Bensey

Committee for the Purchase of Commodities and Services from the Handicapped

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

MINUTES
APRIL 5, 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, and John Parker. 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 Rhonda Shaffer, Executive Director, Jackson County Developmental Center.

The minutes of the meeting of March 8, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $3,212.60; expenditures of $106.02, $55.87, and $52.28, with an ending balance of $2,998.43.

There were no reports from the Chairman or the Executive Secretary.

John Parker requested that the Committee authorize Everette Sullivan and Q. J. Humphreys to attend the quarterly WVARF meeting at Twin Falls State Park on April 20-21 at Committee expense. MSP.

The first contract presentation was for data entry with the Jackson County Developmental Center, Executive Director Rhonda Shaffer reviewing her contract negotiations with Jim Jackson, Purchasing Division buyer. The negotiated price for data entry services is $2.14 per one thousand key strokes for all services provided on time, and a price of $2.04 per one thousand key strokes for work not provided on time. The contract period is from May 1, 1995, through April 30, 1996. All other terms and conditions of the contract shall remain the same. Motion was made by John Parker, seconded by Q. J. Humphreys. MSP.

Chairman: **Craig A. Greening**
Members: **David L. Dickirson, Q.J. Humphreys, John L. Parker, Diana Stout, Everette Sullivan**
Ex Officio Members: **Dick Estill**, Executive Secretary
John P. Faris, Ph. D., Executive Director, West Virginia Association of Rehabilitation Facilities

Ms. Shaffer agreed to submit an annual report to the Committee on her facility indicating handicapped worker/non-handicapped worker direct labor participation.

The following janitorial contract renewal was presented by the CNA. There was no price change. It was moved, seconded, and approved by the Committee:

CUSTOMER: Regional Jail Authority VENDOR: Shawnee Hills Industries				
Contract Period: April 1, 1995, to March 30, 1996				
Staffing Plan:	2 workers	1 hour each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 5,050	Cost per square foot: $1.11	Monthly Cost to Agency: $467.14	Annualized Cost: $5,605.00	Two deluxe floor cleanings per year: $1,050.40

The following janitorial contract renewal was presented by the CNA. There was no price change. It was moved, seconded, and approved by the Committee:

CUSTOMER: West Virginia Department of Tax VENDOR: Shawnee Hills Industries				
Contract Period: January 1, 1995, to December 31, 1995				
Staffing Plan:	3.375 workers		5 days weekly	135 worker hours weekly
Total Square Feet: 63,297	Cost per square foot: $1.00	Monthly Cost to Agency: $5,281.12	Annualized Cost: $63,373.41	Two deluxe floor cleanings per year: 13,165.78

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

CUSTOMER:	Building Commission, State Office Building, Fairmont			
VENDOR:	The Op Shop, Inc.			
Contract Period:	July 1, 1995, to June 30, 1996			
Staffing Plan:	1 supervisor 1.75 workers	22 worker hours per day	5 days weekly	110 worker hours weekly
Total Square Feet: 51,621	Cost per square foot: $1.04	Monthly Cost to Agency: $4,478.20	Annualized Cost: $53,738.42	Two deluxe floor cleaning per year: $11,810.88

The following janitorial contract renewal was presented by the CNA. There was no price change. It was moved, seconded, and approved by the Committee:

CUSTOMER:	Environmental Protection Agency, Oak Hill			
VENDOR:	FMRS			
Contract Period:	May 1,1995, to April 30, 1996			
Staffing Plan:	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 17,340	Cost per square foot: $.88	Monthly Cost to Agency: $1,264.61	Annualized Cost: $15,175.63	One deluxe floor cleaning per year: $1,983.70

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

CUSTOMER: VENDOR:	Building Commission, State Office Building, Clarksburg ARC Harrison County			
Contract Period:	June 1, 1995, to May 30, 1996			
Staffing Plan:	1 supervisor 2.25 workers	26 worker hours per day	5 days weekly	130 worker hours weekly
Total Square Feet: 62,627	Cost per square foot: $.98	Monthly Cost to Agency: $5,101.29	Annualized Cost: $61,215.46	Two deluxe floor cleanings per year: $13,026.42

