

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

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

MINUTES

June 13, 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 Q. J. Humphreys in the absence of Craig Greening, Chairman. Other members in attendance were Diana Stout, John Parker, Richard Weekly (Mr. Greening's alternate), and Everette Sullivan. Ex officio members in attendance were Debra Bensey, Director of Operations of the CNA; Curt Curtiss, Assistant Director of Purchasing; and Dick Estill, Executive Secretary of the Committee. Others in attendance were Crystal Moody, newly appointed alternate of Diana Stout; Judy Beckett, in place of WVARF's CEO; Chris Miller, Financial Officer of the CNA; Jeff Bowman, Assistant Director of the Preston County Sheltered Workshop; Michael Tassos, Product Line Manager, Shawnee Hills; Penney Hall, Director of Membership Services of the CNA; Tim Urbanic, representing the Executive Committee of WVARF; and guests Stephen R. King, Division of Rehabilitation Services; and Pat Mooney, a representative of NISH.

The minutes of the meeting of May 9, 1996, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$1,816.77, expenditures of \$224.64 (Postage); \$13.20; \$58.78; and \$59.03; and \$107.02, with an ending balance of \$1,354.10.

There was no report from the Chairman. Mr. Estill reported to the Committee on a recently held State Conference of Purchasing Agents in which the CNA participated. Mr. Estill indicated that Mr. Pauley and Mr. Miller of the CNA represented the program's interests well.

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
Executive Director, West Virginia Association of Rehabilitation Facilities

Each Committee member was provided a copy of the State Use Law Research Report, written by Penney A. Hall and Erin M. Trimble, both of whom are M.B.A. candidates at the West Virginia Graduate College. This research report will be very useful to the Committee and the CNA as it further markets the program to state agencies and to political subdivisions of the State of West Virginia. The Committee had several questions for Ms. Hall and praised her efforts in providing this work free of charge to the Committee.

The next order of business was a detailed presentation by the newly hired Product Line Manager of Shawnee Hills, Michael Tassos. Mr. Tassos in effect manages all of Shawnee Hills' programs under the organizational element of Diversified Business Groups. He reports, at least in an interim capacity, to Tony Estep, Vice President of Shawnee Hills, who reports to Shawnee Hills' CEO. Mr. Tassos gave the Committee an early view of his assessments of the various issues and problems related to DBG's performance, particularly in the area of janitorial contracts. He indicated a lack of uniform compliance with both NISH and Department of Labor requirements. He was not satisfied that individual worker productivity is regularly assessed and indicated that he is individually committed to establishing fair, but commensurate wages. He will move to establish a Paradox database to track worker hours more closely per individual janitorial contract and further a similar database for employees modeled after those in use by human resources departments. Other areas of concern involve a support structure for contracts. For example, he indicated that with the widely disbursed janitorial contracts DBG performs, it has only two supervisors and a business manager besides himself. He had an early sampling of customer satisfaction with various janitorial contracts indicating fairly consistent above-average ratings. His goal is superior ratings on these indexes. Individual Committee members complimented him on his early efforts and initiatives. They indicated a need to be made aware of more information on these early efforts and initiatives and asked that he return to give progress reports every two months or so. He agreed to do this.

A discussion ensued regarding recent events with the relationship between the TAMARACK division of the Parkways Authority, WVARF, and the Wyoming County Workshop. Viewing the business relationships thus far with only TAMARACK, the management services agreement entered into would not appear in and of itself to qualify as a state-use contract. The committee, however, viewed it in very positive terms and strongly encouraged its further development. Diana Stout moved that "we strongly urge WVARF to examine this contract carefully and thereby widen their participation in this initiative for future gains

for persons with disabilities." The motion was seconded by Richard Weekly and passed by the Committee. **Recorders Note:** A meeting took place at the Parkways Authority headquarters between Judy Beckett, WVARF's President; Stephen King, newly designated CEO of WVARF; John L. Parker, Committee member; David Dickirson, Committee member and Parkways Authority member; and David Abrams, General Counsel of the Parkways Authority, on June 26, 1996. The purpose of the meeting was to examine the overall Parkways--State Use relationship and how plans and developments presently underway at TAMARACK could be integrated into the State Use program. Also at this meeting general concerns of WVARF's membership were presented. It was agreed by those attending that WVARF should seek out legal counsel to view the language in the Agreement and changes discussed at the meeting and further that an amended agreement be ready to present to WVARF's quarterly membership meeting on July 18 and 19, 1996, and at the July 25, 1996 meeting of the Committee. Mr. King and Mr. Abrams will work closely on the language of the agreement along with legal counsel to be selected by WVARF.

