; Debra Bensey, Director of Operations of the CNA; and John Faris, Executive Director of the CNA.

Paragraph six of the minutes of the October 27, 1994, relating to the janitorial services contract at the Department of Motor Vehicles' Winfield location is in error having inaccurate price information. This contract was approved in corrected form at the November 30, 1994, meeting, but these minutes do not note that they amend paragraph six of the October 27, 1994, minutes. With this exception, the Committee approved the minutes of November 30, 1994, as submitted.

John Parker gave the financial report which showed a beginning balance of \$3,880.49 with disbursements of \$225.93 and an ending balance of \$3,654.56.

There was no report either from the Executive Secretary or the Chairman. John Faris and Craig Greening reviewed with the Committee its annual report to both houses of the State Legislature. This year's report will adopt a different format than previous years. The cover letter to the legislative leadership will be drafted for the Governor's signature. All Committee members were quite impressed with the work and effort that Dr. Faris, Ms. Bensey, and Mr. Greening had put into this account of its work.

The first contract presentation was for janitorial services for the Department of Health with the service to be performed by Shawnee Hills at their 1411 Virginia Street location. The space consists of 33,872 square feet and employs a supervisor and one

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

worker each working 7.25 hours five days per week. The monthly cost of the contract to the agency is \$2,541.73 or an annualized amount of \$30,500.73. The cost per square foot is \$.90. The contract period is from January 1, 1995, to December 31, 1995. MSP

The second contract presentation was for janitorial services for the Department of Motor Vehicles, 1600 Washington Street, East, location consisting of 2,200 square feet. Shawnee Hills will employ one supervisor and one client, each performing .5 hours daily, or 2.5 hours each per week. The monthly cost of the contract to DMV is \$180.21 with an annualized amount of \$2,162.48, and a cost per square foot of \$.98. The contract period is from December 1, 1994, to November 30, 1995. The work is to be performed by Shawnee Hills. MSP.

The third contract presentation is for janitorial services at the Department of Highways Equipment Division at Buckhannon with the work to be performed by Buckhannon-Upshur Work Adjustment Center. This contract consists of 11,100 square feet and employs one client worker, eight hours daily, five days per week. The monthly cost of the contract to the agency including deluxe floor care is \$1,312.43 or an annualized cost of \$15,749.16. The contract period is from December 1, 1994, to June 30, 1995. MSP.

The fourth contract presentation was for janitorial services for the Bureau of Employment Programs, Employment Security/Job Service at their Bluefield location with the work to be performed by the Mercer County Opportunity Workshop. The contract consists of 6,314 square feet and employs one supervisor and one worker 1.5 hours each daily, five days per week. The monthly contract cost to the agency, including deluxe floor care is \$633.68 or \$7,604.15 per annum. The cost per square foot is \$1.20, and the contract period is from January 1, 1995, through December 30, 1995. MSP.

The final contract presentation is for janitorial services at the West Virginia Rehabilitation Center cafeteria with the work to be performed by Goodwill Industries of Kanawha Valley. The contract employs a supervisor and three workers--all at 36.25 hours weekly. The contract also provides two temporary employees, also each at 36.25 hours weekly. The temporary workers will be assigned to the cafeteria if needed. The agency is considering implementing a week-end work schedule in their cafeteria, and these temporary employees will be assigned either to the cafeteria for this purpose or at the discretion of the WVRC janitorial supervisory staff. These two temporary employees may work less than full-time also at the discretion of West Virginia Rehabilitation Center staff. The monthly cost of the contract to the Division of Rehabilitation Services is \$5,929.57 or an annualized cost of \$71,154.84. The agency will be responsible for administering Hepatitis B vaccine to the workers in need of it on an as-needed and as-available basis. This practice is in place at other contracts, such as the Colin

Anderson Center and the Highway Rest Stop Programs. The contract will run from February 1, 1995, through January 31, 1996. 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 Wednesday, February 8, 1995, 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

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

JANUARY 11, 1995

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
- VII. New Business
 - A. Rough Draft Annual Report
- VIII. Contract Presentation from CNA
 - A. Renewals -
 - Health ✓
 - B. New Contracts
 - DMV-Charleston ✓✓
 - DOH-Buckhannon ✓✓
 - ESC-Bluefield *wait on letter*
 - DRS - Janitorial ✓
- X. Vendor Complaints
 - Soap

DRS Manning Simulations

Work Week 36.25 hrs
 Pay Week 36.25 hrs
 Relief (43.5 hrs for 1,885 worked)
 Work Days per Week 5
 Paid Weeks/Year 52
 P/R Tax rate 11.65%