The following janitorial contract renewal was presented by the CNA. There was no price change. It was moved, seconded, and approved by the Committee:

CUSTOMER: VENDOR:	Building Commission, Revolving Fund, Charleston Shawnee Hills Industries			
Contract Period:	July 1, 1995, to June 30, 1996			
Staffing Plan:	1.75 workers		5 days weekly	70 worker hours weekly
Total Square Feet: 35,000	Cost per square foot: $.91	Monthly Cost to Agency: $2,646.53	Annualized Cost: $31,758.31	Two deluxe floor cleanings per year: N/A

The following janitorial contract renewal was presented by the CNA. There was no price change. It was moved, seconded, and approved by the Committee:

CUSTOMER:	Building Commission, Capitol Complex, Bldgs. 4, 5, 6, 7, 16, 17, and Holly Grove Mansion Travel Management Office			
VENDOR:	Shawnee Hills Industries			
Contract Period:	July 1, 1995, to June 30, 1996			
Staffing Plan:	5 working supervisors, 22 workers	8 hours each per day	5 days weekly	1,080 worker hours weekly
Total Square Feet: 515,144	Cost per square foot: $.8426	Monthly Cost to Agency: $36,171.69	Annualized Cost: $434,000.33	Two deluxe floor cleanings per year: N/A

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

CUSTOMER:	Building Commission, Cultural Center			
VENDOR:	Shawnee Hills Industries			
Contract Period:	June 1, 1995, to May 31, 1996			
Staffing Plan:	8 workers; 2 working supervisors	8 hours each per day	5 days weekly	400 worker hours weekly
Total Square Feet: 186,868	Cost per square foot: $.90	Monthly Cost to Agency: $14,026.96	Annualized Cost: $168,323.51	Two deluxe floor cleanings per year: N/A

The next janitorial contract presented by the CNA is a new contract addition for floor care and maintenance and light bulb crew. There is no small business impact. Coordination and scheduling responsibility for crew's work will be jointly shared by Mr. Doug Koenig of the State Building Commission, General Services Division, and Mr. Ralph Davis, Janitorial Supervisor, of Shawnee Hills Diversified Business Group. It was moved, seconded, and approved by the Committee:

CUSTOMER: VENDOR:	Capitol Complex, All Buildings except Capitol Building Shawnee Hills Industries			
Contract Period:	May 1, 1995, to April 30, 1996			
Staffing Plan:	1.75 supervisors 3.125 workers	39 worker hours per day	5 days weekly	195 worker hours weekly
Total Square Feet: 724,012	Cost per square foot: $.1678	Monthly Cost to Agency: $10,124.10	Annualized Cost: $121,489.21	Floor cleanings per year: As needed

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 Thursday, May 18, 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

Jackson County Developmental Center, Inc.

112 Industrial Lane
Millwood, WV 25262
Phone: (304) 273-9311

March 31, 1995

Mr. Jim Jackson, Buyer
State of West Virginia
Purchasing Division
State Capitol
Charleston, WV 25305

Dear Mr. Jackson:

The Jackson County Developmental Center, Inc. respectfully requests the Statewide Data 94 be renewed under the regulations of the State Use Law. We are requesting that a price of $2.14 per 1000 keystrokes for all services provided on time and a price of $2.04 per 1000 keystrokes for work not provided on time. The contract date shall read May 1, 1995 through April 30, 1996. All other terms and conditions of the contract shall remain the same.

Enclosed please find our product costing information to support the rate adjustment. If you will check the history of the contract, you will readily see that JCDC is still performing data entry services well below the price that agencies paid in 1993 when the rate paid to Finance and Administration, IS&C was $2.20 per 1000 keystrokes. As time goes by and every item purchased is increased with inflation, the state continues to realize a substantial savings for data entry services from JCDC. We purchased equal services from a private corporation a few months ago which cost us $2.38 per 1000 keystrokes (see enclosed copy of invoice) which is further evidence that JCDC is offering the state agencies an excellent service at a fair price.

