

*Bensey*

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

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

**MINUTES  
August 17, 1995  
SMALL P & P CONFERENCE ROOM  
WEST VIRGINIA REHABILITATION CENTER COMPLEX  
INSTITUTE, WEST VIRGINIA**

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, Tara Justice, John Parker, 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. Guest in attendance was Stephen R. King, Division of Rehabilitation Services.

The minutes of the meeting of July 24, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance for FY'96 of \$4,656.00, expenditures of \$59.19, \$107.31, and \$13.20 with an ending balance of \$4,476.30.

There was no report from the Chairman.

The Executive Secretary reported briefly on the status of correspondence from Dr. Faris to Cordie Hudkins, Chief, Parks and Recreation Department of Natural Resources, regarding allegations that Twin Falls and Canaan Valley state parks were disregarding the State Use Law specifically by using other products and amenities kits which were not produced by work centers. Natural Resources personnel gave assurances to Mr. Estill that the existing stocks warehoused by Adena Industries would continue to be used; however, they were very insistent that the amenities kit and its component parts were available at substantially lower prices than those at Adena Industries. After meeting with Natural Resources staff, Mr Estill will brief the committee on this meeting at the next Governor's Committee meeting.

Chairman: **Craig A. Greening**

Members: **David L. Dickirson, Q.J. Humphreys, John L. Parker, Diana Stout, Everette Sullivan**

Ex Officio Members: **Dick Estill**, Executive Secretary

**John P. Faris, Ph. D.**, Executive Director, West Virginia Association of Rehabilitation Facilities

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

<b>CUSTOMER:</b> Department of Highways, Smith Street				
<b>VENDOR:</b> Shawnee Hills, Inc.				
<b>Contract Period:</b> July 1, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One worker and one working supervisor	2 workers	One worker--4 hours per day and one working supervisor--1.6 hours per day	5 days weekly	28 worker hours weekly
<b>Total Square Feet:</b> 41,215	<b>Cost per square foot:</b> \$1.27	<b>Monthly Cost to Agency:</b> \$4,357.58	<b>Annualized Cost:</b> \$52,290.96	Two deluxe floor cleanings per year

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

<b>CUSTOMER:</b> Environmental Protection Agency, Nitro				
<b>VENDOR:</b> Shawnee Hills, Inc.				
<b>Contract Period:</b> August 1, 1995, through July 31, 1996				
<b>Staffing Plan:</b> Two workers; one working supervisor	3 workers	One worker--8 hours per day; one worker--4 hours per day; one working supervisor--8 hours per day	5 days weekly	100 worker hours weekly
<b>Total Square Feet:</b> 48,805	<b>Cost per square foot:</b> \$1.00	<b>Monthly Cost to Agency:</b> \$3,915.75	<b>Annualized Cost:</b> \$48,868.56	Two deluxe floor cleaning per year: \$10,151.44

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

<b>CUSTOMER:</b> Environmental Protection Agency, Logan				
<b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> August 1, 1995, through July 31, 1996				
<b>Staffing Plan:</b> One worker, one working supervisor	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 8,250	<b>Cost per square foot:</b> \$.92	<b>Monthly Cost to Agency:</b> \$632.32	<b>Annualized Cost:</b> \$7,587.84	<b>Two deluxe floor cleanings per year:</b> \$1716.00

The following new janitorial contract was presented by the CNA. Small business impact: Replacing a retiring Division of Natural Resources janitor. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Division of Natural Resources, Fairmont				
<b>VENDOR:</b> The Op Shop, Inc.				
<b>Contract Period:</b> August 15, 1995, through June 30, 1996				
<b>Staffing Plan:</b> One worker, one working supervisor	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 5,357	<b>Cost per square foot:</b> \$1.20	<b>Monthly Cost to Agency:</b> \$533.87	<b>Annualized Cost:</b> \$6,406.49	<b>No deluxe floor cleanings</b>

