Bensey

Committee for the Purchase of Commodities and Services from the Handicapped

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

MINUTES
FEBRUARY 8, 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 Q. J. Humphreys, John L. Parker, and Everette Sullivan. Ex officio members in attendance were Dick Estill, Executive Secretary for the Committee, and Debra Bensey, Director of Operations of the CNA.

The minutes of the meeting of January 11, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $3,654.56, disbursements of $219.54, and an ending balance of $3,435.02.

John Parker reported that a meeting is scheduled with Attorney Jay Potter on February 24, 1995. Mr. Potter will be seeking Committee information on the Green Acres Regional Center and other information on the operation of the Committee.

Debra Bensey reported attending a Senate Health and Human Resources hearing in which the Committee's amended rules on Qualifications for Program Participation were reviewed. The Committee's corrected version of these rules was passed by the Senate HHR committee without comment.

The first contract presentation was for janitorial services for IS&C at its Kanawha City office with the space to be cleaned consisting of 11,200 square feet at a cost per square foot of $.81. This contract employs one worker and one supervisor at 2.25 hours daily each or a weekly total of 22.5 hours. The contract is effective from April 1, 1995, through March 30, 1996. The monthly cost of the contract to the agency is $752.17 or an annual total of $9,026.00.

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 second contract presentation was for janitorial services at the Central Stockroom at Piedmont Road and Broad Street with the work to be performed by Shawnee Hills. The contract consists of 2,100 square feet at a cost per square foot of $1.53. There is no price change in this contract which runs from March 1, 1995, through February 28, 1996. The monthly cost to the agency is $267.70 or an annualized total of $3,212.37. MSP.

The third contract presentation was for janitorial services for the Grievance Board at 808 Greenbrier Street. The space to be cleaned consists of 3,150 square feet at a cost per square foot of $1.11. Shawnee Hills will perform this contract from February 1, 1995, to January 31, 1996, employing a two-person crew for a total of 7.5 hours weekly. The cost of the contract to the agency including floor care is $292.62 or an annualized total of $3,511.43. MSP.

The final contract presentation was to provide janitorial services to the Workers' Compensation judges offices at the Workers' Compensation Morris Street location, with the work to be performed by Shawnee Hills. The space consists of 9,848 square feet at a cost per square foot of $1.10. The contract employs two workers each two hours daily, for a total of 20 hours weekly. The cost to the agency including floor care is $899.19, or an annualized cost of $10,790.25. The period of this contract is from December 1, 1994, through June 30, 1995. MSP.

The Committee had a brief discussion centering around the new Goodwill Industries of Kanawha Valley contract at the Rehabilitation Center complex and its cash requirements. John Parker assured the Committee that his agency, the Division of Rehabilitation Services, would work diligently to assure that Goodwill Industries is paid at the earliest possible date.

The last remaining item of business consisted of a letter from Sharon L. Carte, Deputy Commissioner, Department of Health and Human Services, to Ralph Davis of Shawnee Hills, commending Mr. Davis on the assignment of two janitors to this department and noted the much-improved level of janitorial services being delivered to that department.

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, March 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

FEBRUARY 8, 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

A. Employee of the Year Award

VII. New Business

VIII. Contract Presentation from CNA

A. Renewals -
IS & C Janitorial
Central Stock
Grievance Board
Billeting

B. New Contracts
Workers Comp - Judges

X. Vendor Complaints
Follow - up Medical Services

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
State Capitol
Charleston, WV 25305

Gaston Caperton
Governor

Chuck Polan
Cabinet Secretary

MEMORANDUM

TO: Craig Greening, Chairman
Governor's Committee

FROM: Tara Justice, Paralegal Tara
Department of Administration

DATE: January 26, 1995

RE: Cash award for Employee and Facility of the Year

I spoke with Diana regarding your idea to award an Employee of the Year and a Facility of the Year in the Governor's Committee program. Diana said the Committee could not present the recipients with a cash award or savings bond. However, she said a plaque would be most appropriate.

If you need anything else, let me know.

