

*Bensey*

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

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

**MINUTES**

**June 6, 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 Q. J. Humphreys, Chairman. Other members in attendance were John Parker, David L. Dickirson, and Everette Sullivan. Ex officio members in attendance were John Faris, Executive Director of the CNA; Debra Bensey, Director of Operations of the CNA; and Dick Estill, Executive Secretary of the Committee.

The minutes of the meeting of May 18, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$2,829.41, expenditures of \$212.04 and \$60.28, with an ending balance of \$2,557.09.

John Faris presented the final version of the Committee's Annual Report to the Governor and the legislative leadership. He also gave the Committee an overview of a recent visit made to the Oregon Association of Rehabilitation Facilities' State Use Program for temporary employment services. Our own state's temporary employment service program could do well to emulate this successful state-of-the-art program to fulfill Oregon's need for temps.

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:

CUSTOMER:		State of West Virginia Commission and Technical		
VENDOR:		Wyoming County Workshop		
Contract Period:		July 1, 1995, to June 30, 1996		
Staffing Plan: One working supervisor; one worker	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 22,000	Cost per square foot: \$.82	Monthly Cost to Agency: \$1,499.64	Annualized Cost: \$17,995.66	Two deluxe floor cleanings per year: \$4,576.00

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

CUSTOMER:		W. Va. Child Advocate Office		
VENDOR:		PACE Training and Evaluation Center		
Contract Period:		July 1, 1995, to June 30, 1996		
Staffing Plan: One working supervisor; one worker	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
Total Square Feet: 33	Cost per square foot: \$1.21	Monthly Cost to Agency: \$336.10	Annualized Cost: \$4,033.17	One deluxe floor cleaning per year: \$829.92

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

CUSTOMER: W. Va. Child Advocate Office				
VENDOR: Precision Services, Inc.				
Contract Period: July 1, 1995, to June 30, 1996				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 4,693	Cost per square foot: \$1.11	Monthly Cost to Agency: \$433.78	Annualized Cost: \$5,205.33	two deluxe floor cleanings per year: \$1,126.32

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

CUSTOMER: Division of Personnel				
VENDOR: Shawnee Hills				
Contract Period: July 1, 1995, to June 30, 1996				
Staffing Plan: One working supervisor and one worker	2 workers	1.75 hours each per day	5 days weekly	17.5 worker hours weekly
Total Square Feet: 8,000	Cost per square foot: \$.86	Monthly Cost to Agency: \$571.07	Annualized Cost: \$6852.81	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:

<b>CUSTOMER:</b> Employment Security, Moorefield				
<b>VENDOR:</b> Special Services Sheltered Workshop				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
<b>Total Square Feet:</b> 1,827	<b>Cost per square foot:</b> \$2.30	<b>Monthly Cost to Agency:</b> \$349.90	<b>Annualized Cost:</b> \$4,198.78	<b>Two deluxe floor cleanings per year:</b> \$380.02

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

<b>CUSTOMER:</b> Employment Security, Weirton				
<b>VENDOR:</b> Hancock County Sheltered Workshop				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
<b>Total Square Feet:</b> 10,000	<b>Cost per square foot:</b> \$.97	<b>Monthly Cost to Agency:</b> \$804.51	<b>Annualized Cost:</b> \$9,654.13	<b>Two deluxe floor cleaning per year:</b> \$2080.00

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

CUSTOMER: Employment Security				
VENDOR: Goodwill Industries of KYOWVA				
Contract Period: July 1, 1995, through June 30, 1996				
Staffing Plan: One working supervisor and one worker	2 workers	1.25 hours each per day	5 days weekly	12.5 worker hours weekly
Total Square Feet: 6,160	Cost per square foot: \$1.10	Monthly Cost to Agency: \$566.50	Annualized Cost: \$6,797.98	Two deluxe floor cleanings per year: \$1,537.54

