

*Bensey*

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

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

**MINUTES**

**February 7, 1996**

**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, 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. Guests in attendance were Stephen R. King, Division of Rehabilitation Services; Beverly Wheatcraft, Shawnee DBG; and Penney Hall, WVARF Director of Membership Services.

The minutes of the meeting of January 11, 1996, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$2,753.02, expenditures of \$59.83; \$60.56; and \$108.57, with an ending balance of \$2,524.06.

The Chairman reported meeting with Shawnee Hills including their CEO Dr. John Barnette; A. J. Ball, Vice President; Beverly Wheatcraft, newly designated manager of Shawnee's Diversified Business Group; and Dr. John Faris of the CNA. The meeting was called in response to Mr. Greening's letter of January 16, 1996, which chronicled long-standing problems obtaining information needed to make pricing decisions and other problems related to developing quality assurance programs and improving its customer relationships with various users of its janitorial services within state agencies. Mr. Greening characterized the meeting as a very constructive one.

The next item of business involved an offer of technical assistance to the Committee by WVARF staff member Penney Hall, who is completing her MBA at the

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

W. Va. Graduate College. She and two other MBA students offered to survey various state buyers and other purchasers and purchasing clerks at political subdivisions throughout our state. The survey would accomplish several purposes related to marketing the State Use program. WVARF will provide printing, copying, and mailing service and the Committee agreed to fund postage costs not to exceed \$300. MSP

A long discussion ensued regarding the allocation of overhead and profit to work centers. Mr. Dickirson noted that the profit added to the work centers' bottom line was very inconsistent and needs to become more uniform regardless of the type of work, age of the contract, or organization performing the work, or the agency for whom the work is performed. The consensus which emerged from the discussion was that all elements of burden need to be uniformly arrived at (formula based) and that the same process needs to be in place for the organization's profit. Only when this process is in place for all contracts can the committee be assured that it is discharging its obligations objectively and fairly.

Information was presented by members of the CNA about steps taken regarding resolution of a complaint at the Colin Anderson Center against it and SW Resources.

The pre-sort mail contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee as per the attached price list.

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

<b>CUSTOMER:</b> Air Quality Control, Wheeling				
<b>VENDOR:</b> Wheeling Area Training Center for the Handicapped				
<b>Contract Period:</b> April 1, 1996, through March 31, 1997				
<b>Staffing Plan:</b> One worker; one worker/ supervisor	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,734	<b>Cost per square foot:</b> \$1.44	<b>Monthly Cost to Agency:</b> \$208.01	<b>Annualized Cost:</b> \$2,496.17	<b>Two deluxe floor cleanings per year:</b> \$360.67

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

<b>CUSTOMER:</b> General Services - State Office Building, Beckley				
<b>VENDOR:</b> FMRS				
<b>Contract Period:</b> May 1, 1996, through April 30, 1997				
<b>Staffing Plan:</b> One working supervisor; 2 workers	3 workers	8 hours per day, supervisor; 5.5 hours each worker per day	5 days weekly	95 worker hours weekly
<b>Total Square Feet:</b> 45,100	<b>Cost per square foot:</b> \$1.07	<b>Monthly Cost to Agency:</b> \$4,039.42	<b>Annualized Cost:</b> \$48473.04	<b>Two deluxe floor cleaning per year:</b> \$9,380.80

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

<b>CUSTOMER:</b> Tax and Revenue Department - Martinsburg				
<b>VENDOR:</b> Eastern Panhandle Training Center				
<b>Contract Period:</b> February 1, 1996, through January 30, 1997				
<b>Staffing Plan:</b> One worker/ supervisor; one worker	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly.
<b>Total Square Feet:</b> 1,750	<b>Cost per square foot:</b> \$2.19	<b>Monthly Cost to Agency:</b> \$318.96	<b>Annualized Cost:</b> \$3,827.53	Two deluxe floor cleanings per year: \$364.

