Bensey

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

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

## MINUTES
## September 21, 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, John Parker, and Everette Sullivan. Ex officio member in attendance was 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 August 17, 1995, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $4,476.30, expenditures of $13.20, $52.28, $59.72, and $106.52 with a closing balance of $4,244.58.

Mr. Parker also noted two other items of business. He said that he had applied and had been approved to attend the American Rehabilitation Association's national conference on State Use Committees October 28-31, 1995, and asked if there were any other committee members interested in attending this training conference. Craig Greening indicated an interest in attending. Q. J. Humphreys motioned, seconded by Everette Sullivan, that Mr. Greening attend this training at Committee expense. MSP

One final item of information: Mr Parker indicated that he had recently communicated with staff of the Jackson County Developmental Center regarding their handicapped work-force participation which has been problematic in the past year or so under the State Use law. Rhonda Shaffer, CEO of JCDC, indicated that handicapped worker participation had risen recently from 59 percent to 68 percent. She indicated there may be more increases in this percentage as she would probably have to lay off some of her non-handicapped workers shortly.

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

Dick Estill updated the committee on recent activities regarding the amenities kits problems. There will be a meeting on September 29, 1995, to try to resolve these problems.

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER:<br>VENDOR: | Department of Highways, Weston<br>Precision Services, Inc. | | | |
| Contract Period: | November 1, 1995, through September 30, 1996 | | | |
| Staffing Plan: One working supervisor and one worker | 2 workers | 5 hours each per day | 5 days weekly | 50 worker hours weekly |
| Total Square Feet: 16,722 | Cost per square foot: $1.45 | Monthly Cost to Agency: $2,013.90 | Annualized Cost: $2,4166.85 | Two deluxe floor cleanings per year: $3,344.40 |

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER:<br>VENDOR: | Public Service Commission<br>Shawnee Hills, Inc. | | | |
| Contract Period: | September 1, 1995, through August 30, 1996 | | | |
| Staffing Plan: One working supervisor, one worker, and one .5 worker | 3 workers | 20 worker hours per day | 5 days weekly | 100 worker hours weekly |
| Total Square Feet: 43,850 | Cost per square foot: $.91 | Monthly Cost to Agency: $3,335.42 | Annualized Cost: $40,025.00 | No deluxe floor cleaning |

A two month extension to the Temporary Services Contract through November 30, 1995, was approved according to the attached price list pending negotiations that are underway for a new contract.

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

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Insurance Commission | | | |
| VENDOR: | Shawnee Hills, Inc. | | | |
| Contract Period: | September 18, 1995, through August 31, 1996 | | | |
| Staffing Plan: One worker | One worker | 8 hours each per day | 5 days weekly | 40 worker hours weekly |
| Total Square Feet: 19,611 | Cost per square foot: $.92 | Monthly Cost to Agency: $1,502.71 | Annualized Cost: $18,032.52 | No deluxe floor cleanings |

The following janitorial contract renewal was presented by the CNA. Additional customer work needed at $7.77 per hour. Customer will furnish own chemicals. It was moved, seconded, and approved by the Committee:

| | | | | |
|---|---|---|---|---|
| CUSTOMER: | Child Advocate Office, Charleston | | | |
| VENDOR: | Goodwill Industries of Kanawha Valley | | | |
| Contract Period: | September 1. 1995, through August 31, 1995 | | | |
| Staffing Plan: One working supervisor, one worker | 2 workers | 2 hours each per day | 5 days weekly | 20 worker hours weekly |
| Total Square Feet: 8,270 | Cost per square foot: $1.23 | Monthly Cost to Agency: $845.01 | Annualized Cost: $1,040.13 | Two deluxe floor cleanings per year: $2,064.00 |

One vendor complaint from the Logan Department of Environmental Protection Office was discussed. This will be followed-up in one month. One written complaint from the Tax Department will be followed-up during next month's meeting.