The next item of business involved a discussion of contract negotiations between the CNA and Preston County Sheltered Workshop and staff of the Adjutant General's Office, including the Mountaineer Challenge Academy. Prior to discussing the food services contract. Mr. Weekly detailed some earlier difficulties he had experienced in the operation of his billeting contract at Camp Dawson and also some problems related to seeking competitive bids as was done earlier this year. Currently, the Purchasing Department, with assistance from Lieutenant Colonel John Pack of the Adjutant General's Department, will seek written competitive bids for the food service contract sometime in the near future.

During the week of June 17 members of the Committee and the CNA will be given an opportunity to review a final copy of this document.

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

CUSTOMER: Bureau of Employment Programs - Beckley				
VENDOR: Wyoming County Workshop				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,000	Cost per square foot: \$1.03	Monthly Cost to Agency: \$775.77	Annualized Cost: \$9,309.28	One deluxe floor cleanings per year: \$1,123.20

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

CUSTOMER: Bureau of Employment Programs—Judges				
VENDOR: Wyoming County Workshop				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	One hour each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 4,600	Cost per square foot: \$1.02	Monthly Cost to Agency: \$389.81	Annualized Cost: \$4,677.74	Two deluxe floor cleaning per year: \$956.80

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

CUSTOMER: Bureau of Employment Programs—Bluefield				
VENDOR: Mercer County Opportunity Workshop				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,314	Cost per square foot: \$1.24	Monthly Cost to Agency: \$654.08	Annualized Cost: \$7,849.00	Two deluxe floor cleanings per year: 1,575.97

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

CUSTOMER: Bureau of Employment Programs—Huntington				
VENDOR: Goodwill Industries of KYOWVA				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor, and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,166	Cost per square foot: \$1.14	Monthly Cost to Agency: \$585.84	Annualized Cost: \$7,030.14	Two deluxe floor cleanings per year: \$1,281.28

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

CUSTOMER: Bureau of Employment Programs—Job Service—Huntington				
VENDOR: Goodwill Industries of KYOWVA				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor, one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7,685	Cost per square foot: \$1.05	Monthly Cost to Agency: \$673.64	Annualized Cost: \$8,083.72	Two deluxe floor cleanings per year: \$1,758.33

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

CUSTOMER: Bureau of Employment Programs—Parkersburg				
VENDOR: SW Resources				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,300	Cost per square foot: \$1.06	Monthly Cost to Agency: \$818.57	Annualized Cost: \$9,822.80	Two deluxe floor cleanings per year: \$1,934.40

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

CUSTOMER: Bureau of Employment Programs—Ronceverte				
VENDOR: Gateway Industries				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,000	Cost per square foot: \$1.18	Monthly Cost to Agency: \$592.37	Annualized Cost: \$7,108.49	Two deluxe floor cleanings per year: \$1,248.00

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

CUSTOMER: Bureau of Employment Programs—Summersville				
VENDOR: Sheltered Workshop of Nicholas County				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,000	Cost per square foot: \$1.05	Monthly Cost to Agency: \$783.91	Annualized Cost: \$9,406.91	Two deluxe floor cleanings per year: \$1,872.00

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

CUSTOMER: Bureau of Employment Programs—Weirton				
VENDOR: Hancock County Workshop				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 10,000	Cost per square foot: \$.99	Monthly Cost to Agency: \$824.50	Annualized Cost: \$9,893.98	Two deluxe floor cleanings per year: \$2,080.00

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

CUSTOMER: Department of Health and Human Resources				
VENDOR: WVARF and various Community Rehabilitation Programs				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: Former state employees - 12; various CRP staff and clients		Monthly Cost to Agency: \$76,112.74	Annualized Cost: \$913,352.93	

The following janitorial contract was presented by the CNA. There was no price increase to this contract; however, modifications have been made to the statement of work. It was moved, seconded, and approved by the Committee.

CUSTOMER: Air National Guard—Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and three workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
Total Square Feet: 68,037	Cost per square foot: \$1.18	Monthly Cost to Agency: \$6,691.28	Annualized Cost: \$80,295.36	Two deluxe floor cleanings per year: \$15,356.13

The following janitorial contract was presented by the CNA. There was no price increase to this contract; however, modifications have been made to the statement of work. It was moved, seconded, and approved by the Committee:

CUSTOMER: Air National Guard—Martinsburg				
VENDOR: Eastern Panhandle Training Center				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and 3.5 FTE workers	4.5 workers	8 hours each per day, plus one worker at 4 hours per day	5 days weekly	180 worker hours weekly
Total Square Feet: 84,708	Cost per square foot: \$1.12	Monthly Cost to Agency: \$7,901.52	Annualized Cost: \$94,818.24	Two deluxe floor cleanings per year: \$20,329.92

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

CUSTOMER: Armory Board—Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	4 hours each per day	5 days weekly	40 worker hours weekly
Total Square Feet: 21,018	Cost per square foot: \$1.04	Monthly Cost to Agency: \$1,827.98	Annualized Cost: \$21,935.75	Two deluxe floor cleanings per year: \$4,808.92

