Bensey

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

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

## MINUTES
## July 24, 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 John Parker, David L. Dickirson (by conference call), 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 June 6, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $2,557.09, expenditures of $58.78, $60.91, and $132.00 with an ending balance of $2,305.40. The Committee's beginning budget balance for FY'96 is $4,656.00.

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: Armory Board<br>VENDOR: Shawnee Hills | | | | |
| Contract Period: July 1, 1995, through June 30, 1996 | | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 4 hours each per day | 5 days weekly | 40 worker hours weekly |
| Total Square Feet: 21,018 | Cost per square foot: $1.04 | Monthly Cost to Agency: $1,827.98 | Annualized Cost: $21,935.75 | Two deluxe floor cleanings per year: $4,808.92 |

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: Air National Guard, Martinsburg<br>VENDOR: Eastern Panhandle Training Center | | | | |
| Contract Period: July 1, 1995, through June 30, 1996 | | | | |
| Staffing Plan: One working supervisor and 3.5 workers | 4.5 workers | 8 hours each per day, One worker four hours daily | 5 days weekly | 180 worker hours weekly |
| Total Square Feet: 84,708 | Cost per square foot: $1.12 | Monthly Cost to Agency: $7,901.52 | Annualized Cost: $94,818.24 | Two deluxe floor cleaning per year: $20,329.92 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: Fixed Wing Detachment<br>VENDOR: The Op Shop, Inc. (Marion County) | | | | |
| Contract Period: July 1, 1995 through June 30, 1996 | | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | .75 hours each per day | 5 days weekly | 7.5 worker hours weekly |
| Total Square Feet: 3,000 | Cost per square foot: $1.39 | Monthly Cost to Agency: $347.35 | Annualized Cost: $4,168.19 | Two deluxe floor cleanings per year: $686.40 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Air National Guard, Charleston | | | |
| VENDOR: | Shawnee Hills | | | |
| Contract Period: | July 1, 1995, through June 30, 1996 | | | |
| Staffing Plan: One working supervisor and three workers | 4 workers | 8 hours each per day | 5 days weekly | 160 worker hours weekly |
| Total Square Feet: 68,037 | Cost per square foot: $1.18 | Monthly Cost to Agency: $6,691.28 | Annualized Cost: $80,295.36 | Two deluxe floor cleanings per year: $15,970.00 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Department of Highways, Central Avenue, Charleston | | | |
| VENDOR: | Shawnee Hills | | | |
| Contract Period: | July 1, 1995, through 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: 6,700 | Cost per square foot: $1.45 | Monthly Cost to Agency: $812.10 | Annualized Cost: $9,745.23 | 2 deluxe floor cleanings per year: $1,393.60 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Department of Highways, Lewisburg | | | |
| VENDOR: | Southeastern Regional 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: 8,408 | Cost per square foot: $1.40 | Monthly Cost to Agency: $977.71 | Annualized Cost: $11,732.53 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Department of Highways, Princeton | | | |
| VENDOR: | Mercer County Opportunity Workshop | | | |
| Contract Period: | July 1, 1995, through June 30, 1996 | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 6 hours per day--worker; 2 hours per day--supervisor | 5 days weekly | 40 worker hours weekly |
| Total Square Feet: 17,900 | Cost per square foot: $.88 | Monthly Cost to Agency: $1,315.50 | Annualized Cost: $15,786.05 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Department of Highways | | | |
| VENDOR: | Southeastern Regional Workshop | | | |
| Contract Period: | July 1, 1995, through June 30, 1996 | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 3 hours each per day | 5 days weekly | 30 worker hours weekly |
| Total Square Feet: 11,253 | Cost per square foot: $1.39 | Monthly Cost to Agency: $1,303.79 | Annualized Cost: $15,645.45 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Employment Security, 4401 MacCorkle Avenue, Charleston | | | |
| VENDOR: | Shawnee Hills | | | |
| 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: 5,940 | Cost per square foot: $1.17 | Monthly Cost to Agency: $579.04 | Annualized Cost: $6,948.51 | Two deluxe floor cleanings per year: $1,235.52 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER:<br>VENDOR: | Employment Security, Job Service, Bluefield<br>Mercer County Opportunity Workshop | | | |
| Contract Period: | July 1, 1995, through 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: 6,314 | Cost per square foot: $1.20 | Monthly Cost to Agency: $633.68 | Annualized Cost: $7,604.14 | Two deluxe floor cleanings per year: $1,313.31 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER:<br>VENDOR: | Employment Security, Ronceverte<br>Southeastern Regional Workshop | | | |
| 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: 6,000 | Cost per square foot: $.93 | Monthly Cost to Agency: $462.98 | Annualized Cost: $5,555,79 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Public Service Commission, Charleston | | | |
| VENDOR: | Shawnee Hills | | | |
| Contract Period: | September 1, 1995, through August 31, 1996 | | | |
| Staffing Plan: One working supervisor and 1.5 workers | 3 workers | 8 hours per day--supervisor; 8 hours per day --one worker; 4 hours per day--one worker | 5 days weekly | 100 worker hours weekly |
| Total Square Feet: 43,850 | Cost per square foot: $.91 | Monthly Cost to Agency: $3,337.87 | Annualized Cost: $40,054.43 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Workers Compensation, Judges Offices, Beckley | | | |
| VENDOR: | Wyoming County Workshop | | | |
| Contract Period: | July 1, 1995, through June 30, 1996 | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 1 hour each per day | 5 days weekly | 10 worker hours weekly |
| Total Square Feet: 4,600 | Cost per square foot: $.95 | Monthly Cost to Agency: $362.96 | Annualized Cost: $4,355.56 | No deluxe floor cleanings per year |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: Workers Compensation, Morris Street<br>VENDOR: Shawnee Hills | | | | |
| Contract Period: July 1, 1995, through June 30, 1996 | | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 8 hours each per day | 5 days weekly | 80 worker hours weekly |
| Total Square Feet: 124,460 | Cost per square foot: $.27 | Monthly Cost to Agency: $2,802.81 | Annualized Cost: $33,634.10 | Two deluxe floor cleanings per year: $4,607.62 |

