

*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 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, Tara Justice, John Parker, and Everette Sullivan. Ex officio members in attendance were Debra Bensey, Director of Operations of the CNA; and Dick Estill, Executive Secretary of the Committee. Guest in attendance was Stephen R. King, Division of Rehabilitation Services.

The minutes of the meeting of February 8, 1995, were approved as submitted with two pen-and-ink corrections in the last sentence in paragraph 6.

John Parker gave the financial report which showed a beginning balance of \$3,435.02, expenditures of \$59.12, \$55.99, and \$107.31, with an ending balance of \$3,212.60.

There was no report from the Chairman. The Executive Secretary indicated to the Committee a need to study further the pick-up and delivery charges for the statewide microfilming contract especially related to small volume jobs. He indicated a need for an update on the bottled water contract regarding delivery routes and related information.

John Parker reported on a recent contact from an attorney whose client's business might have been affected in some way by the Committee's decisions or contract awards.

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 following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Air Quality Control Department, Wheeling				
<b>VENDOR:</b> Wheeling Area Training Center for the Handicapped				
<b>Contract Period:</b> April 1, 1995, to March 31, 1996				
<b>Staffing Plan:</b>	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,734	<b>Cost per square foot:</b> \$1.44	<b>Monthly Cost to Agency:</b> \$208.01	<b>Annualized Cost:</b> \$2,496.17	<b>Two deluxe floor cleanings per year:</b> \$360.67

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> State Building Commission, State Office Building, Beckley				
<b>VENDOR:</b> Fayette/Monroe/Raleigh/Summers MH/MR Center				
<b>Contract Period:</b> May 1, 1995, to April 30, 1996				
<b>Staffing Plan:</b>	2.3 FTE workers, 1 full-time working supervisor	8 supervisor hours each per day; 11 worker hours per day	5 days weekly	95 worker hours weekly
<b>Total Square Feet:</b> 45,100	<b>Cost per square foot:</b> \$1.07	<b>Monthly Cost to Agency :</b> \$4,039.42	<b>Annualized Cost:</b> \$48,473.04	<b>Two deluxe floor cleanings per year:</b> \$9,380.80

The following lawn maintenance renewal contract for labor only was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Environmental Protection, 116 Industrial Drive, Oak Hill				
<b>VENDOR:</b> FMRS MH/MR Center				
<b>Contract Period:</b> May 1, 1995, to January 1, 1996				
<b>Staffing Plan:</b>	2 workers	N/A	N/A	5 worker hours weekly
<b>Total Square Feet:</b> 65,982	<b>Cost per square foot:</b> N/A	<b>Monthly Cost to Agency (based on 8 month season):</b> \$189.52	<b>Annualized Cost:</b> \$1,516.16	

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Developmental Disabilities Planning Council				
<b>VENDOR:</b> Shawnee Hills Industries				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.25 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 950	<b>Cost per square foot:</b> \$1.95	<b>Monthly Cost to Agency:</b> \$154.04	<b>Annualized Cost:</b> \$1,848.48	<b>Two deluxe floor care cleanings:</b> \$197.60

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Keyser				
<b>VENDOR:</b> Developmental Center and Workshop				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,800	<b>Cost per square foot:</b> \$2.15	<b>Monthly Cost to Agency:</b> \$321.99	<b>Annualized Cost:</b> \$3,863.86	<b>Deluxe floor care twice yearly:</b> \$374.40

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Logan				
<b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,750	<b>Cost per square foot:</b> \$1.89	<b>Monthly Cost to Agency:</b> \$275.54	<b>Annualized Cost:</b> \$3,306.50	<b>Two deluxe floor cleanings per year:</b> \$364.00

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Mullens				
<b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1995, to June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.25 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 1,512	<b>Cost per square foot:</b> \$.91	<b>Monthly Cost to Agency:</b> \$115.19	<b>Annualized Cost:</b> \$1,382.25	<b>Two deluxe floor cleanings yearly:</b> \$314.50