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 - Oak Hill				
<b>VENDOR:</b> FMRS				
<b>Contract Period:</b> May 1, 1996, through April 30, 1997				
<b>Staffing Plan:</b> One worker/ supervisor; one worker	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
<b>Total Square Feet:</b> 17,340	<b>Cost per square foot:</b> \$.88	<b>Monthly Cost to Agency:</b> \$1,264.64	<b>Annualized Cost:</b> \$15,175.63	One deluxe floor cleaning per year: \$1,983.70

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

CUSTOMER:		General Services - State Office Building, Clarksburg		
VENDOR:		ARC of Harrison County		
Contract Period:		June 1, 1996, through May 31, 1997		
Staffing Plan: One working supervisor; two workers; one part-time worker	4 workers	8 hours each per day- three workers; 2 hours per day - one worker	5 days weekly	130 worker hours weekly
Total Square Feet: 62,627	Cost per square foot: \$.98	Monthly Cost to Agency: \$5,101.29	Annualized Cost: \$61,215.46	Two deluxe floor cleanings per year: \$13,026.42

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

CUSTOMER:		General Services - State Office Building - Fairmont		
VENDOR:		The Op Shop, Marion County		
Contract Period:		July 1, 1997, through June 30, 1997		
Staffing Plan: One working supervisor; one worker, one part-time worker	3 workers	8 hours each per day - 2 workers; 6 hours per day - one worker	5 days weekly	110 worker hours weekly
Total Square Feet: 51,621	Cost per square foot: \$1.04	Monthly Cost to Agency: \$4,478.20	Annualized Cost: \$53,738.42	Two deluxe floor cleanings per year: \$11,810.88

The next janitorial contract presented by the CNA is a new contract modification. There is no small business impact. It was moved, seconded, and approved by the Committee. NOTE: This contract modification increases the floor space by approximately 30,000 square feet. The worker hours allocation is inadequate by accepted industry standards. Contract will be reviewed prior to the end of the fiscal year. MSP.

CUSTOMER: Concord College				
VENDOR: Mercer County Opportunity Workshop				
Contract Period: February 1, 1996, through June 30, 1996				
Staffing Plan: One working supervisor; three workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
Total Square Feet: 92,650	Cost per square foot: \$.62	Monthly Cost to Agency: \$4,823.	Annualized Cost: \$57,876.04	No deluxe floor cleanings

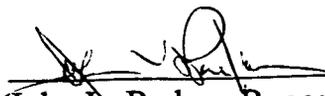
The next janitorial contract presented by the CNA is a new contract addition. There is no small business impact. It was moved, seconded, and approved by the Committee: NOTE: Contract may be renewed on July 1, 1996, for one year at annual amount.

CUSTOMER: Department of Highways - Michigan Avenue, Charleston				
VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: March 1, 1996, through June 30, 1996				
Staffing Plan: One working supervisor; one worker	2 workers	4 hours each per day	5 days weekly	40 worker hours weekly
Total Adjusted Square Feet: 15,887.5	Cost per square foot: \$1.28	Monthly Cost to Agency: \$1,694.81	Annualized Cost: \$20,337.67	Two deluxe floor cleanings per year: \$3,965.52

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meetings being *Monday, March 11, 1996, and Thursday, April 11, 1996, at 9:30 a.m.* at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

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Craig A. Greening, Chairman



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John D. Parker, Recorder

PRESORT MAIL  
METRO CHARLESTON AREA

VENDOR: SHAWNEE HILLS  
DATES OF CONTRACT: JANUARY 15, 1996 - DECEMBER 30, 1996

1.	Presort: Random Sequence, 1st Class	0.0208
2.	Postage: Affix & Reimburse Actual Cost, 1st class	
3.	Postage: Hand Sort Residual, 1st class	0.0420
4.	Mail: Bulk with zip code summary, 3rd class	0.0188
5.	Mail: Bulk without zip code summary, 3rd class	0.0350
6.	Mail: Bulk with/without zip summary, 4th class	0.0500
7.	Labor: Per hour	\$6.25
8.	Label/Hand Stamp	0.0170
9.	Postage: Add imprint by meter	0.0170
10.	Inserting	0.0170
11.	Postage: Insufficient, metering fee	6.0000
12.	Automation Qualification at 30% to 49%	0.0200
13.	Automation Qualification at 50% to 69%	0.0190
14.	Automation Qualification at 70% to 100%	0.0180
15.	Postage: Automation Residual	0.0350

Contract is renewed with no changes from previous year until which time that postal regulations are revised.