On April 5, 1995, the Committee for the Purchase of Commodities and Services from the Handicapped will meet to establish a fair market rate for data entry services. Prior to our attending the meeting, JCDC is asking that you agree to the terms and conditions as specified in paragraph one. I will be available for your questions or comments through the morning of April 5. If I do not hear from you prior to that time, I will indicate to the Committee that you are in agreement to this proposal.

It's always a pleasure working with you, Jim. Sure wish you could visit so that you could see first hand what is involved in both the WIPER and DATA statewide contracts.

Sincerely,

Rhonda

Rhonda Shaffer
Executive Director

CDC

JACKSON COUNTY DEVELOPMENTAL CENTER, INC.
DATA ENTRY COSTING

SUPERVISORY	$ 26,634.48
UTILITIES	$ 1,874.54
OCCUPANCY	$ 5,159.33
PHONE	$ 586.38
EQUIPMENT	$ 7,500.00
ADMINISTRATION	$ 26,093.94
CONTRACTED SERVICES	$ 10,507.33
WVARF FEES 4%	$ 7,284.38
OFFICE SUPPLIES	$ 410.07
SHIPPING	$ 3,544.15
TRAINING & TRAVEL	$ 300.00
POSTAGE	$ 250.69
MISC.	$ 1,558.00
TOTAL OVERHEAD	**$ 91,703.29**
DIRECT LABOR	$ 181,301.74
FRINGE	$ 22,844.02
TOTAL LABOR	**$ 204,145.76**
TOTAL EXPENSES	**$ 295,849.06**

TOTAL PRODUCTION KEYSTROKES 149,302,048

TOTAL EXPENSES ÷ TOTAL PRODUCTION KEYSTROKES = $ 1.98 /M cost

Based on expenses for 6 month period July thru December 199%.

INVOICE

Highland Data
Romney moved to Bluegrass Va.

Billed To:
Ms. Rhonda Sharp
Jackson County Developmental Center, Inc.
112 Industrial Lane
Millwood, WV 25262

Invoice Number: 72526
Invoice Date: January 3, 1995

Billing Period	Terms:
12-01-94 through 12-31-94	Net 30 days

Job Name	Batch #'s	Billing Unit	Rate	Amount
	3188-3221	1,343,156 Keystrokes	2.38/1000	$3,196.71
	3257-3294	1,152,865 Keystrokes	2.38/1000	$2,743.82
	3295-3301	147,682 Keystrokes	2.38/1000	$351.48
Shipping #1 N/A	N/A			$92.65
Shipping #2 N/A	N/A			$82.90
Shipping #3 N/A	N/A			$29.65
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
We appreciate your Business!			**Total**	$6,497.21

pd
1/18/95
3045

1/16/95

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

April 5, 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. WVARF Video - Building Jobs for West Virginians
B. Purchasing Problems - Statewide Contracts out on bids

VIII. Contract Presentation from CNA

A. Renewals -
Data Entry
Regional Jail
Tax Dept.
Environmental Protection - Oak Hill
Building Commission
- Fairmont
- Clarksburg
- Revolving Fund
- Culture Center
- Capitol Complex
-Bldg. 4,5,6,7,16,17,Holly Grove, Trv. Mgt.

B. New Contracts
Building Commission - Capitol Complex
- Speciality Contract

R

EST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Regional Jail Authority
LOCATION:

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	5,050	5,050
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		5,050	

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	5,050 square feet	
Cleaning hours per day	2.00 hours/day	Round up
*Time allocation-Working Client Supervisor	0.00 hours/day	
*Time allocation-Working Non-client Supervisor	1.00 hours/day	
*Time allocation-Client Workers (hours)	1.00 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	16.00 hours/year	
Annual relief (Workers)	16.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		$108.33 Wages/month
Relief-Supervision		$6.67 Wages/month
Client workers		$92.08 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$5.67 Wages/month
Monthly Burdened Direct Labor Costs		$235.69 per month
Standard chemical cost	6.00%	$14.14 of burdened DL
Standard equipment cost	4.00%	$9.43 of burdened DL
Monthly Chemical and Equipment Costs		$23.57 per month
TOTAL MONTHLY DIRECT COSTS		$259.26