The following new janitorial contract was presented by the CNA. Small business impact: Division of Natural Resources employee is retiring. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b>		Division of Natural Resources, St. Albans		
<b>VENDOR:</b>		Goodwill Industries of Kanawha Valley		
<b>Contract Period:</b>		August 15, 1995, through June 30, 1996		
<b>Staffing Plan:</b> One worker, one working supervisor	2 workers	1.25 hours each per day	5 days weekly	12.5 worker hours weekly
<b>Total Square Feet: 6,237</b>	<b>Cost per square foot: \$.86</b>	<b>Monthly Cost to Agency: \$444.90</b>	<b>Annualized Cost: \$5,338.75</b>	<b>No deluxe floor cleanings</b>

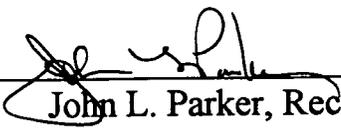
The following new janitorial contract was presented by the CNA. Small business impact: Have not had janitorial services previously. It was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b>		Department of Highways, New Creek		
<b>VENDOR:</b>		Developmental Center and Workshop		
<b>Contract Period:</b>		September 15, 1995, through June 30, 1996		
<b>Staffing Plan:</b> One worker and one working supervisor	2 workers	1.25 hours each per day	5 days weekly	12.5 worker hours weekly
<b>Total Square Feet: 755</b>	<b>Cost per square foot: \$2.60</b>	<b>Monthly Cost to Agency: \$163.83</b>	<b>Annualized Cost: \$1,965.93</b>	<b>Two deluxe floor cleanings per year: \$188.45</b>

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, September 21, 1995, at 9:30 a.m.* in 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

August 17, 1995

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Old Business
- VII. New Business
  - A. Contract Renewals - Preston County
- VIII. Contract Presentation from CNA
  - A. Renewals -
    - DOH Smith Street
    - EPA Nitro
    - EPA Logan
  - B. New Contracts
    - DNR - Fairmont
    - DNR - St. Albans
    - DOH - New Creek
- X. Vendor Complaints

FOUNDED  
JULY 1977

**DCSW**  
SERVING  
PRESTONIANS  
WITH DISABILITIES

**PRESTON COUNTY SHELTERED WORKSHOP, INC.**

Community Rehabilitation Program  
P.O. BOX 146  
REEDSVILLE, WEST VIRGINIA 26547  
Phone (304) 864-6446  
Fax (304) 864-6447 • TDD AVAILABLE

August 7, 1995

Dr. John Faris  
WVAREF  
P O Box  
Institute, WV

Dear Dr. Faris,

I must admit that the information you shared with us relative to Camp Dawson accepting bids on the work that we perform relative to the Billeting/Maid Service activities has caused me no end of new absolute fury.

First I believe, just the taking or securing of informal- if not actual formal bids, is an out right violation of the State Use Contract, if not the spirit of the State Use Contract. Couple this with the Adjutant General's staff request to have us extend our existing Contract for six(6) months for the express purpose of allowing the Adjutant General's Department sufficient time to "screw us" seems to be the height of insults.

Unfortunately I would not consider the rendering of my decision on this matter to be proper, I will share this information with my full Board on August 15, 1995.

Further, as you are aware, one of the prospective bidders is bound by a non-competition agreement to the Workshop. Additionally the work that we perform is so far superior to our "private market" predecessor there is no comparison to our work, we are an open book vendor and have nothing to hide and I believe that any vendor selected over us must be like wise open book. We have been responsive to each and every complaint registered regardless of how small. We have performed work, as a good neighbor, over and above the stated scope of work without major complaint on our part for the entire period of this contract. The break down and fair wear and tear of the mechanical equipment has been far in excess of our original expectations, again no

SERVICES AVAILABLE - Microfilming - Lawn Care - Parking Lot Marking - Packing/Assembly  
Cardboard Box Making - Wood Craft Items - Bulk Mailing



A United Way Agency

complaint from us. Common sense logic should tell anyone, yes anyone, that if minimum wage is paid on the maid service side of this project with complete legally required benefits package ie. Social Security, Workers Compensation, etc. No one should be capable of a lesser labor cost. And finally having operated this contract at a loss for successive years, exclusive of our reasonable overhead rate, it seems that if anyone can under bid this project, SOMETHING THAT WE NOW DO - WILL NOT GET DONE, and I want to have assurance that I can monitor this situation.