Simulation 1: Budget

	Number	Rate	Burdened Pay Rate	Hours/Year	Cost/Year
Supervisor	1.0	\$5.50	\$6.14	1,885.00	\$11,575.31
Supervisor-Relief (Hrs)		\$5.50	\$6.14	43.50	\$267.12
Worker-Senior	3.0	\$4.50	\$5.02	1,885.00	\$28,412.13
Worker-Junior	0.0	\$4.25	\$4.75	1,885.00	\$0.00
Worker-Temp	2.0	\$4.25	\$4.75	1,885.00	\$17,889.12
Worker-Relief (Hrs)		\$4.50	\$5.02	217.50	\$1,092.77
TOTAL DIRECT LABOR					\$59,236.47
O/H		10.00%			\$5,923.65
Profit		5.00%			\$3,258.01
WVARF Fee		4.00%			\$2,736.72
TOTAL ANNUAL COST					\$71,154.84
					Per Month \$5,929.57

5701.51
 68418.12

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

*Referenced #
Rates filled in.*

CUSTOMER: Dept. of Health

LOCATION: Charleston

A. BUILDING DESCRIPTION

	Difficulty		Adjusted
	Factor	Square	Square
Area Description	(.5 to 1.5)	Feet	Feet
1. Offices	1.0	33,872	33,872
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		33,872	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.25
*Wage Rate (Worker-Non-client)	\$4.25
*Wage Benefits	7.65%
*Other Fringe Benefits	2.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	33,872 square feet
Cleaning hours per day	14.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	7.25 hours/day
*Time allocation-Client Workers (hours)	7.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	116.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$785.42	Wages/month
Relief-Supervision		\$48.33	Wages/month
Client workers		\$667.60	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$41.08	Wages/month
Monthly Burdened Direct Labor Costs		\$1,677.93	per month
Standard chemical cost	6.00%	\$100.68	of burdened DL
Standard equipment cost	4.00%	\$67.12	of burdened DL
Monthly Chemical and Equipment Costs		\$167.79	per month
TOTAL MONTHLY DIRECT COSTS		\$1,845.72	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$184.57
*DBG	7.50%	\$152.27
*Shawnee Hills	5.00%	\$101.51
FULLY BURDENED COST		\$2,284.08

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	7.00%	\$159.89
WVARF Fee Rate and Monthly Fee	4.00%	\$97.76

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,541.73
ANNUALLY	\$30,500.73
Total Annual Square Foot Cost-Standard	\$0.90 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge	4440.00	\$6,774.40
WVARF Fee	4.00%	\$270.98
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$7,045.38

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$37,546.11
TOTAL MONTHLY BILLING AMOUNT	\$3,128.84
Total Annual Square Foot Cost-Delux	\$1.11 per square foot

J. CONTRACT

Vendor	<i>Smalinge</i> Buckhannon Upshur Work Adjustment Center
Contract Period	

Small Business Impact: None, work currently being done by occupants.

Notes:

1. Disposables supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

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.

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey
West Virginia Association of Rehabilitation Facilities
Director of Operations

Printed Name: _____
Office: _____
Governor's Committee for the Purchase of
Commodities and Services from the Handicapped

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE**

CUSTOMER: Department of Motor Vehicles
LOCATION: 1600 Washington St. East

A. BUILDING DESCRIPTION

	Difficulty		Adjusted
	Factor	Square	Square
Area Description	(.5 to 1.5)	Feet	Feet
1. Offices	1.0	2,200	2,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	2 - 6		
TOTAL ADJUSTED SQUARE FEET		2,200	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.25
*Wage Rate (Worker-Non-client)	\$4.25
*Wage Benefits	7.65%
*Other Fringe Benefits	2.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$54.17 Wages/month
Relief-Supervision		\$3.33 Wages/month
Client workers		\$46.04 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$2.83 Wages/month
Monthly Burdened Direct Labor Costs		\$115.72 per month
Standard chemical cost	6.00%	\$6.94 of burdened DL
Standard equipment cost	4.00%	\$4.63 of burdened DL
Monthly Chemical and Equipment Costs		\$11.57 per month
TOTAL MONTHLY DIRECT COSTS		\$127.29

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$12.73
*DBG Overhead Rate	7.00%	\$9.80
*Shawnee Hills Overhead Rate	5.50%	\$7.70
FULLY BURDENED COST		\$157.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$15.75
WVARF Fee Rate and Monthly Fee	4.00%	\$6.93

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER.

MONTHLY	\$180.21
ANNUALLY	\$2,162.48
Total Annual Square Foot Cost-Standard	\$0.98 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$440.00
WVARF Fee	4.00%	\$17.60
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$457.60

1.47

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,620.08
TOTAL MONTHLY BILLING AMOUNT	\$218.34
Total Annual Square Foot Cost-Delux	\$1.19 per square foot

Shawnee Hills
 1938
 2519.28

J. CONTRACT

Vendor	Shawnee Hills - Diversified Business Group
Contract Period	

Small Business Impact: None, work currently being done by occupants.