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

February 7, 1996

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. Special Request from Penney Hall
- VII. Old Business
  - A. Annual Report
  - B. Shawnee Hills
- VIII. New Business
  - A. Vendor Complaint - Colin Anderson
- IX. Contract Presentation from CNA
  - A. Renewals -
    - Presort IS&C
    - Air Quality Control
    - Bldg. Commission - Beckley
    - Tax Dept. - Martinsburg
    - EPA - Oak Hill
    - Bldg. Comm. - Clarksburg
    - Bldg. Comm. - Fairmont
    - Concord College
  - B. New Contracts

DOH

## CURRENT SHAWNEE CONTRACTS AND LOCATIONS

Expires	Description	Annual Price	Location
06/30/96	Armory Bd. Air Guard (Chas.)	\$77,207.04	Airport
08/30/96	Armory Board Administration	\$21,092.04	Airport
01/30/97	Grievance Board	\$3,376.44	Airport
06/30/96	Revolving Fund	\$30,536.93	Between Capitol and Warehouse
08/31/96	Air Pollution Control	\$13,786.32	Capitol
05/31/96	Bldg. Comm. Cultural Cntr.	\$161,849.52	Capitol
06/30/96	Bldg. Comm. Speciality	\$116,816.52	Capitol
06/30/96	Bldg. Comm. #3 DMV	\$129,781.92	Capitol
06/30/96	Bldg. Comm. Capitol Complex	\$418,526.76	Capitol
06/30/96	Miners Health	\$6,807.48	Capitol
03/31/96	Regional Jail	\$6,323.64	Capitol
06/30/96	PSC	\$38,513.64	Downtown*
12/31/95	Revenue Dept.	\$60,936.00	Downtown*
12/31/96	DHHR Dept. of Health	\$29,328.00	East End
06/30/96	DMV Washington Street East	\$2,519.28	East End
06/30/96	Rest Area - Hurricane	\$188,596.56	I-64
06/30/95	Commerce Brochure Mail/Storage	Open ended	In House
12/31/96	ISC Mail Presort	Open ended	In House
06/30/96	DHHR MacCorkle	\$28,497.48	Kanawha City*
06/30/96	ESC 4401 McCorkle	\$5,493.17	Kanawha City*
06/30/96	IS&C	\$23,206.08	Kanawha City*
06/30/96	Personel Division 5790A McCorkle	\$6,589.32	Kanawha City*
06/30/96	DHHR - Washington Street West	\$62,681.99	Outlying* <i>Goodwill</i>
07/31/96	EPA Nitro	\$46,989.00	Outlying* <i>DEAF</i>
06/30/96	DMV Winfield	\$8,877.24	Putnam* <i>DEAF</i>
06/30/96	DOH Smith St.	\$50,279.76	Warehouse
06/30/96	ESC 1321 Lewis St.	\$36,027.26	Warehouse
06/30/96	ESC Judges Workers Comp.	\$10,375.20	Warehouse
06/30/96	ESC Workers Compensation	\$32,340.48	Warehouse
08/31/96	Insurance Commission	\$17,338.92	Warehouse
02/28/97	Central Stock	\$3,088.75	Warehouse Area
06/30/96	DD Planning Council	\$1,777.44	West Side* <i>DEAF</i>
06/30/96	DOH Central Avenue	\$9,562.56	West Side*
<b>TOTAL</b>		<b>\$1,649,126.74</b>	

118,552.23  
 11,340.00  


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 \$ 129,892.23  
  
 62,221.94  
 44,944.94  
 8,277.24  


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 118,552.23  
  
 177.44  
 9562.56  


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 11340.00

4 →  
 3 →  
  
 4 →  
 5 →

supported emp.  
  