It appears to me that if this project must be operated at a break even circumstance, one of two end results must occur,

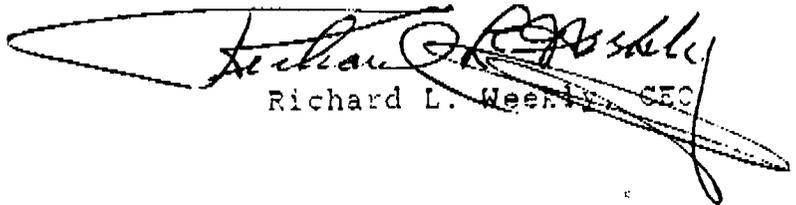
- 1 Raise the rates or
- 2 Cease the operations.

To restate my original concerns:  
How can bids be taken without formal advertising?  
What value is the State Use Law?

And, should I be formally addressing this entire matter to the CNA?

Please advise.

Sincerely,

  
Richard L. Weekly, CEO

RLW/ew

WEST VIRGINIA ASSOCIATION OF  
**WARF**  
REHABILITATION FACILITIES, INC.

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

VIA FAX

August 16, 1995

Mr. Richard Weekly, Executive Director  
Preston County Sheltered Workshop  
P.O. Box 146  
Reedsville, WV 26547

Dear Mr. Weekly:

Thank you for your letter of August 7, 1995 outlining your concerns about subjugation of the State Use Law by the West Virginia National Guard. Please allow me to address each of your concerns in turn.

Unlike NISH, which has a very long history and very specific, inflexible pricing procedures, the State Use Law provides for two somewhat contradictory pricing considerations. First, it allows the participating Community Rehabilitation Program (CRP) to recover its full costs in the provision of goods and services to the state. On the other hand, it proscribes that the final price will be set by an independent committee, the Governor's Committee, which is charged with the determination the fair market value for good or service. Fair market value is defined as the price at which a knowledgeable seller and a knowledgeable buyer will exchange money for goods or services. Fair market value also is subject to the often rapidly changing law of supply and demand. For commodities, the fair market value is fairly easy to determine. But for a product or service, it is a much more difficult process. And for unique services, and the billeting and maid contract at Camp Dawson is a unique service, the process becomes even more difficult. A periodic testing of the competitive waters is one of the few way that a fair market value can be assessed for these cases. Also unlike NISH, the State Use Law does not guarantee that a CRP will always retain the right to the set aside. Rather, a continued fair market price coupled with timely and quality delivery of goods and services is required.

Because CRPs are not-for-profit corporations who are privileged to operate in a protected, "non-competitive bid environment," they are subject to a great deal more scrutiny than a private sector vendor. The *quid pro quo* which must be given for this privilege is the "open books" policy. IRS rulings also gives the public free access to the CRP's form 990 filings as well. When CRPs bid and win jobs on a competitive basis, they are not subject to this same "open books" requirement, although their form 990 always remains open to public review.

The billeting and maid contract cost is driven largely, as you well know, by the staffing time demands of the customer and the wage rate you choose to pay the employees. There is no

requirement in the contract to pay either the billing clerks or maids beyond the federal minimum wage. Nor is there a requirement to provide them with benefits beyond that offered to all PCSW employees of a similar class. Therefore, I see four options available:

1. Negotiate a contract price increase necessary to recover your full cost structure as it currently exists with full cognizance to the fair market value requirements of the State Use Law.

2. Offer to continue the contract at the same or a reduced price and retain your profitability by cutting your costs. In this particular contract, the only real variables which can be changed are the wage rate you pay to your billeting clerk and your profit rate. Since you do not make a profit on this contract, this reduces the options available to only one. There is no requirement to retain the same individual on the job. Your CRP, like most employing organizations, has a strong employment at will policy. You are free to offer the current employees or their replacements any rate of pay you so desire. They also have the right to accept or reject your offer. Since wages and their accompanying payroll taxes are the major driving force on this contract, a \$1.50 per hour wage decrease will save you over \$6,000 a year in contract wage costs.

3. Change the manner in which the two services are performed in order to increase operating efficiencies. In other words, during most of the week, the demands on the billeting clerk during a great portion of the day are minimal. It would be possible to equip the billeting clerk with a portable telephone and have the clerk also perform some of the maid service during slack times. This may reduce the amount of service provided to the Camp Dawson billeting authority, but it also lowers their costs. You get what you pay for. The customer would have to make the decision as to whether the service degradation is offset by the cost savings.