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

CUSTOMER: Employment Security - Beckley				
VENDOR: Wyoming County Workshop				
Contract Period: July 1, 1995, through June 30, 1996				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,000	Cost per square foot: \$1.01	Monthly Cost to Agency: \$758.61	Annualized Cost: \$9,103.29	Two deluxe floor cleanings per year: \$1,661.40

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

<b>CUSTOMER:</b> Employment Security - Summersville				
<b>VENDOR:</b> Sheltered Workshop of Nicholas County				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
<b>Total Square Feet:</b> 9,000	<b>Cost per square foot:</b> \$1.01	<b>Monthly Cost to Agency:</b> \$758.61	<b>Annualized Cost:</b> \$9,103.29	<b>Two deluxe floor cleanings per year:</b> \$1,661.40

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

<b>CUSTOMER:</b> Job Service Office, Huntington				
<b>VENDOR:</b> Goodwill Industries of KYOWVA				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 7,685	<b>Cost per square foot:</b> \$1.02	<b>Monthly Cost to Agency:</b> \$652.66	<b>Annualized Cost:</b> \$7,831.95	<b>Two deluxe floor cleanings per year:</b> \$1,598.48

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

<b>CUSTOMER:</b> Employment Security - Parkersburg				
<b>VENDOR:</b> SW Resources, Inc.				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
<b>Total Square Feet:</b> 9,300	<b>Cost per square foot:</b> \$1.03	<b>Monthly Cost to Agency:</b> \$795.96	<b>Annualized Cost:</b> \$9,551.47	<b>Two deluxe floor cleanings per year:</b> \$1,934.40

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

<b>CUSTOMER:</b> Department of Highways, Barbour County				
<b>VENDOR:</b> Taylor County Workshop				
<b>Contract Period:</b> July 1, 1995, to June 30, 1996				
<b>Staffing Plan:</b> One worker	1 worker	.5 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 1,000	<b>Cost per square foot:</b> \$2.69	<b>Monthly Cost to Agency:</b> \$223.79	<b>Annualized Cost:</b> \$2,685.54	<b>Two deluxe floor cleanings per year:</b> \$208.00

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

<b>CUSTOMER:</b> Department of Highways, Glenville				
<b>VENDOR:</b> Precision Services				
<b>Contract Period:</b> July 1, 1995, though June 30, 1996				
<b>Staffing Plan:</b> One worker	1 worker	.5 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 810	<b>Cost per square foot:</b> \$3.27	<b>Monthly Cost to Agency:</b> \$220.50	<b>Annualized Cost:</b> \$2,646.02	<b>Two deluxe floor cleanings per year:</b> \$168.48

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

<b>CUSTOMER:</b> Department of Highways, Upshur County				
<b>VENDOR:</b> Buckhannon-Upshur Work Adjustment Center				
<b>Contract Period:</b> July 1, 1995, though June 30, 1996				
<b>Staffing Plan:</b> One worker	1 worker	.5 hours each per day	5 days weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 940	<b>Cost per square foot:</b> \$2.84	<b>Monthly Cost to Agency:</b> \$222.75	<b>Annualized Cost:</b> \$2,673.06	<b>Two deluxe floor cleanings per year:</b> \$195.52

*A reminder from the CNA to Committee members:* WVARF will have its quarterly meeting at Flatwoods on July 20 and 21, 1995. Included in this session is training for CRP board of director members. As many members of the Governor's Committee as possible should attend.

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 9:30 a.m. Monday, July 24, 1995, at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

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Craig A. Greening, Chairman



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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

June 6, 1995

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Old Business
  - A. Annual Report
- VII. New Business
- VIII. Contract Presentation from CNA
  - A. Renewals -
    - Southern WV Community and Technical College
    - Child Advocate - Morgantown
    - Child Advocate - Sutton
    - Division of Personnel
    - Employment Security - Huntington
      - Beckley
      - Moorefield
      - Weirton
      - Summersville
      - Huntington -Job Serv.
      - Parkersburg
  - B. New Contracts
    - DOH - Barbour
    - Gilmer
    - Upshur
- X. Vendor Complaints