The next contract was for wiping cloth, with the Jackson County Developmental Center as the producing work center. Prices per pound submitted are as follows:

| | |
|---|---|
| Colored Fleece | $.55 |
| Near White (Polo) | .84 |
| White Terry | 1.21 |
| Colored French Terry | .99 |
| White 100% Cotton | 1.78 |
| Washed Fleece | .99 |

It was moved, seconded, and approved by the Committee.

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Rehabilitation Services, Elkins | | | |
| VENDOR | Randolph County Sheltered Workshop | | | |
| Contract Period: | July 1, 1995, through June 30, 1996 | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | .5 hours each per day | 5 days weekly | 5 worker hours weekly |
| Total Square Feet: 1,500 | Cost per square foot: $1.91 | Monthly Cost to Agency: $238.93 | Annualized Cost: $2,867.20 | Two deluxe floor cleanings per year: $374.40 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Rehabilitation Services, Spencer | | | |
| VENDOR: | Goodwill Industries of Kanawha Valley | | | |
| 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: 1,200 | Cost per square foot: $1.53 | Monthly Cost to Agency: $153.09 | Annualized Cost: $1,837.14 | 2 deluxe floor cleanings per year: $299.52 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: Rehabilitation Services, Williamson<br>VENDOR: Wyoming County Workshop | | | | |
| Contract Period: July 1, 1995, through June 30, 1996 | | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | .5 hour each per day | 5 days weekly | 5 worker hours weekly |
| Total Square Feet: 1,560 | Cost per square foot: $1.93 | Monthly Cost to Agency: $251.11 | Annualized Cost: $3,013.26 | Two deluxe floor cleanings per year: $379.38 |

The janitorial and groundskeeping contract at Colin Anderson Center was presented for approval. The contract was approved "as is" identical to last year's contract with no increase in price. MSP

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being ***Thursday, August 17, 1995, at 9:30 a.m.*** at the Fourth Floor Conference Room, P & P Building, at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman

John L. Parker, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

Small P & P Conference Room
W.V. Division of Rehabilitation Services Complex
Institute, West Virginia

July 24, 1995

AGENDA

I. 9:30 Roll Call

II. Approval of Minutes of Previous Meeting

III. Treasurer's Report

IV. Report of Chairman

V. Report of Executive Secretary

VI. Old Business

VII. New Business

VIII. Contract Presentation from CNA

A. Renewals -
Armory Board
Air Guard - Martinsburg
Air Guard - Charleston
Fixed Wing Detachment
DOH Central Avenue
Lewisburg
Princeton
Ronceverte
ESC - 4401 MacCorkle
- Bluefield
- Roncerverte
Public Service Commission
Workers Comp - Beckley
Workers Comp - Charleston
Wiping Cloths

B. New Contracts

DRS - Elkins
DRS - Spencer
DRS - Williamson

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Armory Board
LOCATION: Charleston

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 21,018 | 21,018 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 21,018 |

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 | 21,018 square feet |
| Cleaning hours per day | 8.00 hours/day |
| Round up to the nearest 1/2 | |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 4.00 hours/day |
| *Time allocation-Client Workers (hours) | 4.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 64.00 hours/year |
| Annual relief (Workers) | 64.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $433.33 Wages/month |
| Relief-Supervision | | $26.67 Wages/month |
| Client workers | | $368.33 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $22.67 Wages/month |
| Monthly Burdened Direct Labor Costs | | $942.77 per month |
| Standard chemical cost | 6.00% | $56.57 of burdened DL |
| Standard equipment cost | 4.00% | $37.71 of burdened DL |
| Monthly Chemical and Equipment Costs | | $94.28 per month |
| TOTAL MONTHLY DIRECT COSTS | | $1,037.05 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 10.00% | $103.71 |
| *DBG Overhead Rate | 7.50% | $85.56 |
| *Shawnee Hills Overhead Rate | 5.00% | $57.04 |
| FULLY BURDENED COST | | $1,226.31 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 11.91% | $146.03 |

| | | |
|---|---|---|
| WVARF Fee Rate and Monthly Fee | 4.00% | $54.89 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | |
|---|---|
| MONTHLY | $1,427.24 |
| ANNUALLY | $17,126.84 |
| 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 | | $4,623.96 |
| WVARF Fee | 4.00% | $184.96 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $4,808.92 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $21,935.75 |
| TOTAL MONTHLY BILLING AMOUNT | $1,827.98 |
| Total Annual Square Foot Cost-Delux | $1.04 per square foot |