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Summersville				
<b>VENDOR:</b> Nicholas County Workshop				
<b>Contract Period:</b> July 1, 1995, to June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.38 hours each per day	5 days weekly	3.75 worker hours weekly
<b>Total Square Feet:</b> 1,636	<b>Cost per square foot:</b> \$.89	<b>Monthly Cost to Agency:</b> \$121.34	<b>Annualized Cost:</b> \$1,456.02	<b>No deluxe floor cleaning</b>

The following janitorial contract was presented by the CNA. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Webster Springs				
<b>VENDOR:</b> Sheltered Workshop of Nicholas County				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b>	2 workers	.25 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 800	<b>Cost per square foot:</b> \$1.76	<b>Monthly Cost to Agency:</b> \$125.00	<b>Annualized Cost:</b> \$1,500.03	<b>Two carpet cleanings per year:</b> \$176.80

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

CUSTOMER:		Division of Rehabilitation Services, Weirton		
VENDOR:		Hancock County Sheltered Workshop		
Contract Period:		July 1, 1995, through June 30, 1996		
Staffing Plan:	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 2,200	Cost per square foot: \$1.28	Monthly Cost to Agency: \$234.95	Annualized Cost: \$2,819.36	Two deluxe floor cleanings per year: \$457.60

The next janitorial contract presented by the CNA is a new contract addition. There is no small business impact. It was moved, seconded, and approved by the Committee:

CUSTOMER:		Air Quality Control Division , Keyser		
VENDOR:		Developmental Center and Workshop		
Contract Period:		February 1, 1995, through January 31, 1996		
Staffing Plan:	2 workers	.25 hours each per day	5 days weekly	2.5 worker hours weekly
Total Square Feet: 768	Cost per square foot: \$1.97	Monthly Cost to Agency: \$125.79	Annualized Cost: \$1,509.48	Two deluxe floor cleanings per year: \$159.74

The next janitorial contract presented by the CNA is a new contract addition. There is no small business impact. It was moved, seconded, and approved by the Committee:

CUSTOMER:		Department of Health and Human Resources, Webster Springs		
VENDOR:		Sheltered Workshop of Nicholas County		
Contract Period:		February 1, 1995, through June 30, 1996		
Staffing Plan:	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,195	Cost per square foot: \$1.21	Monthly Cost to Agency: \$626.92	Five-months cost: \$3,134.60	One deluxe floor cleaning per year: \$681.45

The next janitorial contract presented by the CNA is a new contract addition with all supervision to be provided by West Virginia Rehabilitation Center janitorial supervisory staff.. Supervisors may assign these workers to other areas of the Rehabilitation Center as needed. This work was previously performed by Olsten Temporary Services mostly with non-handicapped workers. It is now performed by workers with disabilities. The contract was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Rehabilitation Services, Men's Dormitory, West Virginia Rehabilitation Center, Institute				
<b>VENDOR:</b> Goodwill Industries of Kanawha Valley				
<b>Contract Period:</b> March 1, 1995, through June 30, 1995				
<b>Staffing Plan:</b>	5 workers	7.25 hours each per day	5 days weekly	181.25 worker hours weekly
<b>Total Square Feet:</b> N/A	<b>Cost per square foot:</b> N/A	<b>Monthly Cost to Agency:</b> \$4,845.38	<b>Four month cost:</b> \$19,381.52 --	<b>Deluxe floor care:</b> N/A

The next contract presented by the CNA is a new contract addition for rest stop maintenance. The contract provides for four sets of uniforms for workers, Hepatitis-B shots, and mileage and toll passes for workers and supervisors. The contract was moved, seconded, and approved by the Committee with one dissenting vote:

<b>CUSTOMER:</b> Interstate Rest Stop, Mile Marker 69, West Virginia Turnpike, West Virginia Parkways Authority				
<b>VENDOR:</b> Goodwill Industries of Kanawha Valley				
<b>Contract Period:</b> April 1, 1995, through June 30, 1995				
<b>Staffing Plan:</b>	3 workers	14.5 hours each per day (10 hours daily Monday through Friday; 24 hours daily Saturday and Sunday, and 12 holidays per year 14 hours daily)	7 days weekly	98 worker hours weekly without holidays
<b>Total Square Feet:</b> N/A	<b>Cost per square foot:</b> N/A	<b>Monthly Cost to Agency:</b> \$4,042.44	<b>Three month cost:</b> \$12,127.32	

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, April 5, 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

March 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
- VII. New Business
- VIII. Contract Presentation from CNA
  - A. Renewals -
    - ~~Air Quality Control - Wheeling~~
    - ~~Building Commission - Beckley~~
    - ~~Environmental Protection - Oak Hill~~
    - DD Planning Council
    - DRS - Keyser
      - Logan
      - Mullins
      - Summersville
      - Webster Springs
      - Weirton
  - B. New Contracts
    - ~~Air Quality Control - New Creek~~
    - ~~DHR - Webster Springs~~
    - ~~DRS - Men's Dorm~~
    - Parkway Authority - Rest Area

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Quality Control  
LOCATION: Wheeling

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,734	1,734
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,734	

## 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	1,734 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

Round up to the nearest 1/2

## 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		\$117.85 per month
Standard chemical cost	6.00%	\$7.07 of burdened DL
Standard equipment cost	4.00%	\$4.71 of burdened DL
Monthly Chemical and Equipment Costs		\$11.78 per month
TOTAL MONTHLY DIRECT COSTS		\$129.63

## E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$25.93
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$155.56

## F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$15.56
WVARF Fee Rate and Monthly Fee	4.00%	\$6.84

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$177.96
ANNUALLY	\$2,135.50
Total Annual Square Foot Cost-Standard	\$1.23 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	\$346.80
WVARF Fee	4.00% \$13.87
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$360.67

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,496.17
TOTAL MONTHLY BILLING AMOUNT	\$208.01
Total Annual Square Foot Cost-Delux	\$1.44 per square foot

J. CONTRACT

Vendor WATCH  
Contract Period

Small Business Impact:

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 approval 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: Building Commission  
LOCATION: State Office Building  
Beckley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	45,100	45,100
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>45,100</b>	

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	45,100 square feet
Cleaning hours per day	19.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	11.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	176.00 hours/year

Round up to the ne

D. MONTHLY DIRECT COSTS

Supervision	\$866.67 Wages/month
Relief-Supervision	\$53.33 Wages/month
Client workers	\$1,012.92 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$62.33 Wages/month
Monthly Burdened Direct Labor Costs	\$2,207.44 per month
Standard chemical cost	6.00% \$132.45 of burdened DL
Standard equipment cost	4.00% \$88.30 of burdened DL
Monthly Chemical and Equipment Costs	\$220.74 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$2,428.18</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.35%	\$445.57
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$2,873.75</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9.00%	\$258.64
WVARF Fee Rate and Monthly Fee	4.00%	\$125.30

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,257.69
ANNUALLY	\$39,092.24
Total Annual Square Foot Cost-Standard	\$0.87 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	\$9,020.00
WVAF Fee	4.00% \$360.80
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$9,380.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$48,473.04
TOTAL MONTHLY BILLING AMOUNT	\$4,039.42
Total Annual Square Foot Cost-Delux	\$1.07 per square foot

J. CONTRACT

Vendor	FMRS
Contract Period	May 1, 1995 - April 30, 1996

Small Business Impact: None.