Notes:

1. Disposables supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

209.94
 2519.28

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.

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey
 West Virginia Association of Rehabilitation Facilities
 Director of Operations

Printed Name: _____
 Office: _____
 Governor's Committee for the Purchase of

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE**

CUSTOMER: DOH - Equipment Division

LOCATION: Buckhannon

A. BUILDING DESCRIPTION

	Difficulty		Adjusted
	Factor	Square	Square
Area Description	(.5 to 1.5)	Feet	Feet
1. Offices	1.5	7,400	11,100
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		11,100	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$0.00
*Wage Rate (Supervisor-Non-client)	\$0.00
*Wage Rate (Worker-Client)	\$4.50
*Wage Rate (Worker-Non-client)	\$4.50
*Wage Benefits	7.65%
*Other Fringe Benefits	2.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet		11,100	square feet
Cleaning hours per day		8.00	hours/day
*Time allocation-Working Client Supervisor		0.00	hours/day
*Time allocation-Working Non-client Supervisor		0.00	hours/day
*Time allocation-Client Workers (hours)		8.00	hours/day
*Time allocation-Non-Client Workers (hours)		0.00	hours/day
Annual relief (Supervisor)		0.00	hours/year
Annual relief (Workers)		128.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$0.00	Wages/month
Relief-Supervision		\$0.00	Wages/month
Client workers		\$780.00	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$48.00	Wages/month
Monthly Burdened Direct Labor Costs		\$892.30	per month
Standard chemical cost	0.00%	\$0.00	of burdened DL
Standard equipment cost	4.00%	\$35.69	of burdened DL
Monthly Chemical and Equipment Costs		\$35.69	per month
TOTAL MONTHLY DIRECT COSTS		\$927.99	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$185.60
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$1,113.59

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$111.36
WVARF Fee Rate and Monthly Fee	4.00%	\$49.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$1,273.95	
ANNUALLY		\$15,287.40	
Total Annual Square Foot Cost-Standard		\$1.38	per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		10.0	cents/sq foot
*Number of Floor Cleanings Per Year		.1	cleanings/year
Total Delux Floor Care Charge	4440.00	\$444.00	
WVARF Fee	4.00%	\$17.76	
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$461.76	

1.48

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$15,749.16
TOTAL MONTHLY BILLING AMOUNT		\$1,312.43
Total Annual Square Foot Cost-Delux		\$1.42 per square foot

Back-Up

J. CONTRACT

Vendor	Buckhannon Upshur Work Adjustment Center
Contract Period	

Small Business Impact: None, work currently being done by occupants.

Notes:

1. Disposables supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

OK 1261.95
15143.40

1298.67
14948.04

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.

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey
West Virginia Association of Rehabilitation Facilities
Director of Operations

Printed Name: _____
Office: _____
Governor's Committee for the Purchase of
Commodities and Services from the Handicapped

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE**

CUSTOMER: Employment Security/Job Service

LOCATION: Bluefield

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
I. Offices	1.0	6,314	6,314
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,314	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.25
*Wage Rate (Worker-Non-client)	\$4.25
*Wage Benefits	7.65%
*Other Fringe Benefits	2.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,314 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$162.50	Wages/month
Relief-Supervision	\$10.00	Wages/month
Client workers	\$138.13	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$8.50	Wages/month
Monthly Burdened Direct Labor Costs	\$347.16	per month
Standard chemical cost	6.00%	\$20.83 of burdened DL
Standard equipment cost	4.00%	\$13.89 of burdened DL
Monthly Chemical and Equipment Costs	\$34.72	per month
TOTAL MONTHLY DIRECT COSTS	\$381.87	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$76.37
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$458.25

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$45.82
WVARF Fee Rate and Monthly Fee	4.00%	\$20.16

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$524.24
ANNUALLY	\$6,290.84
Total Annual Square Foot Cost-Standard	\$1.00 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot	10.0 cents/sq foot		
*Number of Floor Cleanings Per Year	2 cleanings/year		
Total Delux Floor Care Charge	\$1,262.80		
WVARF Fee	4.00%	\$50.51	-4.21
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$1,313.31		

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,604.15
TOTAL MONTHLY BILLING AMOUNT	\$633.68
Total Annual Square Foot Cost-Delux	\$1.20 per square foot

J. CONTRACT

Vendor	Mercer County Opportunity Workshop
Contract Period	January 1, 1994 - December 30, 1995

Small Business Impact: None, work currently being done by occupants.

Notes:

1. Disposables supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

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.

Prepared and submitted by:

Accepted and approved by:

 Debra M. Bensey
 West Virginia Association of Rehabilitation Facilities
 Director of Operations

 Printed Name: _____
 Office: _____
 Governor's Committee for the Purchase of
 Commodities and Services from the Handicapped

Mercer
~~56301~~
~~6756.12~~
 OK → 609.31
7311.72