CUSTOMER: Southern West Virginia Community and Technical College  
 LOCATION: Pineville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	22,000	22,000
*	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>22,000</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	22,000 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	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>\$824.93</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.50%	\$152.61
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$977.54</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$97.75
WVAF Fee Rate and Monthly Fee	4.00%	\$43.01

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,118.31
ANNUALLY	\$13,419.66
Total Annual Square Foot Cost-Standard	\$0.61 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	\$4,400.00
WVARF Fee	4.00% \$176.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$4,576.00

I. PRICE OF CONTRACT .

TOTAL ANNUAL CHARGE TO CUSTOMER	\$17,995.66
TOTAL MONTHLY BILLING AMOUNT	\$1,499.64
Total Annual Square Foot Cost-Delux	\$0.82 per square foot

J. CONTRACT

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

Small Business Impact: None, Wyoming County has had contract.

- Notes:
1. Disposables supplied by the State of West Virginia.
  2. Use of crew labor authorized.
- Relief based on 5 vacation days, 5 sick days, and 6 holidays
- 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:
<i>Debra M. Bensey</i>	_____
Debra M. Bensey	Printed Name: _____
West Virginia Association of	Office: _____
Rehabilitation Facilities	
Director of Operations	Governor's Committee for the Purchase of
	Commodities and Services from the Handicapped

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Child Advocate Office  
LOCATION:

Morgantown, WV

A. BUILDING DESCRIPTION

	Difficulty Factor	Square	Adjusted Square
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Area Description	(.5 to 1.5)	Feet	Feet
*	1.0	3,325	3,325
*	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>3,325</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	3,325 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$38.89
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$233.34</b>

F. MONTHLY PROFIT AND FEES

\*Profit Rate and Monthly Profit 10.00% \$23.33  
WVRF Fee Rate and Monthly Fee 4.00% \$10.27

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$266.94  
ANNUALLY \$3,203.25  
Total Annual Square Foot Cost-Standard \$0.96 per square foot

H. DELUXE FLOOR CARE FEE

\*Charge Per Square Foot 12.0 cents/sq foot  
\*Number of Floor Cleanings Per Year 2 cleanings/year

Total Deluxe Floor Care Charge \$798.00  
WVRF Fee 4.00% \$31.92  
TOTAL ANNUAL DELUXE FLOOR CARE FEE \$829.92

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER \$4,033.17  
TOTAL MONTHLY BILLING AMOUNT \$336.10  
Total Annual Square Foot Cost-Delux \$1.21 per square foot

J. CONTRACT

Vendor Pace Tec  
Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None, Pace has had contract.

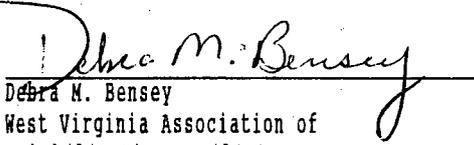
Notes:

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

WVRF 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: Child Advocate Office

LOCATION:

Sutton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	4,693	4,693
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	3		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>4,693</b>	

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	4,693 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$102.38 Wages/month
Relief-Supervision		\$10.50 Wages/month
Client workers		\$87.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$9.00 Wages/month
Monthly Burdened Direct Labor Costs		\$232.29 per month
Standard chemical cost	6.00%	\$13.94 of burdened DL
Standard equipment cost	4.00%	\$9.29 of burdened DL
Monthly Chemical and Equipment Costs		\$23.23 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$255.52</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$38.33
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$293.85</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$29.38
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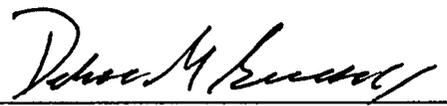
WVARF Fee Rate and Monthly Fee	4.00%	\$12.93
G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY		\$336.16
ANNUALLY		\$4,033.95
Total Annual Square Foot Cost-Standard		\$0.86 per square foot
H. DELUXE FLOOR CARE FEE		
*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$1,126.32
WVARF Fee	4.00%	\$45.05
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,171.37
I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER		\$5,205.33
TOTAL MONTHLY BILLING AMOUNT		\$433.78
Total Annual Square Foot Cost-Delux		\$1.11 per square foot

J. CONTRACT  
 Vendor Precision Services  
 Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None, Precision has had contract.