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor 's Committee
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Debra M. Bensey
West Virginia Association of
Rehabilitation 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: Air Guard
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 84,708 | 84,708 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 84,708 |

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 | 84,708 square feet |
| Cleaning hours per day | 36.00 hours/day |
| Round up | |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 8.00 hours/day |
| *Time allocation-Client Workers (hours) | 28.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 128.00 hours/year |
| Annual relief (Workers) | 448.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $866.67 Wages/month |
| Relief-Supervision | | $53.33 Wages/month |
| Client workers | | $2,578.33 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $158.67 Wages/month |
| Monthly Burdened Direct Labor Costs | | $4,031.47 per month |
| Standard chemical cost | 6.00% | $241.89 of burdened DL |
| Standard equipment cost | 4.00% | $161.26 of burdened DL |
| Monthly Chemical and Equipment Costs | | $403.15 per month |
| TOTAL MONTHLY DIRECT COSTS | | $4,434.62 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $886.92 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $5,321.55 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.93% | $581.91 |

| | | |
|---|---|---|
| WVARF Fee Rate and Monthly Fee | 4.00% | $236.14 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | |
|---|---|
| MONTHLY | $6,139.59 |
| ANNUALLY | $73,675.12 |
| Total Annual Square Foot Cost-Standard | $0.87 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 | | $20,329.92 |
| WVARF Fee | 4.00% | $813.20 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $21,143.12 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $94,818.24 |
| TOTAL MONTHLY BILLING AMOUNT | $7,901.52 |
| Total Annual Square Foot Cost-Delux | $1.12 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | EPTC |
| Contract Period | July 1, 1995 - June 30, 1996 |

Small Business Impact: None, Currently have 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 Committ
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard
LOCATION: Charleston

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 68,037 | 68,037 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 68,037 |

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 | 68,037 square feet |
| Cleaning hours per day | 32.00 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 | 8.00 hours/day |
| *Time allocation-Client Workers (hours) | 24.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 128.00 hours/year |
| Annual relief (Workers) | 384.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $866.67 Wages/month |
| Relief-Supervision | | $53.33 Wages/month |
| Client workers | | $2,210.00 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $136.00 Wages/month |
| Monthly Burdened Direct Labor Costs | | $3,602.29 per month |
| Standard chemical cost | 6.00% | $216.14 of burdened DL |
| Standard equipment cost | 4.00% | $144.09 of burdened DL |
| Monthly Chemical and Equipment Costs | | $360.23 per month |
| TOTAL MONTHLY DIRECT COSTS | | $3,962.52 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 10.00% | $396.25 |
| *DBG Overhead Rate | 7.50% | $326.91 |
| *Shawnee Hills Overhead Rate | 5.00% | $217.94 |
| FULLY BURDENED COST | | $4,685.68 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.00% | $468.57 |

| | | |
|---|---|---|
| WVARF Fee Rate and Monthly Fee | 4.00% | $206.17 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | |
|---|---|
| MONTHLY | $5,360.41 |
| ANNUALLY | $64,324.98 |
| Total Annual Square Foot Cost-Standard | $0.95 per square foot |

H. DELUXE FLOOR CARE FEE

| | | |
|---|---|---|
| *Charge Per Square Foot | | 11.3 cents/sq foot |
| *Number of Floor Cleanings Per Year | | 2 cleanings/year |
| Total Deluxe Floor Care Charge | | $15,356.13 |
| WVARF Fee | 4.00% | $614.25 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $15,970.38 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $80,295.36 |
| TOTAL MONTHLY BILLING AMOUNT | $6,691.28 |
| Total Annual Square Foot Cost-Delux | $1.18 per square foot |

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor 's Committee
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Debra M. Bensey
West Virginia Association of
Rehabilitation 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: Fixed Wing Detachment
LOCATION: Clarksburg

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 3,000 | 3,000 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 3,000 |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.50 |
| *Wage Rate (Supervisor-Non-client) | $5.50 |
| *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 | 3,000 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 | | $89.38 Wages/month |
| Relief-Supervision | | $5.50 Wages/month |
| Client workers | | $73.13 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $4.50 Wages/month |
| Monthly Burdened Direct Labor Costs | | $191.13 per month |
| Standard chemical cost | 6.00% | $11.47 of burdened DL |
| Standard equipment cost | 4.00% | $7.65 of burdened DL |
| Monthly Chemical and Equipment Costs | | $19.11 per month |
| TOTAL MONTHLY DIRECT COSTS | | $210.25 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $42.05 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $252.30 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.58% | $26.69 |

| | | | |
|---|---|---|---|
| WVARF Fee Rate and Monthly Fee | 4.00% | $11.16 | |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| MONTHLY | | $290.15 | |
| ANNUALLY | | $3,481.79 | |
| Total Annual Square Foot Cost-Standard | | $1.16 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 | | $660.00 | |
| WVARF Fee | 4.00% | $26.40 | |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | | $686.40 |