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$25.93
*DBG Overhead Rate	7.00%	$19.96
*Shawnee Hills Overhead Rate	5.50%	$15.69
FULLY BURDENED COST		$305.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	19.61%	$59.85
WVARF Fee Rate and Monthly Fee	4.00%	$14.60

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$379.60
ANNUALLY		$4,555.23
Total Annual Square Foot Cost-Standard		$0.90 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		$1,010.00
WVARF Fee	4.00%	$40.40
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$1,050.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$5,605.63
TOTAL MONTHLY BILLING AMOUNT	$467.14
Total Annual Square Foot Cost-Deluxe	$1.11 per square foot

J. CONTRACT

Vendor	Shawnee Hills - Diversified Business Group
Contract Period	April 1, 1995 - March 30, 1996

Small Business Impact: None, WVARF 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

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

R

W IRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Tax Dept.
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	63,297	63,297
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		63,297	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.00	3.33
*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 AILY STAFFING PLAN

Total Adjusted Square Feet	63,297 square feet	
Cleaning hours per day	27.00 hours/day	Round up to the nearest 1/2
*Time allocation-Working Client Supervisor	0.00 hours/day	
*Time allocation-Working Non-client Supervisor	8.00 hours/day	
*Time allocation-Client Workers (hours)	19.00 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	128.00 hours/year	
Annual relief (Workers)	304.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		$866.67 Wages/month
Relief-Supervision		$53.33 Wages/month
Client workers		$1,749.58 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$107.67 Wages/month
Monthly Burdened Direct Labor Costs		$3,065.81 per month
Standard chemical cost	6.00%	$183.95 of burdened DL
Standard equipment cost	4.00%	$122.63 of burdened DL
Monthly Chemical and Equipment Costs		$306.58 per month
TOTAL MONTHLY DIRECT COSTS		$3,372.39

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$337.24
*DBG Overhead Rate	5.00%	$185.48
*Shawnee Hills Overhead Rate	7.50%	$278.22
FULLY BURDENED COST		$3,895.11

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3.28%	$127.94
WVARF Fee Rate and Monthly Fee	4.00%	$160.92

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$4,183.97	
ANNUALLY		$50,207.64	
Total Annual Square Foot Cost-Standard			$0.79 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		$12,659.40	
WVARF Fee	4.00%	$506.38	
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$13,165.78	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$63,373.41
TOTAL MONTHLY BILLING AMOUNT	$5,281.12
Total Annual Square Foot Cost-Deluxe	$1.00 per square foot

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	

Small Business Impact: None.

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

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

R

WE[illegible]RGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: EPA - Oak Hill
LOCATION:

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,340	17,340
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,340	

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	17,340 square feet	
Cleaning hours per day	7.00 hours/day	Round up to the nearest 1/2 hour
*Time allocation-Working Client Supervisor	0.00 hours/day	
*Time allocation-Working Non-client Supervisor	3.50 hours/day	
*Time allocation-Client Workers (hours)	3.50 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	56.00 hours/year	
Annual relief (Workers)	56.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		$379.17 Wages/month
Relief-Supervision		$23.33 Wages/month
Client workers		$322.29 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$19.83 Wages/month
Monthly Burdened Direct Labor Costs		$824.93 per month
Standard chemical cost	6.00%	$49.50 of burdened DL
Standard equipment cost	4.00%	$33.00 of burdened DL
Monthly Chemical and Equipment Costs		$82.49 per month
TOTAL MONTHLY DIRECT COSTS		$907.42

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.94%	$99.29
*DBG Overhead Rate	0.00%	$0.00
*Shawnee Hills Overhead Rate	0.00%	$0.00
FULLY BURDENED COST		$1,006.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	$50.34
WVARF Fee Rate and Monthly Fee	4.00%	$42.28

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$1,099.33
ANNUALLY		$13,191.94
Total Annual Square Foot Cost-Standard		$0.76 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		11.0 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		$1,907.40
WVARF Fee	4.00%	$76.30
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$1,983.70

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$15,175.63
TOTAL MONTHLY BILLING AMOUNT	$1,264.64
Total Annual Square Foot Cost-Delux	$0.88 per square foot

J. CONTRACT

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

Small Business Impact: None.