- 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	Printed Name: _____
West Virginia Association of Rehabilitation Facilities Director of Operations	Office: _____
	Governor's Committee for the Purchase of Commodities and Services from the Handicapped

## STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Division of Personnel  
 LOCATION: 5790A MacCorkle Avenue  
 Charleston, WV

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	8,000	8,000
*	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>8,000</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	8,000 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

Round up to the nearest 1/2

## D. MONTHLY DIRECT COSTS

Supervision		\$189.58 Wages/month
Relief-Supervision		\$11.67 Wages/month
Client workers		\$161.15 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$9.92 Wages/month
Monthly Burdened Direct Labor Costs		\$412.46 per month
Standard chemical-cost	6.00%	\$24.75 of burdened DL
Standard equipment cost	4.00%	\$16.50 of burdened DL
Monthly Chemical and Equipment Costs		\$41.25 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$453.71</b>

## E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$45.37
*DBG Overhead Rate	7.00%	\$34.94
*Shawnee Hills Overhead Rate	5.50%	\$27.45
<b>FULLY BURDENED COST</b>		<b>\$534.02</b>

## F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	2.83%	\$15.09
WVAF Fee Rate and Monthly Fee	4.00%	\$21.96

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER  
 MONTHLY \$571.07  
 ANNUALLY \$6,852.81  
 Total Annual Square Foot Cost-Standard \$0.86 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 \$6,852.81  
 TOTAL MONTHLY BILLING AMOUNT \$571.07  
 Total Annual Square Foot Cost-Delux \$0.86 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. 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: 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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security  
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	6,160	6,160
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,160	

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	6,160 square feet	
Cleaning hours per day	2.50 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	1.25 hours/day	
*Time allocation-Client Workers (hours)	1.25 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	20.00 hours/year	
Annual relief (Workers)	20.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		\$135.42 Wages/month
Relief-Supervision		\$8.33 Wages/month
Client workers		\$115.10 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$7.08 Wages/month
Monthly Burdened Direct Labor Costs		\$294.62 per month
Standard chemical cost	6.00%	\$17.68 of burdened DL
Standard equipment cost	4.00%	\$11.78 of burdened DL
Monthly Chemical and Equipment Costs		\$29.46 per month
TOTAL MONTHLY DIRECT COSTS		\$324.08

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.24%	\$59.11
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$383.19

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$38.32
*ARF Fee Rate and Monthly Fee	4.00%	\$16.86

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$438.37
ANNUALLY	\$5,260.44
Total Annual Square Foot Cost-Standard	\$0.85 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,478.40
WVAF Fee	4.00% \$59.14
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,537.54

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$6,797.98
TOTAL MONTHLY BILLING AMOUNT	\$566.50
Total Annual Square Foot Cost-Delux	\$1.10 per square foot

J. CONTRACT

Vendor	Goodwill - Huntington
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None, Currently have contract.

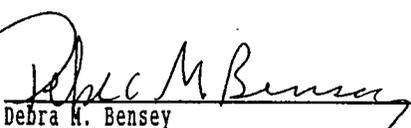
Notes:

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
- 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: Employment Security  
LOCATION: Beckley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,000	9,000
*	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>9,000</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	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$184.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$11.33 Wages/month
Monthly Burdened Direct Labor Costs		\$471.39 per month
Standard chemical cost	6.00%	\$28.28 of burdened DL
Standard equipment cost	4.00%	\$18.86 of burdened DL
Monthly Chemical and Equipment Costs		\$47.14 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$518.53</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$77.78
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$596.31</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	0.00%	\$0.00
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WVAF Fee Rate and Monthly Fee 4.00% \$23.85