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 ***Monday, October 23, 1995, at 9:30 a.m.*** at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman

John L. Parker, Recorder

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

## TEMPORARY SERVICES

**Effective dates of prices - 8/1/92 - 9/30/95**
**Prices for job classifications not listed are negotiated on an individual basis.**

### REGION I

Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Tyler, Pleasants, Doddridge, Ritchie, Wood, Gilmer, Wirt, Calhoun

| | |
|---|---|
| Accounting Clerk | $6.49 per hour |
| Data Entry | $6.48 per hour |
| Casual Laborer | $5.99 per hour |
| Gen. Office Per. | $5.88 per hour |
| Typist/Word Proc. | $6.93 per hour |

### REGION II

Mason, Jackson, Roane, Cabell, Kanawha, Putnam, Wayne, Lincoln, Boone, Logan, Mingo

| | |
|---|---|
| Accounting Clerk | $6.05 per hour |
| Data Entry | $5.80 per hour |
| Casual Laborer | $5.54 per hour |
| Gen. Office Per. | $5.51 per hour |
| Typist/Word Proc. | $6.38 per hour |

### REGION III

Preston, Taylor, Barbour, Tucker, Grant, Hardy, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Pendleton, Randolph, Upshur, Lewis

| | |
|---|---|
| Accounting Clerk | $6.75 per hour |
| Data Entry | $6.41 per hour |
| Casual Laborer | $6.09 per hour |
| Gen. Office Per. | $6.09 per hour |
| Typist/Word Proc. | $7.07 per hour |

### REGION IV

Braxton Webster, Clay, Nicholas, Pocahontas, Greenbrier, Fayette, Raleigh, Summers Monroe, Wyoming, Mercer, McDowell

| | |
|---|---|
| Accounting Clerk | $5.99 per hour |
| Data Entry | $5.81 per hour |
| Casual Laborer | $5.65 per hour |
| Gen. Office Per. | $5.60 per hour |
| Typist/Word Proc. | $6.50 per hour |

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

September 21, 1995

AGENDA

I. 9:30 Roll Call

II. Approval of Minutes of Previous Meeting

III. Treasurer's Report

IV. Report of Chairman

V. Report of Executive Secretary

VI. Old Business
A. Ammenities Kits Dick Estill

VII. New Business

VIII. Contract Presentation from CNA

A. Renewals -
DOH - Weston
Public Service Commission
Temp. Services

B. New Contracts

Insurance Commission
Child Advocates Office

X. Vendor Complaints

A. EPA - Logan

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

**CUSTOMER: Department of Highways**
**LOCATION: Weston**

## A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 16,722 | 16,722 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 16,722 | |

## 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 | 16,722 | square feet |
| Cleaning hours per day | 10.00 | hours/day |
| *Time allocation-Working Client Supervisor | 0.00 | hours/day |
| *Time allocation-Working Non-client Supervisor | 5.00 | hours/day |
| *Time allocation-Client Workers (hours) | 5.00 | hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 | hours/day |
| Annual relief (Supervisor) | 80.00 | hours/year |
| Annual relief (Workers) | 80.00 | hours/year |

## D. MONTHLY DIRECT COSTS

| | | | |
|---|---|---|---|
| Supervision | | $541.67 | Wages/month |
| Relief-Supervision | | $33.33 | Wages/month |
| Client workers | | $460.42 | Wages/month |
| Non-client Workers | | $0.00 | Wages/month |
| Relief-Workers | | $28.33 | Wages/month |
| Monthly Burdened Direct Labor Costs | | $1,178.47 | per month |
| Standard chemical cost | 6.00% | $70.71 | of burdened DL |
| Standard equipment cost | 4.00% | $47.14 | of burdened DL |
| Monthly Chemical and Equipment Costs | | $117.85 | per month |
| TOTAL MONTHLY DIRECT COSTS | | $1,296.32 | |

## E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.14% | $261.09 |
| | 0.00% | $20.10 |
| | 0.00% | $0.00 |
| FULLY BURDENED COST | | $1,577.51 |