 DEAF  
 supported emp.

\* indicates contracts which will be removed from DBG as soon as possible.

Recommendation - Remove outlying contracts - Putnam County, West Side, Downtown, and Kanawha City  
 This leaves Shawnee Hills with a core at the Capitol, the Airport Hill, and Warehouse District.  
 Tax & Revenue from Downtown area should be removed because of customer dissatisfaction.  
 This also leaves Shawnee with the lucrative Rest Area Contract.

*Community Access  
 DEAF, Inc.*

Before Reductions	\$1,649,126.74
After Reductions	<del>\$293,127.92</del>
Difference	\$1,355,998.82

By removing outlying areas Shawnee can eliminate the expensive van crews.  
 By keeping work in core areas, Area Supervisors can have a better grip on quality control.

① ARC  
 ② DEAF  
 ③ Goodwill

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

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

TO: MEMBERS OF GOVERNOR'S COMMITTEE

FROM: DEBBIE BENSEY  
WVARF

DATE: JANUARY 5, 1996

RE: ANNUAL REPORT

Please review the enclosed 1995 Annual Report. Please bring in comments, concerns, corrections, etc. to our meeting next Thursday. The report will go to the printer after the meeting. Thank you.

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

PRESORT MAIL  
METRO CHARLESTON AREA

VENDOR: SHAWNEE HILLS  
DATES OF CONTRACT: JANUARY 15, 1996 - DECEMBER 30, 1996

1.	Presort: Random Sequence, 1st Class	0.0208
2.	Postage: Affix & Reimburse Actual Cost, 1st class	
3.	Postage: Hand Sort Residual, 1st class	0.0420
4.	Mail: Bulk with zip code summary, 3rd class	0.0188
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6.	Mail: Bulk with/without zip summary, 4th class	0.0500
7.	Labor: Per hour	\$6.25
8.	Label/Hand Stamp	0.0170
9.	Postage: Add imprint by meter	0.0170
10.	Inserting	0.0170
11.	Postage: Insufficient, metering fee	6.0000
12.	Automation Qualification at 30% to 49%	0.0200
13.	Automation Qualification at 50% to 69%	0.0190
14.	Automation Qualification at 70% to 100%	0.0180
15.	Postage: Automation Residual	0.0350

Contract is renewed with no changes from previous year until which time that postal regulations are revised.

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Quality Control  
LOCATION: Wheeling

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,734	1,734
*	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>1,734</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	12%
*Other Benefits	0%

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,734 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 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	54.17 Wages/month	
Relief-Supervision	3.33 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	117.85 per month	
Standard chemical cost	6%	7.07 of burdened DL
Standard equipment cost	4%	4.71 of burdened DL
Monthly Chemical and Equipment Costs	11.78 per month	
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$129.63</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20%	\$25.93
*DBG Overhead Rate	0	\$0.00
*Shawnee Hills Overhead Rate	0	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$155.56</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	\$15.56
WVARF Fee Rate and Monthly Fee	4%	\$6.84

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

MONTHLY		\$177.96
ANNUALLY		\$2,135.50
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.23 per square foot</b>

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		10.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
<b>Total Deluxe Floor Care Charge</b>		<b>346.80</b>
WVARF Fee	4%	13.87
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>360.67</b>

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>	<b>\$2,496.17</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>	<b>\$208.01</b>
<b>Total Annual Square Foot Cost-Delux</b>	<b>\$1.44 per square foot</b>

**J. CONTRACT**

Vendor: WATCH  
 Contract Period: April 1, 1996 - March 31, 1997

Small Business Impact: None.