I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $4,168.19 |
| TOTAL MONTHLY BILLING AMOUNT | | $347.35 |
| Total Annual Square Foot Cost-Delux | $1.39 per square foot | |

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor 's Committee
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Debra M. Bensey
West Virginia Association of
Rehabilitation 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: Department of Highways
LOCATION: Central Avenue

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 6,700 | 6,700 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 6,700 | |

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 | 6,700 square feet |
| Cleaning hours per day | 3.00 hours/day |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 1.50 hours/day |
| *Time allocation-Client Workers (hours) | 1.50 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 24.00 hours/year |
| Annual relief (Workers) | 24.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $162.50 Wages/month |
| Relief-Supervision | | $10.00 Wages/month |
| Client workers | | $138.13 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $8.50 Wages/month |
| Monthly Burdened Direct Labor Costs | | $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 | 10.00% | $38.89 |
| *DBG Overhead Rate | 7.50% | $32.08 |
| *Shawnee Hills Overhead Rate | 5.00% | $21.39 |
| FULLY BURDENED COST | | $459.87 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.00% | $45.99 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $20.23 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| PAPER PRODUCTS | | $169.88 | |
| MONTHLY | | $695.97 | |
| ANNUALLY | | $8,351.63 | |
| Total Annual Square Foot Cost-Standard | | | $1.25 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 | | $1,340.00 | |
| WVARF Fee | 4.00% | $53.60 | |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $1,393.60 | |

I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $9,745.23 |
| TOTAL MONTHLY BILLING AMOUNT | | $812.10 |
| Total Annual Square Foot Cost-Deluxe | | $1.45 per square foot |

J. CONTRACT

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

Small Business Impact: None, Shawnee Hills had 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' for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Lewisburg

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 8,408 | 8,408 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 8,408 |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $6.00 |
| *Wage Rate (Supervisor-Non-client) | $6.00 |
| *Wage Rate (Worker-Client) | $4.75 |
| *Wage Rate (Worker-Non-client) | $4.75 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 8,408 square feet |
| Cleaning hours per day | 4.00 hours/day |
| Round up | |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 2.00 hours/day |
| *Time allocation-Client Workers (hours) | 2.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 32.00 hours/year |
| Annual relief (Workers) | 32.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $260.00 Wages/month |
| Relief-Supervision | | $16.00 Wages/month |
| Client workers | | $205.83 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $12.67 Wages/month |
| Monthly Burdened Direct Labor Costs | | $547.99 per month |
| Standard chemical cost | 0.00% | $0.00 of burdened DL |
| Standard equipment cost | 4.00% | $21.92 of burdened DL |
| Monthly Chemical and Equipment Costs | | $21.92 per month |
| TOTAL MONTHLY DIRECT COSTS | | $569.91 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $113.98 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $683.89 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 13.58% | $92.87 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $31.07 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| PAPER PRODUCTS | | $169.88 |
| MONTHLY | | $977.71 |
| ANNUALLY | | $11,732.53 |
| Total Annual Square Foot Cost-Standard | | $1.40 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 | $11,732.53 |
| TOTAL MONTHLY BILLING AMOUNT | $977.71 |
| Total Annual Square Foot Cost-Delux | $1.40 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | SRW |
| Contract Period | July 1, 1995 - June 30, 1996 |

Small Business Impact: None, SRW 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 Committ
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

R

WE[redacted]IRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Princeton

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 17,900 | 17,900 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 17,900 | |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.15 |
| *Wage Rate (Supervisor-Non-client) | $5.15 |
| *Wage Rate (Worker-Client) | $4.58 |
| *Wage Rate (Worker-Non-client) | $4.58 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. [redacted]ILY STAFFING PLAN

| | | |
|---|---|---|
| Total Adjusted Square Feet | 17,900 square feet | |
| Cleaning hours per day | 8.00 hours/day | Round up to the nearest 1/2 hour |
| *Time allocation-Working Client Supervisor | 2.00 hours/day | |
| *Time allocation-Working Non-client Supervisor | 0.00 hours/day | |
| *Time allocation-Client Workers (hours) | 6.00 hours/day | |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day | |
| Annual relief (Supervisor) | 32.00 hours/year | |
| Annual relief (Workers) | 96.00 hours/year | |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $223.17 Wages/month |
| Relief-Supervision | | $13.73 Wages/month |
| Client workers | | $595.40 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $36.64 Wages/month |
| Monthly Burdened Direct Labor Costs | | $958.26 per month |
| Standard chemical cost | 0.00% | $0.00 of burdened DL |
| Standard equipment cost | 0.00% | $0.00 of burdened DL |
| Monthly Chemical and Equipment Costs | | $0.00 per month |
| TOTAL MONTHLY DIRECT COSTS | | $958.26 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $191.65 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| [redacted]FULLY BURDENED COST | | $1,149.92 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.00% | $114.99 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $50.60 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | | $1,315.50 |
| ANNUALLY | | $15,786.05 |
| Total Annual Square Foot Cost-Standard | | $0.88 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 | $15,786.05 |
| TOTAL MONTHLY BILLING AMOUNT | $1,315.50 |
| Total Annual Square Foot Cost-Delux | $0.88 per square foot |