## F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| Profit Rate and Monthly Profit | 10.00% | $157.75 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $69.41 |

## G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | $1,735.20 | |
| ANNUALLY | $20,822.45 | |
| Total Annual Square Foot Cost-Standard | $1.25 | per square foot |

## H. DELUXE FLOOR CARE FEE

| | | |
|---|---|---|
| *Charge Per Square Foot | $10.00 | cents/sq foot |
| *Number of Floor Cleanings Per Year | 2 | cleanings/year |
| Total Deluxe Floor Care Charge | $3,344.40 | |
| WVARF Fee | $0.00 | |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | $3,344.40 | |

## I. PRICE OF CONTRACT

| | |
|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | $24,166.85 |
| TOTAL MONTHLY BILLING AMOUNT | $2,013.90 |
| Total Annual Square Foot Cost-Deluxe | $1.45 per square foot |

## J. CONTRACT

Vendor — Precision Services

Contract Period — November 1, 1995 - September 30, 1996

Small Business Impact: None, Precision has contract.

Notes:

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

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

Prepared and submitted by:

Debra M. Bensey
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

23238.00
1936.50
65.51

24167.52 annual
2013.96

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

**CUSTOMER: Public Service Commission**
**LOCATION: Charleston**

## A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 43,850 | 43850.00 |
| * | 0.0 | 0 | 0.00 |
| * | 0.0 | 0 | 0.00 |
| * | 0.0 | 0 | 0.00 |
| 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 | 0.12 |
| *Other Benefits | 0.00 |

## C. DAILY STAFFING PLAN

| | | |
|---|---|---|
| Total Adjusted Square Feet | 43850.00 | 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 |

## D. MONTHLY DIRECT COSTS

| | | | |
|---|---|---|---|
| Supervision | | 866.67 | Wages/month |
| Relief-Supervision | | 53.33 | Wages/month |
| Client workers | | 1105.00 | Wages/month |
| Non-client Workers | | 0.00 | Wages/month |
| Relief-Workers | | 68.00 | Wages/month |
| Monthly Burdened Direct Labor Costs | | 2314.73 | per month |
| Standard chemical cost | 0.06 | 138.88 | of burdened DL |
| Standard equipment cost | 0.04 | 92.59 | of burdened DL |
| Monthly Chemical and Equipment Costs | | 231.47 | per month |
| TOTAL MONTHLY DIRECT COSTS | | 2546.21 | |

## E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 0.10 | 254.62 |
| *DBG Overhead Rate | 0.08 | 210.06 |
| *Shawnee Hills Overhead Rate | 0.05 | 140.04 |
| FULLY BURDENED COST | | 3010.89 |

## F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 0.07 | 196.24 |
| WVARF Fee Rate and Monthly Fee | 0.04 | 128.29 |

## G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | 3335.42 | |
| ANNUALLY | 40025.00 | |
| 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 | 0.04 | $0.00 | |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | $0.00 | |

## I. PRICE OF CONTRACT

| | | |
|---|---|---|
| TOTAL ANNUAL CHARGE TO CUSTOMER | | $40,025.00 |
| TOTAL MONTHLY BILLING AMOUNT | | $3,335.42 |
| Total Annual Square Foot Cost-Delux | $0.91 | per square foot |

## J. CONTRACT

| | |
|---|---|
| Vendor | Shawnee Hills |
| Contract Period | September 1, 1995 - August 30, 1996<br>Change to 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

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

## TEMPORARY SERVICES

**Effective dates of prices - 8/1/92 - 9/30/95**
**Prices for job classifications not listed are negotiated on an individual basis.**

### REGION I

Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Tyler, Pleasants, Doddridge, Ritchie, Wood, Gilmer, Wirt, Calhoun

| | |
|---|---|
| Accounting Clerk | $6.49 per hour |
| Data Entry | $6.48 per hour |
| Casual Laborer | $5.99 per hour |
| Gen. Office Per. | $5.88 per hour |
| Typist/Word Proc. | $6.93 per hour |