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

WVAF 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:

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

LAWN MAINTENANCE  
DIRECT COST ANALYSIS

Division of Environmental Protection

116 Industrial Drive

Work to be done by FMRS

Start Date ~~XXXXXX~~ MAY 1, 1995

Aproximate Sq. Foot. 65,982

Contact Ed Griffith 465-1911, Susie Roberts Teel 759-0505

	Per Hour	Per Hour 20% Fringe	Per Month	
Labor				
Supervisor	\$5.75	\$1.15	74.18	2.5 hours a week
Worker #1	4.50	\$0.90	58.05	2.5 hours a week

	sub total		\$132.23	
Gasoline			10.00	
Facility Overhead			40.00	
Administrative Overhead			7.29	
	Month Total		\$189.52	
	Annual Total		\$1,516.16	Based on 8 Months

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS  
LOCATION:

DD Planning Council

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	950	950
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>950</b>	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.00
*Wage Rate (Worker-Non-client)	\$5.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	950 square feet
Cleaning hours per day	0.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.25 hours/day
*Time allocation-Client Workers (hours)	0.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	4.00 hours/year
Annual relief (Workers)	4.00 hours/year

Round up to the ne

D. MONTHLY DIRECT COSTS

Supervision		\$32.50 Wages/month
Relief-Supervision		\$2.00 Wages/month
Client workers		\$27.08 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$1.67 Wages/month
Monthly Burdened Direct Labor Costs		\$70.08 per month
Standard chemical cost	6.00%	\$4.20 of burdened DL
Standard equipment cost	4.00%	\$2.80 of burdened DL
Monthly Chemical and Equipment Costs		\$7.01 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$77.08</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$7.71
*DBG Overhead Rate	7.00%	\$5.94
*Shawnee Hills Overhead Rate	5.50%	\$4.66
<b>FULLY BURDENED COST</b>		<b>\$90.73</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	45.80%	\$41.55
WVAF Fee Rate and Monthly Fee	4.00%	\$5.29

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$137.57
ANNUALLY	\$1,650.88
Total Annual Square Foot Cost-Standard	\$1.74 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	\$190.00
WVARF Fee 4.00%	\$7.60
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$197.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$1,848.48
TOTAL MONTHLY BILLING AMOUNT	\$154.04
Total Annual Square Foot Cost-Delux	\$1.95 per square foot

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None.

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 approval 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: DRS

LOCATION:

Logan

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,750	1,750
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,750	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.00
*Wage Rate (Worker-Non-client)	\$5.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,750 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

Round up to the nearest 1/2

D. MONTHLY DIRECT COSTS

Supervision		\$65.00 Wages/month
Relief-Supervision		\$4.00 Wages/month
Client workers		\$54.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$3.33 Wages/month
Monthly Burdened Direct Labor Costs		\$140.15 per month
Standard chemical cost	6.00%	\$8.41 of burdened DL
Standard equipment cost	4.00%	\$5.61 of burdened DL
Monthly Chemical and Equipment Costs		\$14.02 per month
TOTAL MONTHLY DIRECT COSTS		\$154.17

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$30.83
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$185.00

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	27.45%	\$50.77
WVAF Fee Rate and Monthly Fee	4.00%	\$9.43

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$245.21
ANNUALLY	\$2,942.50
Total Annual Square Foot Cost-Standard	\$1.68 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	\$350.00
WVARF Fee	4.00% \$14.00
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$364.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,306.50
TOTAL MONTHLY BILLING AMOUNT	\$275.54
Total Annual Square Foot Cost-Delux	\$1.89 per square foot

J. CONTRACT

Vendor	Wyoming County Sheltered Workshop
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None.

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 approval 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: DRS

LOCATION:

Mullins

**A. BUILDING DESCRIPTION**

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	1,512	1,512
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		1,512	

**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	1,512 square feet
Cleaning hours per day	0.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.25 hours/day
*Time allocation-Client Workers (hours)	0.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	4.00 hours/year
Annual relief (Workers)	4.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision	\$27.08	Wages/month
Relief-Supervision	\$1.67	Wages/month
Client workers	\$23.02	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$1.42	Wages/month
Monthly Burdened Direct Labor Costs	\$58.92	per month
Standard chemical cost	6.00%	\$3.54 of burdened DL
Standard equipment cost	4.00%	\$2.36 of burdened DL
Monthly Chemical and Equipment Costs	\$5.89	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$64.82</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$12.96
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$77.78</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$7.78
WVARF Fee Rate and Monthly Fee	4.00%	\$3.42