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$620.16  
ANNUALLY \$7,441.89  
Total Annual Square Foot Cost-Standard \$0.83 per square foot

H. DELUXE FLOOR CARE FEE

\*Charge Per Square Foot 8.9 cents/sq foot  
\*Number of Floor Cleanings Per Year 2 cleanings/year  
Total Deluxe Floor Care Charge \$1,597.50  
WVAF Fee 4.00% \$63.90  
TOTAL ANNUAL DELUXE FLOOR CARE FEE \$1,661.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER \$9,103.29  
TOTAL MONTHLY BILLING AMOUNT \$758.61  
Total Annual Square Foot Cost-Delux \$1.01 per square foot

J. CONTRACT

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

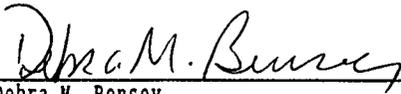
Small Business Impact: None, Currently have contract.

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 H. 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

CLIENT: Employment Security  
LOCATION: Moorefield

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,827	1,827
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,827	

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	1,827 square feet	
Cleaning hours per day	1.50 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	0.75 hours/day	
*Time allocation-Client Workers (hours)	0.75 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	12.00 hours/year	
Annual relief (Workers)	12.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		\$97.50 Wages/month
Relief-Supervision		\$6.00 Wages/month
Client workers		\$81.25 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$5.00 Wages/month
Monthly Burdened Direct Labor Costs		\$210.23 per month
Standard chemical cost	6.00%	\$12.61 of burdened DL
Standard equipment cost	4.00%	\$8.41 of burdened DL
Monthly Chemical and Equipment Costs		\$21.02 per month
TOTAL MONTHLY DIRECT COSTS		\$231.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$46.25
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$277.50

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.27%	\$28.49
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WVARF Fee Rate and Monthly Fee 4.00% \$12.24

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$318.23  
ANNUALLY \$3,818.76  
Total Annual Square Foot Cost-Standard \$2.09 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 \$365.40  
WVARF Fee 4.00% \$14.62  
TOTAL ANNUAL DELUXE FLOOR CARE FEE \$380.02

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER \$4,198.78  
TOTAL MONTHLY BILLING AMOUNT \$349.90  
Total Annual Square Foot Cost-Delux \$2.30 per square foot

J. CONTRACT

Vendor Special Services  
Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None, Currently have contract.

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  
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*

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

Printed Name: \_\_\_\_\_  
Office: \_\_\_\_\_

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security  
LOCATION: Weirton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	10,000	10,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		10,000	

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	10,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$184.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$11.33 Wages/month
Monthly Burdened Direct Labor Costs		\$471.39 per month
Standard chemical cost	6.00%	\$28.28 of burdened DL
Standard equipment cost	4.00%	\$18.86 of burdened DL
Monthly Chemical and Equipment Costs		\$47.14 per month
TOTAL MONTHLY DIRECT COSTS		\$518.53

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$77.78
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$596.31

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	1.78%	\$10.60
WVARF Fee Rate and Monthly Fee	4.00%	\$24.28

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$631.18
ANNUALLY		\$7,574.13
Total Annual Square Foot Cost-Standard		\$0.76 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		\$2,000.00
WVAFR Fee	4.00%	\$80.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$2,080.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$9,654.13
TOTAL MONTHLY BILLING AMOUNT		\$804.51
Total Annual Square Foot Cost-Delux		\$0.97 per square foot

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

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

WVAFR 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*

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

Printed Name: \_\_\_\_\_  
Office: \_\_\_\_\_

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security  
LOCATION: Summersville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,000	9,000
*	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>9,000</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	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$184.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$11.33 Wages/month
Monthly Burdened Direct Labor Costs		\$471.39 per month
Standard chemical cost	6.00%	\$28.28 of burdened DL
Standard equipment cost	4.00%	\$18.86 of burdened DL
Monthly Chemical and Equipment Costs		\$47.14 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$518.53</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$77.78
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$596.31</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	0.00%	\$0.00
WVAF Fee Rate and Monthly Fee	4.00%	\$23.85