J. HOURLY BILLING RATE FOR ADDITIONAL WORK $7.59 per man hour

K. CONTRACT

| | |
|---|---|
| Vendor | Mercer County Sheltered Workshop |
| Contract Period | July 1, 1995 - June 30, 1996 |
| Business Impact: | None, Developmental Center has had constract. |

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Ronceverte

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 11,253 | 11,253 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |

Number of days per week cleaned 5
TOTAL ADJUSTED SQUARE FEET 11,253

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $6.00 |
| *Wage Rate (Supervisor-Non-client) | $6.00 |
| *Wage Rate (Worker-Client) | $4.75 |
| *Wage Rate (Worker-Non-client) | $4.75 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 11,253 square feet |
| Cleaning hours per day | 6.00 hours/day |

Round up to the ne

| | |
|---|---|
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 3.00 hours/day |
| *Time allocation-Client Workers (hours) | 3.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 48.00 hours/year |
| Annual relief (Workers) | 48.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $390.00 Wages/month |
| Relief-Supervision | | $24.00 Wages/month |
| Client workers | | $308.75 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $19.00 Wages/month |
| Monthly Burdened Direct Labor Costs | | $821.99 per month |
| Standard chemical cost | 0.00% | $0.00 of burdened DL |
| Standard equipment cost | 4.00% | $32.88 of burdened DL |
| Monthly Chemical and Equipment Costs | | $32.88 per month |
| TOTAL MONTHLY DIRECT COSTS | | $854.87 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $170.97 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $1,025.84 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 6.28% | $64.45 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $43.61 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| PAPER PRODUCTS | | $169.88 |
| MONTHLY | | $1,303.79 |
| ANNUALLY | | $15,645.45 |
| Total Annual Square Foot Cost-Standard | | $1.39 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 | $15,645.45 |
| TOTAL MONTHLY BILLING AMOUNT | $1,303.79 |
| Total Annual Square Foot Cost-Deluxe | $1.39 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | SRW |
| Contract Period | July 1, 1995 - June 30, 1996 |

Small Business Impact: None, SRW 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
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

# CAUTION

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security
LOCATION: 4401 MacCorkle Avenue
Charleston

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| 1. Offices | 1.0 | 5,940 | 5,940 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 5,940 | |

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 Fringe Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 5,940 square feet |
| Cleaning hours per day | 2.50 hours/day |
| *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 | 10.00% | $32.41 |
| | 7.50% | $26.74 |
| | 5.00% | $17.82 |
| FULLY BURDENED COST | | $401.05 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 14.14% | $56.72 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | | $476.08 |
| ANNUALLY | | $5,712.99 |
| Total Annual Square Foot Cost-Standard | | $0.96 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 | | $1,188.00 |
| WVARF Fee | 4.00% | $47.52 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $1,235.52 |

I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | DELUXE | $6,948.51 |
| TOTAL MONTHLY BILLING AMOUNT | | $579.04 |
| Total Annual Square Foot Cost-Deluxe | | $1.17 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | Shawnee Hills |
| Contract Period | July 1, 1995 - June 26, 1996 |

PREVIOUS YEAR COMPARISON

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $5,712.96 |
| TOTAL MONTHLY BILLING AMOUNT | $476.08 |
| INCREASE/DECREASE % | 0% |

Small Business Impact: None, currently done by Shawnee Hills

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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/Job Service
LOCATION: Bluefield

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| 1. Offices | 1.0 | 6,314 | 6,314 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 6,314 | |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.00 |
| *Wage Rate (Supervisor-Non-client) | $5.00 |
| *Wage Rate (Worker-Client) | $4.25 |
| *Wage Rate (Worker-Non-client) | $4.25 |
| *Wage Benefits | 11.65% |
| *Other Fringe Benefits | 0.00% |

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $162.50 Wages/month |
| Relief-Supervision | | $10.00 Wages/month |
| Client workers | | $138.13 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $8.50 Wages/month |
| Monthly Burdened Direct Labor Costs | | $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 | 20.00% | $77.78 |
| | 0.00% | $0.00 |
| | 0.00% | $0.00 |
| FULLY BURDENED COST | | $466.67 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 8.01% | $37.40 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $20.16 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| MONTHLY | | | $524.24 |
| ANNUALLY | | | $6,290.83 |
| Total Annual Square Foot Cost-Standard | | | $1.00 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 | | | $1,262.80 |
| WVARF Fee | | 4.00% | $50.51 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | | $1,313.31 |