<b>G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER</b>	
MONTHLY	\$88.98
ANNUALLY	\$1,067.75
Total Annual Square Foot Cost-Standard	\$0.71 per square foot
<b>H. DELUX FLOOR CARE FEE</b>	
*Charge Per Square Foot	10.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Delux Floor Care Charge	\$302.40
WVARF Fee 4.00%	\$12.10
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>	<b>\$314.50</b>
<b>I. PRICE OF CONTRACT</b>	
TOTAL ANNUAL CHARGE TO CUSTOMER	\$1,382.25
TOTAL MONTHLY BILLING AMOUNT	\$115.19
Total Annual Square Foot Cost-Delux	\$0.91 per square foot
<b>J. CONTRACT</b>	
Vendor	Wyoming County Sheltered Workshop
Contract Period	July 1, 1995 - June 30, 1996
Small Business Impact:	None.
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 approval 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: DRS

LOCATION:

Summersville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,636	1,636
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,636</b>	

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	1,636 square feet
Cleaning hours per day	0.75 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.38 hours/day
*Time allocation-Client Workers (hours)	0.38 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	6.00 hours/year
Annual relief (Workers)	6.00 hours/year

Round up to the ne

D. MONTHLY DIRECT COSTS

Supervision		\$40.63 Wages/month
Relief-Supervision		\$2.50 Wages/month
Client workers		\$34.53 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$2.13 Wages/month
Monthly Burdened Direct Labor Costs		\$88.39 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$88.39</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$17.68
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$106.06</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$10.61
WVARE Fee Rate and Monthly Fee	4.00%	\$4.67

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER  
MONTHLY  
ANNUALLY  
Total Annual Square Foot Cost-Standard

\$121.34  
\$1,456.02  
\$0.89 per square foot

H. DELUX FLOOR CARE FEE  
\*Charge Per Square Foot  
\*Number of Floor Cleanings Per Year  
Total Delux Floor Care Charge  
WVARF Fee  
TOTAL ANNUAL DELUX FLOOR CARE FEE

0.0 cents/sq foot  
2 cleanings/year  
\$0.00  
4.00% \$0.00  
\$0.00

I. PRICE OF CONTRACT  
TOTAL ANNUAL CHARGE TO CUSTOMER  
TOTAL MONTHLY BILLING AMOUNT  
Total Annual Square Foot Cost-Delux

\$1,456.02  
\$121.34  
\$0.89 per square foot

J. CONTRACT  
Vendor  
Contract Period

Nicholas County Sheltered Workshop  
July 1, 1995 - June 30, 1996

Small Business Impact: None.

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 approval 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

# CAUTION

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

STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS

LOCATION:

Webster Springs

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	850	850
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0

Number of days per week cleaned 5  
 TOTAL ADJUSTED SQUARE FEET 850

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	0.32	850 square feet
Cleaning hours per day		0.50 hours/day
*Time allocation-Working Client Supervisor		0.00 hours/day
*Time allocation-Working Non-client Supervisor		0.25 hours/day
*Time allocation-Client Workers (hours)		0.25 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		4.00 hours/year
Annual relief (Workers)		4.00 hours/year
	0.64	

Round up to the nearest 1/2

D. MONTHLY DIRECT COSTS

Supervision		\$27.08 Wages/month
Relief-Supervision		\$1.67 Wages/month
Client workers		\$23.02 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$1.42 Wages/month
Monthly Burdened Direct Labor Costs		\$58.92 per month
Standard chemical cost	6.00%	\$3.54 of burdened DL
Standard equipment cost	4.00%	\$2.36 of burdened DL
Monthly Chemical and Equipment Costs		\$5.89 per month
TOTAL MONTHLY DIRECT COSTS		\$64.82

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$12.96
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$77.78

F. MONTHLY PROFIT AND FEES

F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	36.32%	\$28.25
WVARE Fee Rate and Monthly Fee	4.00%	\$4.24