### REGION II

Mason, Jackson, Roane, Cabell, Kanawha, Putnam, Wayne, Lincoln, Boone, Logan, Mingo

| | |
|---|---|
| Accounting Clerk | $6.05 per hour |
| Data Entry | $5.80 per hour |
| Casual Laborer | $5.54 per hour |
| Gen. Office Per. | $5.51 per hour |
| Typist/Word Proc. | $6.38 per hour |

### REGION III

Preston, Taylor, Barbour, Tucker, Grant, Hardy, Hampshire, Mineral , Morgan, Berkeley, Jefferson, Pendleton, Randolph, Upshur, Lewis

| | |
|---|---|
| Accounting Clerk | $6.75 per hour |
| Data Entry | $6.41 per hour |
| Casual Laborer | $6.09 per hour |
| Gen. Office Per. | $6.09 per hour |
| Typist/Word Proc. | $7.07 per hour |

### REGION IV

Braxton Webster, Clay, Nicholas, Pocahontas, Greenbrier, Fayette, Raleigh, Summers Monroe, Wyoming, Mercer, McDowell

| | |
|---|---|
| Accounting Clerk | $5.99 per hour |
| Data Entry | $5.81 per hour |
| Casual Laborer | $5.65 per hour |
| Gen. Office Per. | $5.60 per hour |
| Typist/Word Proc. | $6.50 per hour |

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

## CUSTOMER: INSURANCE COMMISSION
## LOCATION: 1124 SMITH STREET
## CHARLESTON

### A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 16,809 | 16,809 |
| * | 0.5 | 5,603 | 2,802 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5.00 | | |
| TOTAL ADJUSTED SQUARE FEET | | 19,611 | |

### B. STAFFING DATA

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

### C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 19,611 square feet |
| Cleaning hours per day | 8.00 hours/day |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 0.00 hours/day |
| *Time allocation-Client Workers (hours) | 8.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 0.00 hours/year |
| Annual relief (Workers) | 128.00 hours/year |

### D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $0.00 Wages/month |
| Relief-Supervision | | $0.00 Wages/month |
| Client workers | | $866.67 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $53.33 Wages/month |
| Monthly Burdened Direct Labor Costs | | $1,009.85 per month |
| Standard chemical cost | 6.00% | $60.59 of burdened DL |
| Standard equipment cost | 4.00% | $40.39 of burdened DL |
| Monthly Chemical and Equipment Costs | | $100.98 per month |
| TOTAL MONTHLY DIRECT COSTS | | $1,110.83 |

### E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 10.00% | $111.08 |
| *DBG Overhead Rate | 7.50% | $91.64 |
| *Shawnee Hills Overhead Rate | 5.00% | $61.10 |
| FULLY BURDENED COST | | $1,313.56 |

### F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.00% | $131.36 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $57.80 |

## G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | |
|---|---|
| MONTHLY | $1,502.71 |
| ANNUALLY | $18,032.52 |
| Total Annual Square Foot Cost-Standard | $0.92 per square foot |

## H. DELUXE FLOOR CARE FEE

| | | |
|---|---|---|
| *Charge Per Square Foot | | $0.00 cents/sq foot |
| *Number of Floor Cleanings Per Year | | 1.00 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 | $18,032.52 |
| TOTAL MONTHLY BILLING AMOUNT | $1,502.71 |
| Total Annual Square Foot Cost-Delux | $0.92 per square foot |

## J. CONTRACT

1444.91
17,338.92

Vendor **SHAWNEE HILLS**

Contract Period **SEPTEMBER 18, 1995 - AUGUST 31, 1996**

Small Business Impact: None, Currently have contract at old location.