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

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

R

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION: State Office Building
Fairmont

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	51,621	51,621
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		51,621	

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	51,621 square feet
Cleaning hours per day	22.00 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)	14.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	224.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$866.67 Wages/month
Relief-Supervision		$53.33 Wages/month
Client workers		$1,289.17 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$79.33 Wages/month
Monthly Burdened Direct Labor Costs		$2,529.33 per month
Standard chemical cost	6.00%	$151.76 of burdened DL
Standard equipment cost	4.00%	$101.17 of burdened DL
Monthly Chemical and Equipment Costs		$252.93 per month
TOTAL MONTHLY DIRECT COSTS		$2,782.26

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	$417.34
*DBG Overhead Rate	0.00%	$0.00
*Shawnee Hills Overhead Rate	0.00%	$0.00
FULLY BURDENED COST		$3,199.60

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	$159.98

WVARF Fee Rate and Monthly Fee	4.00%	$134.38

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$3,493.96
ANNUALLY	$41,927.54
Total Annual Square Foot Cost-Standard	$0.81 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		11.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$11,356.62
WVARF Fee	4.00%	$454.26
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$11,810.88

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$53,738.42
TOTAL MONTHLY BILLING AMOUNT	$4,478.20
Total Annual Square Foot Cost-Delux	$1.04 per square foot

J. CONTRACT

Vendor	The Op Shop
Contract Period	July 1, 1995 - June 30, 1996

K. COMPARISON

FTE	2.75
LAST YR. PRICE	$52,314.12
INCREASE PER YEAR	$1,424.30

Small Business Impact: None, The Op Shop has the 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

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

R

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION: State Office Building
Clarksburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	62,627	62,627
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		62,627	

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	62,627	square feet
Cleaning hours per day	26.00	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)	18.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	128.00	hours/year
Annual relief (Workers)	288.00	hours/year

Round up to the neares

D. MONTHLY DIRECT COSTS

Supervision		$866.67	Wages/month
Relief-Supervision		$53.33	Wages/month
Client workers		$1,657.50	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$102.00	Wages/month
Monthly Burdened Direct Labor Costs		$2,958.51	per month
Standard chemical cost	6.00%	$177.51	of burdened DL
Standard equipment cost	4.00%	$118.34	of burdened DL
Monthly Chemical and Equipment Costs		$295.85	per month
TOTAL MONTHLY DIRECT COSTS		$3,254.36	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	13.00%	$423.07
*	0.00%	$0.00
*	0.00%	$0.00
FULLY BURDENED COST		$3,677.43

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	$183.87

WVARF Fee Rate and Monthly Fee	4.00%	$154.45

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$4,015.75
ANNUALLY		$48,189.04
Total Annual Square Foot Cost-Standard		$0.77 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		$12,525.40
WVARF Fee	4.00%	$501.02
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$13,026.42

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$61,215.46
TOTAL MONTHLY BILLING AMOUNT	$5,101.29
Total Annual Square Foot Cost-Deluxe	$0.98 per square foot

J. CONTRACT

Vendor	ARC of Harrison County
Contract Period	June 1, 1995 - May 30, 1996

K. COMPARISON

FTE	4.25
LAST YR. PRICE	$59,836.39
INCREASE PER YEAR	$1,379.07

Small Business Impact: None, ARC has had 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

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

R

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WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION: Revolving Fund

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	35,000	35,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		35,000	

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	35,000 square feet
Cleaning hours per day	14.00 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)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$866.67 Wages/month
Relief-Supervision		$53.33 Wages/month
Client workers		$552.50 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$34.00 Wages/month
Monthly Burdened Direct Labor Costs		$1,670.96 per month
Standard chemical cost	6.00%	$100.26 of burdened DL
Standard equipment cost	4.00%	$66.84 of burdened DL
Monthly Chemical and Equipment Costs		$167.10 per month
TOTAL MONTHLY DIRECT COSTS		$1,838.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$183.81
*DBG Overhead Rate	7.00%	$141.53
*Shawnee Hills Overhead Rate	5.50%	$111.20
FULLY BURDENED COST		$2,163.39