I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $7,604.14 |
| TOTAL MONTHLY BILLING AMOUNT | | $633.68 |
| Total Annual Square Foot Cost-Delux | | $1.20 per square foot |

J. PREVIOUS YEAR COMPARISON

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $7,604.14 |
| TOTAL MONTHLY BILLING AMOUNT | | $633.68 |
| INCREASE/DECREASE % | | 0.00% |

K. CONTRACT

| | |
|---|---|
| Vendor | Mercer County Opportunity Workshop |
| Contract Period | July 1, 1995 - June 30, 1996 |

Small Business Impact: None, Mercer County has been doing.

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Employment Security
LOCATION: Roncerverte

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| 1. Offices | 1.0 | 6,000 | 6,000 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 6,000 | |

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 Fringe Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 6,000 square feet |
| Cleaning hours per day | 2.50 hours/day |
| *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 | 20.00% | $64.82 |
| | 0.00% | $0.00 |
| | 0.00% | $0.00 |
| FULLY BURDENED COST | | $388.89 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 14.47% | $56.28 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $17.81 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| MONTHLY | | $462.98 | 3692.00 |
| ANNUALLY | | $5,555.79 | 147.68 |
| Total Annual Square Foot Cost-Standard | | $0.93 per square foot | 221.52 |
| | | | 369.20 |
| H. DELUXE FLOOR CARE FEE | | | 4430.40 |
| *Charge Per Square Foot | | 0.0 cents/sq foot | 177.22 |
| *Number of Floor Cleanings Per Year | | 2 cleanings/year | 4607.62 |
| 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 | DELUXE | $5,555.79 |
| TOTAL MONTHLY BILLING AMOUNT | | $462.98 |
| Total Annual Square Foot Cost-Deluxe | | $0.93 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | SRW |
| Contract Period | July 1, 1995 - June 30, 1996 |

K. PREVIOUS YEAR COMPARISON

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $5,555.79 |
| TOTAL MONTHLY BILLING AMOUNT | $462.98 |
| INCREASE/DECREASE % | 0.0000 |

Small Business Impact: None, currently done by Shawnee Hills

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

W[redacted]VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Workers Compensation
LOCATION: Judges Office
Beckley

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| 1. Offices | 1.0 | 4,600 | 4,600 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 4,600 | |

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 Fringe Benefits | 0.00% |

C. [redacted]ILY STAFFING PLAN

| | | |
|---|---|---|
| Total Adjusted Square Feet | | 4,600 square feet |
| Cleaning hours per day | 0.24 | 2.00 hours/day |
| *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 | 20.00% | $51.85 |
| | 0.00% | $0.00 |
| | 0.00% | $0.00 |
| [redacted]ULLY BURDENED COST | | $311.12 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 12.18% | $37.89 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $13.96 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| MONTHLY | | $362.96 | 3692.00 |
| ANNUALLY | | $4,355.56 | 147.68 |
| Total Annual Square Foot Cost-Standard | | $0.95 per square foot | 221.52 |
| | | | 369.20 |
| H. DELUXE FLOOR CARE FEE | | | 4430.40 |
| *Charge Per Square Foot | | 0.0 cents/sq foot | 177.22 |
| *Number of Floor Cleanings Per Year | | 2 cleanings/year | 4607.62 |
| 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 | DELUXE | $4,355.56 |
| TOTAL MONTHLY BILLING AMOUNT | | $362.96 |
| Total Annual Square Foot Cost-Deluxe | | $0.95 per square foot |

J. CONTRACT

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

K. PREVIOUS YEAR COMPARISON

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $4,355.56 |
| TOTAL MONTHLY BILLING AMOUNT | $362.96 |
| INCREASE/DECREASE % | 0.0000 |

Small Business Impact: None, currently done by Shawnee Hills

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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: Workmans Compensation
LOCATION: Morris Street
Charleston

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| 1. Offices | 1.0 | 124,460 | 124,460 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 124,460 | |

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 Fringe Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 124,460 square feet |
| Cleaning hours per day | 16.00 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) | 8.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 128.00 hours/year |
| Annual relief (Workers) | 128.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $866.67 Wages/month |
| Relief-Supervision | | $53.33 Wages/month |
| Client workers | | $736.67 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $45.33 Wages/month |
| Monthly Burdened Direct Labor Costs | | $1,885.55 per month |
| Standard chemical cost | 6.00% | $113.13 of burdened DL |
| Standard equipment cost | 4.00% | $75.42 of burdened DL |
| Monthly Chemical and Equipment Costs | | $188.55 per month |
| TOTAL MONTHLY DIRECT COSTS | | $2,074.10 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 10.00% | $207.41 |
| | 7.50% | $171.11 |
| | 5.00% | $114.08 |
| FULLY BURDENED COST | | $2,566.70 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 5.00% | $128.34 |