Notes:

1. **Stripping, Waxing, and Carpet Cleaning will be done at customers request at .15Cents a Sq. Ft.**
2. Disposibles supplied by the State of West Virginia.
3. Use of crew labor authorized.
4. Relief based on 5 vacation days, 5 sick days, and 6 holidays
5. Price based on a standard work week of 40 hours

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

Prepared and submitted by:

Debra M Bensey

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

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

**CUSTOMER: Child Advocates Office**
**LOCATION: Charleston**

## A. BUILDING DESCRIPTION

| Area Description | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---|---|---|---|
| * | 1.0 | 8,270 | 8,270 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| * | 0.0 | 0 | 0 |
| Number of days per week cleaned | 5 | | |
| TOTAL ADJUSTED SQUARE FEET | | 8,270 | |

## 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 | 11.6500% |
| *Other Benefits | $0.00 |

## C. DAILY STAFFING PLAN

| | |
|---|---|
| Total Adjusted Square Feet | 8,270 square feet |
| Cleaning hours per day | 4.00 hours/day |
| *Time allocation-Working Client Supervisor | 0.00 hours/day |
| *Time allocation-Working Non-client Supervisor | 2.00 hours/day |
| *Time allocation-Client Workers (hours) | 2.00 hours/day |
| *Time allocation-Non-Client Workers (hours) | 0.00 hours/day |
| Annual relief (Supervisor) | 32.00 hours/year |
| Annual relief (Workers) | 32.00 hours/year |

## D. MONTHLY DIRECT COSTS

| | | |
|---|---|---|
| Supervision | | $216.67 Wages/month |
| Relief-Supervision | | $13.33 Wages/month |
| Client workers | | $184.17 Wages/month |
| Non-client Workers | | $0.00 Wages/month |
| Relief-Workers | | $11.33 Wages/month |
| Monthly Burdened Direct Labor Costs | | $471.39 per month |
| Standard chemical cost | 0.00% | $0.00 of burdened DL |
| Standard equipment cost | 4.00% | $18.86 of burdened DL |
| Monthly Chemical and Equipment Costs | | $18.86 per month |
| TOTAL MONTHLY DIRECT COSTS | | $490.24 |

## E. OVERHEAD RATES AND FEES

| | | |
|---|---|---|
| *Janitorial Work Unit Overhead Rate | 20.00% | $98.05 |
| | 0.00 | $0.00 |
| | 0.00 | $0.00 |
| FULLY BURDENED COST | | $588.29 |

## F. MONTHLY PROFIT AND FEES

| | | |
|---|---|---|
| *Profit Rate and Monthly Profit | 10.00% | $58.83 |
| WVARF Fee Rate and Monthly Fee | 4.00% | $25.88 |

## G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

| | | |
|---|---|---|
| MONTHLY | $673.01 | |
| ANNUALLY | $8,076.07 | |
| Total Annual Square Foot Cost-Standard | $0.98 | per square foot |

## H. DELUXE FLOOR CARE FEE

| | | | |
|---|---|---|---|
| *Charge Per Square Foot | | 12 | cents/sq foot |
| *Number of Floor Cleanings Per Year | | 2 | cleanings/year |
| Total Deluxe Floor Care Charge | | $1,984.68 | |
| WVARF Fee | 4.00% | $79.39 | |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE | | 2064.07 | |

## I. PRICE OF CONTRACT

| | | |
|---|---|---|
| **TOTAL ANNUAL CHARGE TO CUSTOMER** | | **$10,140.13** |
| **TOTAL MONTHLY BILLING AMOUNT** | | **$845.01** |
| Total Annual Square Foot Cost-Delux | $1.23 | per square foot |

## J. ADDITIONAL WORK

Additional Customer requested work such as window cleaning will be done at $7.77 per hour, this would inlcude any work that is not in the orginal scope of work.

## K. CONTRACT

**Vendor** — **Goodwill of Kanawha Valley**

**Contract Period** — **September 1, 1995 - August 31, 1996**

Small Business Impact: — None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Debra M. Bensey

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

Accepted and approved by:

Printed Name: _____
Office: _____

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