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	7.63%	$165.00

WVARF Fee Rate and Monthly Fee	4.00%	$93.14
Disposables		225.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$2,646.53
ANNUALLY	$31,758.31
Total Annual Square Foot Cost-Standard	$0.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$0.00
WVARF Fee	4.00%	$0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$31,758.31
TOTAL MONTHLY BILLING AMOUNT	$2,646.53
Total Annual Square Foot Cost-Deluxe	$0.91 per square foot

J. CONTRACT

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

Small Business Impact: None, Shawnee has had contract.

Notes:

1. Use of crew labor authorized.
2. Relief based on 5 vacation days, 5 sick days, and 6 holidays
3. 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

Debra M. Bensey
West Virginia Association of
Rehabilitation Facilities

Accepted and approved by:

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

R

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION:
Capitol Complex

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet	Price per Contract
Building 4	1.0	87,027	87,027	$73,328.9502
Building 5	1.0	200,000	200,000	$168,520.0000
Building 6	1.0	199,000	199,000	$167,677.4000
Building 7	0.0	0	0	$0.0000
Building 16	1.0	3,877	3,877	$3,266.7602
Building 17	1.0	16,222	16,222	$13,668.6572
Holly Grove	1.0	7,400	7,400	$6,235.2400
Travel Mgt.	1.0	1,618	1,618	$1,363.3268
Number of days per week cleaned	5			$434,060.3344
TOTAL ADJUSTED SQUARE FEET		515,144		$36,171.6945

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.20
*Wage Rate (Supervisor-Non-client)	$5.20
*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	515,144 square feet
Cleaning hours per day	216.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	40.00 hours/day
*Time allocation-Client Workers (hours)	176.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	640.00 hours/year
Annual relief (Workers)	2816.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$4,506.67 Wages/month
Relief-Supervision		$277.33 Wages/month
Client workers		$16,206.67 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$997.33 Wages/month
Monthly Burdened Direct Labor Costs		$24,225.47 per month
Standard chemical cost	6.00%	$1,453.53 of burdened DL
Standard equipment cost	4.00%	$969.02 of burdened DL
Monthly Chemical and Equipment Costs		$2,422.55 per month
TOTAL MONTHLY DIRECT COSTS		$26,648.02

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$2,664.80
*DBG Overhead Rate	7.00%	$2,051.90

*Shawnee Hills Overhead Rate	5.50%	$1,612.20
FULLY BURDENED COST		$31,364.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3.18%	$996.93
WVARF Fee Rate and Monthly Fee	4.00%	$1,294.47
Disposables		$2,515.59

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$36,171.69
ANNUALLY	$434,060.33
Total Annual Square Foot Cost-Standard	0.8426 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$0.00
WVARF Fee	4.00%	$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$434,060.33
TOTAL MONTHLY BILLING AMOUNT	$36,171.69
Total Annual Square Foot Cost-Delux	0.8426 per square foot

J. CONTRACT

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

Small Business Impact: None, Shawnee has had contract.

Notes:

1. Disposibles supplied by the State of West Virginia.
   Disposibles for Building 5 included in the contract.
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

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

R

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WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION: Culture Center

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	186,868	186,868
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		186,868	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.75
*Wage Rate (Supervisor-Non-client)	$5.00
*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	186,868 square feet	
Cleaning hours per day	80.00 hours/day	Round up to the nearest 1/2 hou
*Time allocation-Working Client Supervisor	8.00 hours/day	
*Time allocation-Working Client Supervisor	8.00 hours/day	
*Time allocation-Client Workers (hours)	64.00 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	256.00 hours/year	
Annual relief (Workers)	1024.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		$1,863.33 Wages/month
Relief-Supervision		$106.67 Wages/month
Client workers		$6,240.00 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$384.00 Wages/month
Monthly Burdened Direct Labor Costs		$9,470.40 per month
Standard chemical cost	6.00%	$568.22 of burdened DL
Standard equipment cost	4.00%	$378.82 of burdened DL
Monthly Chemical and Equipment Costs		$947.04 per month
TOTAL MONTHLY DIRECT COSTS		$10,417.44