TJ/

cc: Members, Governor's Committee

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: IS&C Office
LOCATION: Kanawha City

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	11,200	11,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		11,200	

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	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	11,200	square feet
Cleaning hours per day	4.50	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	2.25	hours/day
*Time allocation-Client Workers (hours)	2.25	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	36.00	hours/year
Annual relief (Workers)	36.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$243.75	Wages/month
Relief-Supervision		$15.00	Wages/month
Client workers		$207.19	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$12.75	Wages/month
Monthly Burdened Direct Labor Costs		$530.31	per month
Standard chemical cost	6.00%	$31.82	of burdened DL
Standard equipment cost	4.00%	$21.21	of burdened DL
Monthly Chemical and Equipment Costs		$53.03	per month
TOTAL MONTHLY DIRECT COSTS		$583.34	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$58.33
*DBG Overhead Rate	7.00%	$44.92
*Shawnee Hills Overhead Rate	5.50%	$35.29
FULLY BURDENED COST		$686.59

F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	5.34%	$36.64
WVARF Fee Rate and Monthly Fee	4.00%	$28.93

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY	$752.17	
ANNUALLY	$9,026.00	
Total Annual Square Foot Cost-Standard	$0.81	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		$2,240.00	
WVARF Fee	4.00%	$89.60	
TOTAL ANNUAL DELUX FLOOR CARE FEE		$2,329.60	

I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER		$11,355.60
TOTAL MONTHLY BILLING AMOUNT		$946.30
Total Annual Square Foot Cost-Delux	$1.01	per square foot

J. CONTRACT	
Vendor	Shawnee Hills – Diversified Business Group
Contract Period	April 1, 1995 – March 30, 1996

Small Business Impact: None. Shawnee currently has contract.

Notes:

1. Disposibles 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 approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

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: Central Stock Room
LOCATION: Piedmont Road and Broad Street
Charleston, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,100	2,100
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		2,100	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.05
*Wage Rate (Supervisor-Non-client)	$5.05
*Wage Rate (Worker-Client)	$4.40
*Wage Rate (Worker-Non-client)	$4.40
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,100	square feet
Cleaning hours per day	1.50	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	0.75	hours/day
*Time allocation-Client Workers (hours)	0.75	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	12.00	hours/year
Annual relief (Workers)	12.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$82.06	Wages/month
Relief-Supervision		$5.05	Wages/month
Client workers		$71.50	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$4.40	Wages/month
Monthly Burdened Direct Labor Costs		$180.57	per month
Standard chemical cost	6.00%	$10.83	of burdened DL
Standard equipment cost	4.00%	$7.22	of burdened DL
Monthly Chemical and Equipment Costs		$18.06	per month
TOTAL MONTHLY DIRECT COSTS		$198.63	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$19.86
*DBG Overhead Rate	7.00%	$15.29
*Shawnee Hills Overhead Rate	5.50%	$12.02
FULLY BURDENED COST		$233.79

F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	10.10%	$23.61
WVARF Fee Rate and Monthly Fee	4.00%	$10.30

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER	
MONTHLY	$267.70
ANNUALLY	$3,212.37
Total Annual Square Foot Cost-Standard	$1.53 per square foot

H. DELUXE FLOOR CARE FEE	N/A
*Charge Per Square Foot	
*Number of Floor Cleanings Per Year	
Total Deluxe Floor Care Charge	
WVARF Fee	
TOTAL ANNUAL DELUXE FLOOR CARE FEE	

I.	
Vendor	Shawnee Hills - Diversified Business Group
Contract Period	March 1, 1995 - February 28, 1996

Small Business Impact: None, Shawnee has had this contract for a number of years

Notes:

1. Disposibles 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 approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

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: Grievance Board
LOCATION: 808 Greenbrier Street
Charleston, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	3,150	3,150
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		3,150	

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	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	3,150	square feet
Cleaning hours per day	1.50	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	0.75	hours/day
*Time allocation-Client Workers (hours)	0.75	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	12.00	hours/year
Annual relief (Workers)	12.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$81.25	Wages/month
Relief-Supervision		$5.00	Wages/month
Client workers		$69.06	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$4.25	Wages/month
Monthly Burdened Direct Labor Costs		$176.77	per month
Standard chemical cost	6.00%	$10.61	of burdened DL
Standard equipment cost	4.00%	$7.07	of burdened DL
Monthly Chemical and Equipment Costs		$17.68	per month
TOTAL MONTHLY DIRECT COSTS		$194.45	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$19.44
*DBG Overhead Rate	7.00%	$14.97
*Shawnee Hills Overhead Rate	5.50%	$11.76
FULLY BURDENED COST		$228.86