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY		\$110.27
ANNUALLY		\$1,323.23
Total Annual Square Foot Cost-Standard		\$1.56 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		\$170.00
WVARE Fee	4.00%	\$6.80
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$176.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$1,500.03
TOTAL MONTHLY BILLING AMOUNT	\$125.00
Total Annual Square Foot Cost-Delux	\$1.76 per square foot

J. CONTRACT	
Vendor	Nicholas County Sheltered Workshop
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None.

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

WVARE 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: \_\_\_\_\_ 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: DRS

LOCATION:

Weirton

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.25
*Wage Rate (Supervisor-Non-client)	\$5.25
*Wage Rate (Worker-Client)	\$4.50
*Wage Rate (Worker-Non-client)	\$4.50
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,200 square feet	
Cleaning hours per day	1.00 hours/day	Round up to the ne
*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		\$56.88 Wages/month
Relief-Supervision		\$3.50 Wages/month
Client workers		\$48.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$3.00 Wages/month
Monthly Burdened Direct Labor Costs		\$124.21 per month
Standard chemical cost	6.00%	\$7.45 of burdened DL
Standard equipment cost	4.00%	\$4.97 of burdened DL
Monthly Chemical and Equipment Costs		\$12.42 per month
TOTAL MONTHLY DIRECT COSTS		\$136.63

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$27.33
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$163.96

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.42%	\$25.28
WVAF Fee Rate and Monthly Fee	4.00%	\$7.57

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$196.81
ANNUALLY	\$2,361.76
Total Annual Square Foot Cost-Standard	\$1.07 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	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,819.36
TOTAL MONTHLY BILLING AMOUNT	\$234.95
Total Annual Square Foot Cost-Delux	\$1.28 per square foot

J. CONTRACT

Vendor	Hancock County Sheltered Workshop
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None.

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 approval 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: Air Quality Control

LOCATION:

Keyser

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	768	768
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		768	

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	768 square feet	
Cleaning hours per day	0.50 hours/day	Round up to the ne
*Time allocation-Working Client Supervisor	0.00 hours/day	
*Time allocation-Working Non-client Supervisor	0.25 hours/day	
*Time allocation-Client Workers (hours)	0.25 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	4.00 hours/year	
Annual relief (Workers)	4.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		\$27.08 Wages/month
Relief-Supervision		\$1.67 Wages/month
Client workers		\$23.02 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$1.42 Wages/month
Monthly Burdened Direct Labor Costs		\$58.92 per month
Standard chemical cost	6.00%	\$3.54 of burdened DL
Standard equipment cost	4.00%	\$2.36 of burdened DL
Monthly Chemical and Equipment Costs		\$5.89 per month
TOTAL MONTHLY DIRECT COSTS		\$64.82

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$12.96
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$77.78

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	39.05%	\$30.37
WVAF Fee Rate and Monthly Fee	4.00%	\$4.33

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$112.48
ANNUALLY		\$1,349.73
Total Annual Square Foot Cost-Standard		\$1.76 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		\$153.60
WVAF Fee	4.00%	\$6.14
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$159.74

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,509.48
TOTAL MONTHLY BILLING AMOUNT		\$125.79
Total Annual Square Foot Cost-Delux		\$1.97 per square foot

J. CONTRACT

Vendor	Developmental Center
Contract Period	February 1, 1995 - January 31, 1996

Business Impact: None.

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

WVAF 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:

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: DHHR

LOCATION:  
Webster Springs

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	6,195	6,195
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per	5		
TOTAL ADJUSTED S		6,195	

B. STAFFING DATA

*Wage Rate (Supervi	\$5.00
*Wage Rate (Supervi	\$5.00
*Wage Rate (Worker-	\$4.25
*Wage Rate (Worker-	\$4.25
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Squa	6,195 square feet
Cleaning hours per	3.00 hours/day
*Time allocation-Working Clie	0.00 hours/day
*Time allocation-Working Non-c	1.50 hours/day
*Time allocation-Client Worker	1.50 hours/day
*Time allocation-Non-Client Wo	0.00 hours/day
Annual relief (Supe	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