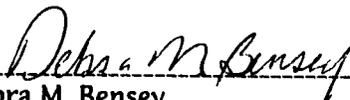
**Notes:**

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:

  
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 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:** General Services  
**LOCATION:** State Office Building  
Beckley

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	45,100	45,100
*	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>45,100</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	45,100 square feet
Cleaning hours per day	19.00 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)	11.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	176.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		1012.92 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		62.33 Wages/month
Monthly Burdened Direct Labor Costs		2207.44 per month
Standard chemical cost	6.00%	\$132.45 of burdened DL
Standard equipment cost	4.00%	\$88.30 of burdened DL
Monthly Chemical and Equipment Costs		220.74 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,428.18</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	18.35%	\$445.57
*DBG Overhead	0.00%	\$0.00
*Shawnee Hills Overhead	0.00%	\$0.00
FULLY BURDENED COST		\$2,873.75

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	9.00%	\$258.64
WVARF Fee Rate and Monthly Fee	4.00%	\$125.30

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

MONTHLY	\$3,257.69
ANNUALLY	\$39,092.24
Total Annual Square Foot Cost-Standard	\$0.87 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	\$9,020.00
WVARF Fee	4.00% \$360.80
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$9,380.80

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$48,473.04
TOTAL MONTHLY BILLING AMOUNT	\$4,039.42
Total Annual Square Foot Cost-Deluxe	\$1.07 per square foot

**J. CONTRACT**

Vendor FMRS  
 Contract Period May 1, 1996 - April 30, 1997

Small Business Impact: None, FMRS has had contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M Bensey*

Debra M. Bensey  
 West Virginia Association of  
 Rehabilitation Facilities

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: Tax & Revenue

LOCATION:

Martinsburg

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,750	1,750
*	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>1,750</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	1,750 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

**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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$210.25</b>

**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	10.00%	\$25.23
WVARF Fee Rate and Monthly Fee	4.00%	\$11.10

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

MONTHLY	\$288.63
ANNUALLY	\$3,463.53
Total Annual Square Foot Cost-Standard	\$1.98 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	\$350.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$364.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,827.53
TOTAL MONTHLY BILLING AMOUNT	\$318.96
Total Annual Square Foot Cost-Deluxe	\$2.19 per square foot

**J. CONTRACT**

Vendor: EPTC  
 Contract Period: February 1, 1996 - January 31, 1997

Small Business Impact: None, EPTC has had contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M Bensey*  
 \_\_\_\_\_  
 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: EPA**

**LOCATION: Oak Hill**

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,340	17,340
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>17,340</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	17,340 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

## D. MONTHLY DIRECT COSTS

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

## E. OVERHEAD RATES AND FEES

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

## F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$50.34
WVARF Fee Rate and Monthly Fee	4%	\$42.28

## G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

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

## H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		11.00 cents/sq foot
*Number of Floor Cleanings Per Year		1.00 cleanings/year
Total Deluxe Floor Care Charge		1907.40
WVARF Fee	4.00%	76.30
TOTAL ANNUAL DELUXE FLOOR CARE FEE		1983.70

## I. PRICE OF CONTRACT

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

## J. CONTRACT

Vendor:

FMRS

Contract Period:

May 1, 1996 - April 30, 1997

Small Business Impact:

None.

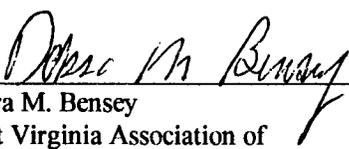
Notes: Equipment and Cleaning Supplies supplied by the college.