F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	0.00%	$0.00
WVARF Fee Rate and Monthly Fee	4.00%	$9.15

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY	$238.02	
ANNUALLY	$2,856.23	
Total Annual Square Foot Cost-Standard	$0.91	per square foot

H. DELUXE FLOOR CARE FEE			
*Charge Per Square Foot		10.0	cents/sq foot
*Number of Floor Cleanings Per Year		2	cleanings/year
Total Deluxe Floor Care Charge		$630.00	
WVARF Fee	4.00%	$25.20	
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$655.20	

I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER		$3,511.43
TOTAL MONTHLY BILLING AMOUNT		$292.62
Total Annual Square Foot Cost-Delux	$1.11	per square foot

J. CONTRACT	
Vendor	Shawnee Hills - Diversified Business Group
Contract Period	February 1, 1995 - January 31, 1996

Small Business Impact: None, Shawnee has had constract.

Notes:

1. Disposibles 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 approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

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: Workers Compensation - Judges
LOCATION: Morris Street, Charleston, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,848	9,848
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,848	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.30
*Wage Rate (Supervisor-Non-client)	$5.30
*Wage Rate (Worker-Client)	$4.35
*Wage Rate (Worker-Non-client)	$4.35
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,848	square feet
Cleaning hours per day	4.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	2.00	hours/day
*Time allocation-Client Workers (hours)	2.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	32.00	hours/year
Annual relief (Workers)	32.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$229.67	Wages/month
Relief-Supervision		$14.13	Wages/month
Client workers		$188.50	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$11.60	Wages/month
Monthly Burdened Direct Labor Costs		$491.84	per month
Standard chemical cost	6.00%	$29.51	of burdened DL
Standard equipment cost	4.00%	$19.67	of burdened DL
Monthly Chemical and Equipment Costs		$49.18	per month
TOTAL MONTHLY DIRECT COSTS		$541.03	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$54.10
*DBG Overhead Rate	7.00%	$41.66
*Shawnee Hills Overhead Rate	5.50%	$32.73
FULLY BURDENED COST		$636.79

F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	10.00%	$63.68
WVARF Fee Rate and Monthly Fee	4.00%	$28.02

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY	$728.49	
ANNUALLY	$8,741.87	
Total Annual Square Foot Cost-Standard	$0.89	per square foot

H. DELUXE FLOOR CARE FEE			
*Charge Per Square Foot		10.0	cents/sq foot
*Number of Floor Cleanings Per Year		2	cleanings/year
Total Deluxe Floor Care Charge		$1,969.60	
WVARF Fee	4.00%	$78.78	
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$2,048.38	

I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER	$10,790.25	
TOTAL MONTHLY BILLING AMOUNT	$899.19	
Total Annual Square Foot Cost-Delux	$1.10	per square foot

J. CONTRACT	
Vendor	Shawnee Hills - Diversified Business Group
Contract Period	December 1, 1994 through June 30, 1995

Small Business Impact:

Notes:

1. Disposibles 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 approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

Governor's Committee for the Purchase of
Commodities and Services from the Handicapped

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Gaston Caperton
Governor

Bureau for Medical Services
State Capitol Complex, Building 6
Charleston, West Virginia 25305

Gretchen O. Lewis
Secretary

December 20, 1994

Ralph Davis, Manager
Janitorial Service
West Virginia Association of
Rehab Facilities
P.O. Box 745
Institute, West Virginia 25112

Dear Mr. Davis:

It was over a year ago that I wrote to you with complaints about how our building was being maintained under the contract with your agency for janitorial services. Not long after that Robbie and Daniel Withrow were assigned to work in our building. I feel it only fair and right to let you know how much improved our services have been since that time and how pleased we have been with Robbie and Daniel, both personally and in the fine services they render.

Our thanks to both you and them for addressing our concerns.

Sincerely and with
Best Wishes for the Holidays,

Sharon L. Carte

Sharon L. Carte
Deputy Commissioner

SLC:rma

cc: Ann M. Stottlemyer
Robbie Withrow
Daniel Withrow