4. The final option is, as you already state, back out of the contact. You are currently operating on a verbal extension to the existing contract. There is nothing binding you to this contract at this time.

The customer has for some time made known their desire to develop a formal statement of work and place this contract out on a competitive bid. Indeed, they have requested that the Division of Purchasing do exactly this. As I informed you last week, the Division of Purchasing is not inclined, at this time, to do so.

As a matter of public policy, the Governor's Committee, cognizant of the previously discussed problems associated with the determination fair market value, sees a need to competitively bid contracts from time to time. The purpose of this bidding is not to replace the CRP, but merely to reestablish a fair market price. Once an estimate of the market price has been determined, the Committee feels that it is quite appropriate to enter into negotiations with the CRP to explore efficiencies and operating options. Should the CRP not agree with the price determined by the Governor's Committee, the CRP is free to reject the contract.

As a final note in this discussion, in a capitalistic society such as ours, featuring free and competitive markets, it is reasonable for our customers to expect prudent management of the CRP resources. The Governor's Committee expects all participating CRPs to be engaged in a

continuing process of quality and efficiency improvement. The expectation is that contract prices will remain stable or decrease over time as CRPs become more experienced in their operations and go up the learning curve. CRPs should not expect contract prices to be increased to allow for longevity or merit increases in CRP client or staff wages. Rather, one of the goals of the participating CRPs should be to "graduate" clients out of State Use Program contracts to appropriate supported employment or competitive jobs in the community after they have completed their rehabilitation program. We encourage you to examine the performance of each of your clients who is engaged in State Use work periodically to see if they are ready for placement outside the State Use Program or outside the CRP.

In closing, we wish to commend you and your staff on the quality of services being provided to Camp Dawson under the Billeting and Maid Contract. Our inspections have uncovered few discrepancies and our contact with the customer has disclosed consistent high levels of satisfaction with PCSW's performance on the contract. We realize your frustrations at the pace of these negotiations and would like to reassure you that this is merely part of the process of determining fair market value. The Central Nonprofit Agency and the Committee are solidly behind you in retaining this contract. There are special problems associated with this contract as it is paid from nonappropriated funds and we must all retain maximum flexibility. You are, of course, free to change the mix of the major cost elements of this contract at any time. This is a performance based contract not a personal services contract. Your mission is to fulfill the statement of work and continue to produce high levels of customer satisfaction.

Sincerely,

John P. Faris, PhD  
Executive Director

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways  
LOCATION: Smith Street  
Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet
*	1.0	41,215
*	0.0	0
*	0.0	0
*	0.0	0
Number of days per week cleaned	5	
TOTAL ADJUSTED SQUARE FEET		41,215

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	41,215
Cleaning hours per day	28.00
*Time allocation-Working Client Supervisor	0.00
*Time allocation-Working Non-client Supervisor	8.00
*Time allocation-Client Workers (hours)	20.00
*Time allocation-Non-Client Workers (hours)	0.00
Annual relief (Supervisor)	128.00
Annual relief (Workers)	320.00

D. MONTHLY DIRECT COSTS

Supervision	\$866.67
Relief-Supervision	\$53.33
Client workers	\$1,841.67
Non-client Workers	\$0.00
Relief-Workers	\$113.33
Monthly Burdened Direct Labor Costs	\$3,173.10
Standard chemical cost	6.00% \$190.39
Standard equipment cost	4.00% \$126.92
Monthly Chemical and Equipment Costs	\$317.31
TOTAL MONTHLY DIRECT COSTS	\$3,490.41

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$349.04
	7.00%	\$20.10
	5.50%	\$211.17
FULLY BURDENED COST		\$3,859.56

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.56%	\$330.42
WVARF Fee Rate and Monthly Fee	4.00%	\$167.60

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,357.58
ANNUALLY	\$52,290.95
Total Annual Square Foot Cost-Standard	\$1.27

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0.0	
*Number of Floor Cleanings Per Year	2	
Total Deluxe Floor Care Charge	\$0.00	
WVARF Fee	0.00%	\$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	
TOTAL MONTHLY BILLING AMOUNT	
Total Annual Square Foot Cost-Deluxe	\$1.27