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$1,041.74
*DBG Overhead Rate	7.00%	$802.14
*Shawnee Hills Overhead Rate	5.50%	$630.26
FULLY BURDENED COST		$12,261.33

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$1,226.13

WVARF Fee Rate and Monthly Fee	4.00%	$539.50

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$14,026.96
ANNUALLY	$168,323.51
Total Annual Square Foot Cost-Standard	$0.90 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$0.00
WVARF Fee	4.00%	$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$168,323.51
TOTAL MONTHLY BILLING AMOUNT	$14,026.96
Total Annual Square Foot Cost-Delux	$0.90 per square foot

J. CONTRACT

Vendor	Shawnee Hills - Diversified Business Group
Contract Period	June 1, 1995 - May 31, 1996

Small Business Impact: None, Shawnee has had 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

Debra M. Bensey
West Virginia Association of
Rehabilitation Facilities

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

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R

VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Building Commission
LOCATION: Capitol Complex - Specialty Contract
Floor Care and Light Bulb Crew

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet	Cost Per Building
Building 4	1.0	87,027	87,027	$14,603.13
Building 5	1.0	200,000	200,000	$33,560.00
Building 6	1.0	199,000	199,000	$33,392.20
Building 7	1.0	22,000	22,000	$3,691.60
Building 16	1.0	3,877	3,877	$650.56
Building 17	1.0	16,222	16,222	$2,722.05
Holly Grove	1.0	7,400	7,400	$1,241.72
Trv.Mgt.	1.0	1,618	1,618	$271.50
Culture Center	1.0	186,868	186,868	$31,356.45
Number of days per week serviced	5			
TOTAL ADJUSTED SQUARE FEET		724,012	724,012	$121,489.21
				$10,124.10

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$6.00
*Wage Rate (Supervisor-Non-client)	$6.00
*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	724,012 square feet
Cleaning hours per day	39.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	14.00 hours/day
*Time allocation-Client Workers (hours)	25.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	224.00 hours/year
Annual relief (Workers)	400.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$1,820.00 Wages/month	
Relief-Supervision		$112.00 Wages/month	
Client workers		$2,437.50 Wages/month	
Non-client Workers		$0.00 Wages/month	
Relief-Workers		$150.00 Wages/month	
Monthly Burdened Direct Labor Costs		$4,997.27 per month	
Standard chemical cost		$2,319.00	140402.40
Standard equipment cost	4.00%	$199.89 of burdened DL	
Monthly Chemical and Equipment Costs		$2,518.89 per month	
TOTAL MONTHLY DIRECT COSTS		$7,516.16	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$751.62
*DBG Overhead Rate	7.00%	$578.74
*Shawnee Hills Overhead Rate	5.50%	$454.73

FULLY BURDENED COST		$8,846.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.04%	$888.19
WVARF Fee Rate and Monthly Fee	4.00%	$389.39
DISPOSABLES		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$10,124.10
ANNUALLY	$121,489.21
Total Annual Square Foot Cost-Standard	0.1678 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$0.00
WVARF Fee	4.00%	$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	$121,489.21
TOTAL MONTHLY BILLING AMOUNT	$10,124.10
Total Annual Square Foot Cost-Delux	0.1678 per square foot

J. CONTRACT

Vendor	Shawnee Hills - Diversified Business Group
Contract Period	May 1, 1995 - April 30, 1996

Small Business Impact: None, Shawnee has had contract.

Notes:

1. Light Bulbs and Ladders supplied by the State of West Virginia.
2. Only lights that can be reached from a six foot ladder (second step from top) will be responsibility of vendor.
3. Use of crew labor authorized.
4. Relief based on 5 vacation days, 5 sick days, and 6 holidays
5. 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

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 for the Handicapped