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$620.16
ANNUALLY	\$7,441.89
Total Annual Square Foot Cost-Standard	\$0.83 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		8.9 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$1,597.50
WVAF Fee	4.00%	\$63.90
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,661.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,103.29
TOTAL MONTHLY BILLING AMOUNT	\$758.61
Total Annual Square Foot Cost-Delux	\$1.01 per square foot

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

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*

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: Job Service  
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	7,685	7,685
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		7,685	

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. FULLY STAFFING PLAN

Total Adjusted Square Feet	7,685 square feet	
Cleaning hours per day	3.00 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	1.50 hours/day	
*Time allocation-Client Workers (hours)	1.50 hours/day	
*Time allocation-Non-Client Workers (hours)	0.00 hours/day	
Annual relief (Supervisor)	24.00 hours/year	
Annual relief (Workers)	24.00 hours/year	

D. MONTHLY DIRECT COSTS

Supervision		\$162.50 Wages/month
Relief-Supervision		\$10.00 Wages/month
Client workers		\$138.13 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$8.50 Wages/month
Monthly Burdened Direct Labor Costs		\$353.54 per month
Standard chemical cost	6.00%	\$21.21 of burdened DL
Standard equipment cost	4.00%	\$14.14 of burdened DL
Monthly Chemical and Equipment Costs		\$35.35 per month
TOTAL MONTHLY DIRECT COSTS		\$388.89

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	16.76%	\$65.17
*DBG Overhead Rate	0.00%	\$0.00
Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$454.07

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$45.41
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WVARF Fee Rate and Monthly Fee	4.00%	\$19.98
<b>G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER</b>		
MONTHLY		\$519.46
ANNUALLY		\$6,233.47
Total Annual Square Foot Cost-Standard		\$0.81 per square foot
<b>H. DELUXE FLOOR CARE FEE</b>		
*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$1,537.00
WVARF Fee	4.00%	\$61.48
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,598.48
<b>I. PRICE OF CONTRACT</b>		
TOTAL ANNUAL CHARGE TO CUSTOMER		\$7,831.95
TOTAL MONTHLY BILLING AMOUNT		\$652.66
Total Annual Square Foot Cost-Delux		\$1.02 per square foot

**J. CONTRACT**  
Vendor Goodwill - Huntington  
Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None, Currently have contract.

**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*  
\_\_\_\_\_  
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

VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security  
LOCATION: Parkersburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,300	9,300
*	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>9,300</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	9,300 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$184.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$11.33 Wages/month
Monthly Burdened Direct Labor Costs		\$471.39 per month
Standard chemical cost	6.00%	\$28.28 of burdened DL
Standard equipment cost	4.00%	\$18.86 of burdened DL
Monthly Chemical and Equipment Costs		\$47.14 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$518.53</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$77.78
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>TOTALLY BURDENED COST</b>		<b>\$596.31</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	2.35%	\$14.04
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WVARF Fee Rate and Monthly Fee 4.00% \$24.41

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$634.76  
ANNUALLY \$7,617.07  
Total Annual Square Foot Cost-Standard \$0.82 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 \$1,860.00  
WVARF Fee 4.00% \$74.40  
TOTAL ANNUAL DELUXE FLOOR CARE FEE \$1,934.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER \$9,551.47  
TOTAL MONTHLY BILLING AMOUNT \$795.96  
Total Annual Square Foot Cost-Delux \$1.03 per square foot

J. CONTRACT

Vendor SW Resources  
Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None, Currently have contract.