Round up to the nearest 1/2 hour

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	\$353.54 per month
Standard chemical c 0.00%	\$0.00 of burdened DL
Standard equipment 0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment	\$0.00 per month
TOTAL MONTHLY DIRECT COSTS	\$353.54

E. OVERHEAD RATES AND FEES

*Janitorial Work Un	20.00%	\$70.71
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Over	0.00%	\$0.00
FULLY BURDENED COST		\$424.25

F. MONTHLY PROFIT AND FEES

*Profit Rate and Mo	10.00%	\$42.42
WVARF Fee Rate and	10.00%	\$46.67

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$513.34
ANNUALLY	\$6,160.09
Total Annual Square Foot Cost-	\$0.99 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot	10.0 cents/sq foot
*Number of Floor Cleanings Per	2 cleanings/year
Total Delux Floor Care Charge	\$1,239.00
WVAF Fee 10.00%	\$123.90
TOTAL ANNUAL DELUX FLOOR CARE	\$1,362.90

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE	\$7,522.99
TOTAL MONTHLY BILLING AMOUNT	\$626.92
Total Annual Square Foot Cost-	\$1.21 per square foot

J. CONTRACT

Vendor	Nicholas County Sheltered Workshop
Contract Period	February 1, 1995 - January 31, 1996

Small Business Impact: None, cleaning person resigned.

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

WVAF 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: 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

# WVAREF

REHABILITATION FACILITIES, INC.

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

R

### DRS MANNING SIMULATION

WORK WEEK                    36.25 HRS.  
PAY WEEK                    36.25 HRS.  
RELIEF (43.5 HRS FOR 1885 WORKED)  
WORK DAYS PER WEEK        5.00  
PAID WEEKS                  52.00  
P/R TAX RATE                11.65%

### BUDGET

(NUMBER OF WORKERS)	PAY RATE	BURDENED RATE	HOURS PER YEAR	COST/ YEAR
WORKERS - 5	\$4.50	\$5.02	1,885.00	\$47,313.50
RELIEF		\$5.02	217.50	\$1,091.85
TOTAL DIRECT LABOR				<u>\$48,405.35</u>
OVERHEAD	10%			\$4,840.54
PROFIT	5%			\$2,662.29
WVAREF FEE	4%			<u>\$2,236.33</u>
TOTAL ANNUAL COST				\$58,144.51
MONTHLY COST				\$4,845.38

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Parkway Authority  
LOCATION: 169 - South

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$7.00
*Wage Rate (Supervisor-Non-client)	\$7.00
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet	
Cleaning hours per day	14.50 hours/day	Round up to the nearest 1/2 hour
*Time allocation-Working Client Supervisor	0.00 hours/day	10 hours a day - Monday through Friday
*Time allocation-Working Non-client Supervisor	5.75 hours/day	24 hours a day - Saturday and Sunday
*Time allocation-Client Workers (hours)	8.75 hours/day	12 holidays per year coverage at 14 hours
a holiday		
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	Weekly - 50+48
Annual relief (Supervisor)	92.00 hours/year	Weekly - 98
Annual relief (Workers)	140.00 hours/year	Holidays hrs. per year - 168.00
		Holiday per week - 3.23
		Billing hours - 101.23 5263.96

D. MONTHLY DIRECT COSTS

Supervision		\$1,220.92 Wages/month	101.50
Relief-Supervision		\$53.67 Wages/month	14.50 a day 7 days
Client workers		\$1,260.73 Wages/month	
Non-client Workers		\$0.00 Wages/month	
Relief-Workers		\$55.42 Wages/month	
Monthly Burdened Direct Labor Costs		\$2,867.33 per month	
Standard chemical cost	0.00%	\$0.00 of burdened DL	
Standard equipment cost	0.00%	\$0.00 of burdened DL	
Monthly Chemical and Equipment Costs		\$0.00 per month	
TOTAL MONTHLY DIRECT COSTS		\$2,867.33	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.35%	\$526.16
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$3,393.49