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

**CUSTOMER:** General Services  
**LOCATION:** State Office Building  
Clarksburg

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	62,627	62,627
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>62,627</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	62,627 square feet
Cleaning hours per day	26.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	18.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	288.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		1657.50 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		102.00 Wages/month
Monthly Burdened Direct Labor Costs		2958.51 per month
Standard chemical cost	6.00%	\$177.51 of burdened DL
Standard equipment cost	4.00%	\$118.34 of burdened DL
Monthly Chemical and Equipment Costs		295.85 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$3,254.36</b>



# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

**CUSTOMER:** General Services  
**LOCATION:** State Office Building  
 Fairmont

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	51,621	51,621
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>51,621</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	51,621 square feet
Cleaning hours per day	22.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	14.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	224.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		1289.17 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		79.33 Wages/month
Monthly Burdened Direct Labor Costs		2529.33 per month
Standard chemical cost	6.00%	\$151.76 of burdened DL
Standard equipment cost	4.00%	\$101.17 of burdened DL
Monthly Chemical and Equipment Costs		252.93 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,782.26</b>

**E. OVERHEAD RATES AND FEES**

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

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5.00%	\$159.98
WVARF Fee Rate and Monthly Fee	4.00%	\$134.38

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

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

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

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

**J. CONTRACT**

Vendor  
Contract Period

The Op Shop  
July 1, 1996 - June 30, 1997

Small Business Impact:

None, The Op Shop has had contract.

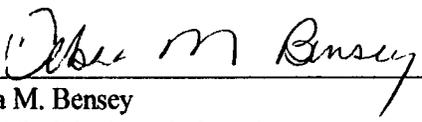
**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

  
Debra M. Bensey  
West Virginia Association of  
Rehabilitation Facilities

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

**CUSTOMER: Concord College**

**LOCATION:**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	92,650	92,650
*	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>92,650</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.50
*Wage Rate (Worker-Non-client)	\$4.50
*Wage Benefits	11.65%
*Other Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	92650.00 square feet
Cleaning hours per day	32.00 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)	24.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	512.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		2340.00 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		192.00 Wages/month
Monthly Burdened Direct Labor Costs		3807.36 per month
Standard chemical cost	0.00%	0.00 of burdened DL
Standard equipment cost	0.00%	0.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>3807.36</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	16.00%	609.18
		0.00
		0.00
<b>FULLY BURDENED COST</b>		<b>4416.54</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5%	220.97
WVARF Fee Rate and Monthly Fee	4%	185.50

### G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	4823.00
ANNUALLY	57876.04
Total Annual Square Foot Cost-Standard	0.62 per square foot

### H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 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	\$57,876.04
TOTAL MONTHLY BILLING AMOUNT	\$4,823.00
Total Annual Square Foot Cost-Delux	\$0.62 per square foot

### J. CONTRACT

Vendor:

Mercer County Opportunity Workshop

Contract Period:

#### Small Business Impact:

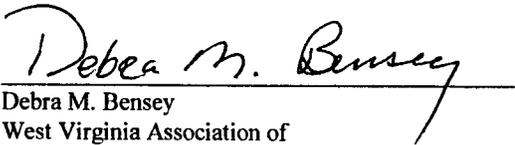
Notes: Equipment and Cleaning Supplies supplied by the college.

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

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

Prepared and submitted by:

Accepted and approved by:



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

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

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

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

CUSTOMER: Department of Highways  
LOCATION: Michigan Avenue

### A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.50	6875.00	10,313
*	1.00	450.00	450
*	1.00	5125.00	5,125
*	0.00	0.00	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>15887.50</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	15,888 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	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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,037.05</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$155.56
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$1,192.61</b>

**F. MONTHLY PROFIT AND FEES**

Profit Rate and Monthly Profit	10.00%	\$119.26
WVARF Fee Rate and Monthly Fee	4.00%	\$52.47

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

MONTHLY		\$1,364.35
ANNUALLY		\$16,372.15
Total Annual Square Foot Cost-Standard		\$1.03 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		\$3,813.00
WVARF Fee	4.00%	\$152.52
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$3,965.52</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$20,337.67
TOTAL MONTHLY BILLING AMOUNT	\$1,694.81
Total Annual Square Foot Cost-Deluxe	1.28 per square foot

**J. CONTRACT**

Vendor: Goodwill - Charleston  
 Contract Period:

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*

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