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*

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

Printed Name: \_\_\_\_\_  
Office: \_\_\_\_\_

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways  
LOCATION: Barbour County

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,000	1,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 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	0.50 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	0.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$75.83 Wages/month
Relief-Supervision		\$4.67 Wages/month
Client workers		\$0.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$0.00 Wages/month
Monthly Burdened Direct Labor Costs		\$89.88 per month
Standard chemical cost	6.00%	\$5.39 of burdened DL
Standard equipment cost	4.00%	\$3.60 of burdened DL
Monthly Chemical and Equipment Costs		\$8.99 per month
TOTAL MONTHLY DIRECT COSTS		\$98.87

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	\$29.66
*DBG Overhead Rate	30.00%	\$38.56
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$167.08

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	18.82%	\$31.44
WVARF Fee Rate and Monthly Fee	4.00%	\$7.94

TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$206.46
ANNUALLY	\$2,477.54
Total Annual Square Foot Cost-Standard	\$2.48 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	\$200.00
WVARF Fee	4.00% \$8.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$208.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,685.54
TOTAL MONTHLY BILLING AMOUNT	\$223.79
Total Annual Square Foot Cost-Delux	\$2.69 per square foot

J. CONTRACT

Vendor	Taylor County
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None. No service before.

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 N. Bensey  
 West Virginia Association of  
 Rehabilitation Facilities  
 Director of Operations

Printed Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways  
LOCATION: Glenville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	810	810
*	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>810</b>	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	810 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	0.50 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	0.00 hours/year

Round up to the nearest 1/2 hour

D. MONTHLY DIRECT COSTS

Supervision		\$75.83 Wages/month
Relief-Supervision		\$4.67 Wages/month
Client workers		\$0.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$0.00 Wages/month
Monthly Burdened Direct Labor Costs		\$89.88 per month
Standard chemical cost	6.00%	\$5.39 of burdened DL
Standard equipment cost	4.00%	\$3.60 of burdened DL
Monthly Chemical and Equipment Costs		\$8.99 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$98.87</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	\$29.66
*DBG Overhead Rate	30.00%	\$38.56
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$167.08</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	18.82%	\$31.44
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WVARF Fee Rate and Monthly Fee 4.00% \$7.94

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$206.46  
ANNUALLY \$2,477.54  
Total Annual Square Foot Cost-Standard \$3.06 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 \$162.00  
WVARF Fee 4.00% \$6.48  
TOTAL ANNUAL DELUXE FLOOR CARE FEE \$168.48

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER \$2,646.02  
TOTAL MONTHLY BILLING AMOUNT \$220.50  
Total Annual Square Foot Cost-Delux \$3.27 per square foot

J. CONTRACT

Vendor Precision Services  
Contract Period July 1, 1995 - June 30, 1996

Small Business Impact: None. No service before.

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: Department of Highways  
LOCATION: Upshur County

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	940	940
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		940	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	940 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	0.50 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	0.00 hours/year

Round up to the nearest 1/2

D. MONTHLY DIRECT COSTS

Supervision		\$75.83 Wages/month
Relief-Supervision		\$4.67 Wages/month
Client workers		\$0.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$0.00 Wages/month
Monthly Burdened Direct Labor Costs		\$89.88 per month
Standard chemical cost	6.00%	\$5.39 of burdened DL
Standard equipment cost	4.00%	\$3.60 of burdened DL
Monthly Chemical and Equipment Costs		\$8.99 per month
TOTAL MONTHLY DIRECT COSTS		\$98.87

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	\$29.66
*DBG Overhead Rate	30.00%	\$38.56
Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$167.08

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	18.82%	\$31.44
WVARF Fee Rate and Monthly Fee	4.00%	\$7.94

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$206.46
ANNUALLY	\$2,477.54
Total Annual Square Foot Cost-Standard	\$2.64 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	\$188.00
WVARF Fee 4.00%	\$7.52
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$195.52

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,673.06
TOTAL MONTHLY BILLING AMOUNT	\$222.75
Total Annual Square Foot Cost-Delux	\$2.84 per square foot

J. CONTRACT

Vendor	Buckhannon Upshure
Contract Period	July 1, 1995 - June 30, 1996

Small Business Impact: None, no service before.

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