| | | | |
|---|---|---|---|
| WVARF Fee Rate and Monthly Fee | 4.00% | $107.80 | |
| G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER | | | |
| MONTHLY | | $2,802.84 | 3692.00 |
| ANNUALLY | | $33,634.10 | 147.68 |
| Total Annual Square Foot Cost-Standard | | $0.27 per square foot | 221.52 |
| | | | 369.20 |
| | | | 4430.40 |
| H. DELUXE FLOOR CARE FEE | | | |
| *Charge Per Square Foot | | 0.0 cents/sq foot | 177.22 |
| *Number of Floor Cleanings Per Year | | 2 cleanings/year | 4607.62 |
| 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 | DELUXE | $33,634.10 |
| TOTAL MONTHLY BILLING AMOUNT | | $2,802.84 |
| Total Annual Square Foot Cost-Deluxe | | $0.27 per square foot |

| | |
|---|---|
| J. CONTRACT | |
| Vendor | Shawnee Hills |
| Contract Period | July 1, 1995 - June 30, 1996 |

| | |
|---|---|
| K. PREVIOUS YEAR COMPARISON | |
| TOTAL ANNUAL CHARGE TO CUSTOMER | $103,964.40 |
| TOTAL MONTHLY BILLING AMOUNT | $8,663.70 |
| INCREASE/DECREASE % | -0.0068 |

Small Business Impact: None, currently done by Shawnee Hills

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

# WIPING CLOTHS

| ITEM | COST PER LBS. |
|---|---|
| Colored Fleece | .55 |
| Near White (Polo) | .84 |
| White Terry | 1.21 |
| Colored French Terry | .99 |
| White 100% Cotton | 1.78 |
| Washed Fleece | .99 |

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS
LOCATION:
Elkins

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 1,500 | 1,500 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 1,500 |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.25 |
| *Wage Rate (Supervisor-Non-client) | $5.25 |
| *Wage Rate (Worker-Client) | $4.25 |
| *Wage Rate (Worker-Non-client) | $4.25 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 1,500 square feet |
| Cleaning hours per day | 1.00 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 | 0.50 hours/day |
| *Time allocation-Client Workers (hours) | 0.50 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 8.00 hours/year |
| Annual relief (Workers) | 8.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $56.88 Wages/month |
| Relief-Supervision | | $3.50 Wages/month |
| Client workers | | $46.04 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $2.83 Wages/month |
| Monthly Burdened Direct Labor Costs | | $121.06 per month |
| Standard chemical cost | 6.00% | $7.26 of burdened DL |
| Standard equipment cost | 4.00% | $4.84 of burdened DL |
| Monthly Chemical and Equipment Costs | | $12.11 per month |
| TOTAL MONTHLY DIRECT COSTS | | $133.16 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $26.63 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $159.79 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 25.00% | $39.95 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $7.99 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | | $207.73 |
| ANNUALLY | | $2,492.80 |
| Total Annual Square Foot Cost-Standard | | $1.66 per square foot |

H. DELUX FLOOR CARE FEE

| | | |
|---|---|---|
| *Charge Per Square Foot | | 12.0 cents/sq foot |
| *Number of Floor Cleanings Per Year | | 2 cleanings/year |
| Total Delux Floor Care Charge | | $360.00 |
| WVARF Fee | 4.00% | $14.40 |
| TOTAL ANNUAL DELUX FLOOR CARE FEE | | $374.40 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $2,867.20 |
| TOTAL MONTHLY BILLING AMOUNT | $238.93 |
| Total Annual Square Foot Cost-Delux | $1.91 per square foot |

J. CONTRACT

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

Small Business Impact:

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor 's Committee
for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____

Office: _____

Governor's Committee for the Purchase of

==========

VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS
LOCATION:
Spencer

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.25 |
| *Wage Rate (Supervisor-Non-client) | $5.25 |
| *Wage Rate (Worker-Client) | $4.25 |
| *Wage Rate (Worker-Non-client) | $4.25 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 1,200 square feet |
| Cleaning hours per day | 2.50 hours/day |
| *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 | | $28.44 Wages/month |
| Relief-Supervision | | $8.75 Wages/month |
| Client workers | | $23.02 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $7.08 Wages/month |
| Monthly Burdened Direct Labor Costs | | $74.67 per month |
| Standard chemical cost | 6.00% | $4.48 of burdened DL |
| Standard equipment cost | 4.00% | $2.99 of burdened DL |
| Monthly Chemical and Equipment Costs | | $7.47 per month |
| TOTAL MONTHLY DIRECT COSTS | | $82.14 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $16.43 |
| *DBG Overhead Rate | 0.00% | $0.00 |
| *Shawnee Hills Overhead Rate | 0.00% | $0.00 |
| FULLY BURDENED COST | | $98.57 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 25.00% | $24.64 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $4.93 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | | |
|---|---|---|---|
| MONTHLY | | $128.13 | |
| ANNUALLY | | $1,537.62 | |
| Total Annual Square Foot Cost-Standard | | | $1.28 per square foot |