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$169.67
WVAF Fee Rate and Monthly Fee	4.00%	\$142.53

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,705.69
ANNUALLY	\$44,468.30
Total Annual Square Foot Cost-Standard	

H. MILEAGE & OTHER COSTS

Mileage & Toll passes	\$3,085.60
Uniforms	\$200.00 4 sets of uniforms
Hepatitis Shots	\$600.00 4 sets of Hepatitis Shots
WVAF Fee	4.00% \$155.42
TOTAL	\$4,041.02

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$48,509.32
TOTAL MONTHLY BILLING AMOUNT	\$4,042.44 9.22 per hour
Total Annual	

J. CONTRACT

Vendor	Goodwill - Charleston
Contract Period	April 1, 1995 - June 30, 1995

Small Business Impact:

None, a Parkway employee is being moved to another location.

Notes:

1. Disposables, Chemicals and Equipment 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
5. Parkway Authority will install a telephone on the premises, along with provide the vendor with handheld radios which will be on the Turnpike frequency. An outdoor camera will be placed on the building so that the area may be monitored from within.

WVAF 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:

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

I-69 South  
Rest Area

Contract includes:

1. Contract is based on ten hours a day - Monday through Friday, twenty-four hours a day Saturday and Sunday. Contract also includes twenty-four hour coverage for twelve holidays a year.
2. \$150 per employee is built in to cover Hepatitis Vaccinations. This is a cost that we include in all Rest Area Contracts. The \$150 per employee is a one time contract charge after the first year we reduce the amount to \$50 per employee to cover any employee turnover.
3. \$50 per employee is built in to cover uniforms. Uniforms are supplied by the Workshop and consist of T-Shirts, Caps, Jackets, and Name Badges.
4. We expect this contract to employ three individuals with one extra trained for relief or emergencies.
5. Due to the location of this contract we have built in some mileage but not for the total distance. We estimate the distance from the Workshop to be 35 miles one way. WVARF has built in only 10 miles one way as chargeable mileage. Mileage is built in at .29 cents a mile. (Toll passes will be provided by the Parkway Authority.)
6. Equipment, Cleaning Supplies and Disposables will be supplied by the Parkway Authority.
7. It is WVARF's understanding that the Parkway Authority will install a telephone on the premise, along with an outdoor camera on the building so that the attendant can monitor the outside area from inside. The Parkway Authority will also supply the Workshop with a hand held two way radio. The attendants will have a locked area that they can go to in an emergency.

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS

LOCATION:

Keyser

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,800	1,800
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,800	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.00
*Wage Rate (Worker-Non-client)	\$5.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,800 square feet	
Cleaning hours per day	1.00 hours/day	Round up to the ne
*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		\$65.00 Wages/month
Relief-Supervision		\$4.00 Wages/month
Client workers		\$54.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$3.33 Wages/month
Monthly Burdened Direct Labor Costs		\$140.15 per month
Standard chemical cost	6.00%	\$8.41 of burdened DL
Standard equipment cost	4.00%	\$5.61 of burdened DL
OUTSIDE WINDOWS 2 times a year		20.00
OUTSIDE WALLS 1 time a year/12		20.00
Monthly Chemical and Equipment Costs		\$14.02 per month
TOTAL MONTHLY DIRECT COSTS		\$194.17

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$38.83
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$233.00

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	20.00%	\$46.60
WVAF Fee Rate and Monthly Fee	4.00%	\$11.18

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$290.79
ANNUALLY		\$3,489.46
Total Annual Square Foot Cost-Standard		\$1.94 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		\$360.00
WVAF Fee	4.00%	\$14.40
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$374.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,863.86
TOTAL MONTHLY BILLING AMOUNT		\$321.99
Total Annual Square Foot Cost-Delux		\$2.15 per square foot

J. CONTRACT

Vendor	Developmental Center
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None.

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

WVAF 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:

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