J. CONTRACT

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

Small Business Impact:

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

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

Prepared and submitted by:

Accepted and approved by:

\_\_\_\_\_  
Debra 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			
CUSTOMER: EPA -			
LOCATION: Nitro			
<b>A. BUILDING DESCRIPTION</b>			
	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	48,805	48,805
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned		5	
TOTAL ADJUSTED SQUARE FEET		48,805	
<b>B. STAFFING DATA</b>			
*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%	
<b>C. DAILY STAFFING PLAN</b>			
Total Adjusted Square Feet		48,805	square feet
Cleaning hours per day		20.00	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)		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
<b>D. MONTHLY DIRECT COSTS</b>			
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	
<b>E. OVERHEAD RATES AND FEES</b>			
*Janitorial Work Unit Overhead Rate		10.00%	\$254.62
*DBG Overhead Rate		7.50%	\$210.06
*Shawnee Hills Overhead Rate		5.00%	\$140.04
FULLY BURDENED COST		\$3,010.89	
<b>F. MONTHLY PROFIT AND FEES</b>			
*Profit Rate and Monthly Profit		3.04%	\$91.44
WVARF Fee Rate and Monthly Fee		4.00%	\$124.09

<b>G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER</b>			
MONTHLY		3,226.43	
ANNUALLY		38,717.12	
Total Annual Square Foot Cost-Standard		0.79	per square foot
<b>H. DELUXE FLOOR CARE FEE</b>			
*Charge Per Square Foot		10.00	cents/sq foot
*Number of Floor Cleanings Per Year		2.00	cleanings/year
Total Deluxe Floor Care Charge		9,761.00	
WVARF Fee	0.0	390.44	
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>10,151.44</b>	
<b>I. PRICE OF CONTRACT</b>			
TOTAL ANNUAL CHARGE TO CUSTOMER			\$48,868.56
TOTAL MONTHLY BILLING AMOUNT			\$4,072.38
Total Annual Square Foot Cost-Deluxe		\$1.00	per square foot
<b>J. CONTRACT</b>			
Vendor	Shawnee Hills		
Contract Period	August 1, 1995 - July 30, 1995		
Small Business Impact:	None.		
Notes:			
1.	Disposables supplied by the State of West Virginia.		
2.	Use of crew labor authorized.		
3.	Relief based on 5 vacation days, 5 sick days, and 6 holidays		
4.	Price based on a standard work week of 40 hours		
WVARF agrees to provide services for the above amount pending final approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.			
Prepared and submitted by:	Accepted and approved by:		
Debra M. Bensey	Printed Name:		
West Virginia Association of Rehabilitation Facilities	Office:		
Director of Operations	Governors Committee for the Purchase of Commodities and Services from the Handicapped		

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: EPA -  
LOCATION: Logan

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	8,250	8,250
*	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>8,250</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	8,250 square feet	
Cleaning hours per day	3.00 hours/day	Round up
*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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$388.89</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.22%	\$59.20
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$448.10</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$22.40
WVAF Fee Rate and Monthly Fee	4.00%	\$18.82

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$489.32
ANNUALLY	\$5,871.84
Total Annual Square Foot Cost-Standard	\$0.71 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	\$1,650.00
WVARF Fee	4.00% \$66.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,716.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,587.84
TOTAL MONTHLY BILLING AMOUNT	\$632.32
Total Annual Square Foot Cost-Deluxe	\$0.92 per square foot

J. CONTRACT

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

Small Business Impact: None.

Notes:

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

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

Prepared and submitted by: Accepted and approved by:

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

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Governors Committee for the Purchase of  
 Commodities and Services from the Handicapped

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE**

CUSTOMER: Division of Natural Resources  
LOCATION: Fairmont

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	5357.00	5357.00
*	0.50		0.00
*	0.00	0.00	0.00
*	0.00	0.00	0.00
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>5357.00</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	0.12
*Other Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	5357.00	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	0.06	21.21	of burdened DL
Standard equipment cost	0.04	14.14	of burdened DL
Monthly Chemical and Equipment Costs		35.35	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>388.89</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	0.20	77.78
*DBG Overhead Rate	0.00	0.00
*Shawnee Hills Overhead Rate	0.00	0.00
<b>FULLY BURDENED COST</b>		<b>466.67</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	0.10	46.67
WVARF Fee Rate and Monthly Fee	0.04	20.53