H. DELUX FLOOR CARE FEE

| | | | |
|---|---|---|---|
| *Charge Per Square Foot | | | 12.0 cents/sq foot |
| *Number of Floor Cleanings Per Year | | | 2 cleanings/year |
| Total Delux Floor Care Charge | | $288.00 | |
| WVARF Fee | 4.00% | $11.52 | |
| TOTAL ANNUAL DELUX FLOOR CARE FEE | | $299.52 | |

I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $1,837.14 |
| TOTAL MONTHLY BILLING AMOUNT | | $153.09 |
| Total Annual Square Foot Cost-Delux | | $1.53 per square foot |

J. CONTRACT

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

Small Business Impact:

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor' for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

Governor's Committee for the Purchase of

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS
LOCATION:
Williamson

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 1,560 | 1,560 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | | 1,560 |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.50 |
| *Wage Rate (Supervisor-Non-client) | $5.50 |
| *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 | 1,560 square feet |
| Cleaning hours per day | 1.00 hours/day |
| Round up to the nearest 1/2 | |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 0.50 hours/day |
| *Time allocation-Client Workers (hours) | 0.50 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 8.00 hours/year |
| Annual relief (Workers) | 8.00 hours/year |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $59.58 Wages/month |
| Relief-Supervision | | $3.67 Wages/month |
| Client workers | | $48.75 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $3.00 Wages/month |
| Monthly Burdened Direct Labor Costs | | $127.42 per month |
| Standard chemical cost | 6.00% | $7.65 of burdened DL |
| Standard equipment cost | 4.00% | $5.10 of burdened DL |
| Monthly Chemical and Equipment Costs | | $12.74 per month |
| TOTAL MONTHLY DIRECT COSTS | | $140.16 |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $28.03 |
| | 0.00% | $0.00 |
| | 0.00% | $0.00 |
| FULLY BURDENED COST | | $168.20 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 25.00% | $42.05 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $8.41 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | | $218.66 |
| ANNUALLY | | $2,623.88 |
| Total Annual Square Foot Cost-Standard | | $1.68 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 | | $374.40 |
| WVARF Fee | 4.00% | $14.98 |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $389.38 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $3,013.26 |
| TOTAL MONTHLY BILLING AMOUNT | $251.11 |
| Total Annual Square Foot Cost-Deluxe | $1.93 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | Wyoming County Sheltered Workshop |
| Contract Period | July 1, 1995 - June 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
West Virginia Association of
Rehabilitation Facilities
Director of Operations

Accepted and approved by:

Printed Name: _____
Office: _____

Governor's Committee for the Purchase of

[redacted]IRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOER: Public Sercvice Commission
LOCATON: Charleston

A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 43,850 | 43,850 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 43,850 | |

B. STAFFING DATA

| | |
|---|---|
| *Wage Rate (Supervisor-Client) | $5.00 |
| *Wage Rate (Supervisor-Non-client) | $5.00 |
| *Wage Rate (Worker-Client) | $4.25 |
| *Wage Rate (Worker-Non-client) | $4.25 |
| *Wage Benefits | 11.65% |
| *Other Benefits | 0.00% |

C. [redacted]ILY STAFFING PLAN

| | | |
|---|---|---|
| Total Adjusted Square Feet | 43,850 square feet | |
| Cleaning hours per day | 20.00 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) | 12.00 hours/day | |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day | |
| Annual relief (Supervisor) | 128.00 hours/year | |
| Annual relief (Workers) | 192.00 hours/year | |

D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | $866.67 Wages/month | |
| Relief-Supervision | $53.33 Wages/month | |
| Client workers | $1,105.00 Wages/month | |
| Non-client Workers | $0.00 Wages/month | |
| Relief-Workers | $68.00 Wages/month | |
| Monthly Burdened Direct Labor Costs | $2,314.73 per month | |
| Standard chemical cost | 6.00% | $138.88 of burdened DL |
| Standard equipment cost | 4.00% | $92.59 of burdened DL |
| Monthly Chemical and Equipment Costs | $231.47 per month | |
| TOTAL MONTHLY DIRECT COSTS | $2,546.21 | |

E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 10.00% | $254.62 |
| *DBG Overhead Rate | 7.50% | $210.06 |
| *Shawnee Hills Overhead Rate | 5.00% | $140.04 |
| [redacted]ULLY BURDENED COST | | $3,010.89 |

F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 6.60% | $198.60 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $128.38 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | | $3,337.87 |
| ANNUALLY | | $40,054.43 |
| 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 DELUXE FLOOR CARE FEE | | $0.00 |

I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $40,054.43 |
| TOTAL MONTHLY BILLING AMOUNT | $3,337.87 |
| Total Annual Square Foot Cost-Delux | $0.91 per square foot |

J. CONTRACT

| | |
|---|---|
| Vendor | Shawnee Hills |
| Contract Period | September 1, 1995 - August 30, 1996 |

Small Business Impact: None, Currently have contract.

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

Printed Name: _____
Office: _____

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