<b>G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER</b>			
MONTHLY			\$533.87
ANNUALLY			\$6,406.49
Total Annual Square Foot Cost-Standard			\$1.20 per square foot
<b>H. DELUXE FLOOR CARE FEE</b>			
*Charge Per Square Foot			0.0 cents/sq foot
*Number of Floor Cleanings Per Year			0 cleanings/year
Total Deluxe Floor Care Charge			\$0.00
WVARF Fee	4.00%		\$0.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>			<b>\$0.00</b>
<b>I. PRICE OF CONTRACT</b>			
TOTAL ANNUAL CHARGE TO CUSTOMER			\$6,406.49
TOTAL MONTHLY BILLING AMOUNT			\$533.87
Total Annual Square Foot Cost-Delux			\$1.20 per square foot
			Floor care will be done at .15 cents per customer request.
<b>J. CONTRACT</b>			
Vendor:	The Op Shop		
Contract Period	August 15, 1995 - June 30, 1996	August 15, 1995 - June 30, 1996	
Small Business Impact:	None.		
Notes:			
1.	Disposables supplied by the State of West Virginia.		
2.	Use of crew labor authorized.		
3.	Relief based on 5 vacation days, 5 sick days, and 6 holidays		
4.	Price based on a standard work week of 40 hours		
WVARF agrees to provide services for the above amount pending final approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.			
Prepared and submitted by:	Accepted and approved by:		
Debra M. Bensey		Printed Name: _____	
West Virginia Association of Rehabilitation Facilities		Office: _____	
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: Division of Natural Resources

LOCATION: St. Albans, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	5,517	5,517
*	0.5	1,440	720
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,237	

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	6,237 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
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$388.89

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$38.89
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WVARF Fee Rate and Monthly Fee 4.00% \$17.11

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY \$444.90  
ANNUALLY \$5,338.75  
Total Annual Square Foot Cost-Standard \$0.86 per square foot

H. DELUXE FLOOR CARE FEE

\*Charge Per Square Foot 15.0 cents/sq foot  
\*Number of Floor Cleanings Per Year 0 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 \$5,338.75  
TOTAL MONTHLY BILLING AMOUNT \$444.90  
Total Annual Square Foot Cost-Delux \$0.86 per square foot

Floor care will be done at .15 cents request.

J. CONTRACT

Vendor Goodwill of Charleston  
Contract Period August 15, 1995 - June 30, 1996

Small Business Impact: None.

Notes:

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

WVARF agrees to provide services for the above amount pending final approval by the Governor' 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: New Creek

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	755	755
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>755</b>	

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	755 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		\$29.79 Wages/month
Relief-Supervision		\$9.17 Wages/month
Client workers		\$24.38 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$7.50 Wages/month
Monthly Burdened Direct Labor Costs		\$78.60 per month
Standard chemical cost	6.00%	\$4.72 of burdened
Standard equipment cost	4.00%	\$3.14 of burdened
Monthly Chemical and Equipment Costs		\$7.86 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$86.46</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$17.29
*Mileage - 832 miles per year * .29 cen	0.00%	\$20.10
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$123.85</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.00%	\$18.58
WVAF Fee Rate and Monthly Fee	4.00%	\$5.70

TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
PAPER PRODUCTS		\$0.00
MONTHLY		\$148.12
ANNUALLY		\$1,777.48
Total Annual Square Foot Cost-Standard		\$2.35 per square
H. DELUXE FLOOR CARE FEE		
*Charge Per Square Foot		12.0 cents/sq fo
*Number of Floor Cleanings Per Year		2 cleanings/y
Total Deluxe Floor Care Charge		\$181.20
WVARF Fee	4.00%	\$7.25
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$188.45
I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,965.93
TOTAL MONTHLY BILLING AMOUNT		\$163.83
Total Annual Square Foot Cost-Deluxe		\$2.60 per square

J. CONTRACT

Vendor	Developmental Center
Contract Period	September 15, 1995 - June 30, 1996

Small Business Impact: None. No one does at this time.

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