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

CUSTOMER: Department of Motor Vehicles, 1600 Washington Street, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor, and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 2,200	Cost per square foot: \$1.21	Monthly Cost to Agency: \$221.65	Annualized Cost: \$2,659.83	Two deluxe floor cleanings per year: \$457.60

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

CUSTOMER: Department of Motor Vehicles - Teays Valley				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.75 hours each per day	5 days weekly	17.5 worker hours weekly
Total Square Feet: 8,000	Cost per square foot: \$1.15	Monthly Cost to Agency: \$769.39	Annualized Cost: \$9,232.68	Two deluxe floor cleanings per year: \$1,758.43

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

CUSTOMER: Bureau of Employment Programs—Lewis Street, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2.25 workers	8 hours each per day, plus one at 2 hours	5 days weekly	90 worker hours weekly
Total Square Feet: 44,055	Cost per square foot: \$.85	Monthly Cost to Agency: \$3,122.36	Annualized Cost: \$37,468.38	No deluxe floor cleanings per year

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

CUSTOMER: Bureau of employment Programs—Job Service, Moorefield				
VENDOR: Special Services Sheltered Workshop				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	7.50 worker hours weekly
Total Square Feet: 1,827	Cost per square foot: \$2.30	Monthly Cost to Agency: \$349.90	Annualized Cost: \$4,198.82	Two deluxe floor cleanings per year: \$491.70

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

CUSTOMER: Bureau of Employment Programs, 4401 MacCorkle Avenue, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.25 hours each per day	5 days weekly	12.50 worker hours weekly
Total Square Feet: 5,940	Cost per square foot: \$.96	Monthly Cost to Agency: \$476.08	Annualized Cost: \$5,712.96	No deluxe floor cleanings per year

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

CUSTOMER: Department of Highways—Central Avenue				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,700	Cost per square foot: \$1.45	Monthly Cost to Agency: \$812.10	Annualized Cost: \$9,745.23	Two deluxe floor cleanings per year: \$1,393.60

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

CUSTOMER: Office of Miners Health Safety & Training—Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7,713	Cost per square foot: \$.92	Monthly Cost to Agency: \$589.98	Annualized Cost: \$7,079.76	One deluxe floor cleanings per year: \$978.14

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

CUSTOMER: Public Services Commission—Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor, and 1.5 workers	2 workers	8 hours each per day plus one at 4 hours daily	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 cleanings per year

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

CUSTOMER: I S & C, Kanawha City				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	4.5 hours each per day	5 days weekly	45 worker hours weekly
Total Square Feet: 22,400	Cost per square foot: \$1.08	Monthly Cost to Agency: \$2,009.19	Annualized Cost: \$24,110.31	Two deluxe floor cleanings per year: \$4,659.20

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

CUSTOMER: Tax Department—Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and two workers	3 workers	8 hours each per day	5 days weekly	120 worker hours weekly
Total Square Feet: 63,297	Cost per square foot: \$1.00	Monthly Cost to Agency: \$5,281.12	Annualized Cost: \$63,373.46	Two deluxe floor cleaning per year: 15,515.60

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

CUSTOMER: D. D. Planning Council				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 950	Cost per square foot: \$1.95	Monthly Cost to Agency: \$154.04	Annualized Cost: \$1,848.51	Two deluxe floor cleanings per year: \$237.12

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

CUSTOMER: Building Commission - Revolving Fund				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	8 hours each per day for supervisor; 6 hours per day - worker	5 days weekly	70 worker hours weekly
Total Square Feet: 35,000	Cost per square foot: \$.91	Monthly Cost to Agency: \$2,646.53	Annualized Cost: \$31,758.31	No deluxe floor cleanings per year

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

CUSTOMER: Building Commission - Cultural Center				
VENDOR: Shawnee Diversified Business Group				
Contract Period: June 1, 1996, through May 31, 1997				
Staffing Plan: Two working supervisors; 8 workers	10 workers	8 hours each per day	5 days weekly	400 worker hours weekly
Total Square Feet: 186,868	Cost per square foot: \$.90	Monthly Cost to Agency: \$14,026.96	Annualized Cost: \$168,323.51	No deluxe floor cleanings per year

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

CUSTOMER: General Services, Capitol Complex, Buildings 3, 4, 5, 6, 16, 17, Holly Grove, and Travel Management				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: Five working supervisors and 26 workers	31 workers	8 hours each per day	5 days weekly	1240 worker hours weekly
Total Square Feet: 591,824	Cost per square foot: \$.84	Monthly Cost to Agency: \$41,555.91	Annualized Cost: \$498,670.96	No deluxe floor cleanings per year

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

CUSTOMER: Building Commission, Capitol Complex Buildings, Floor Care and Light Bulb Crew				
VENDOR: Shawnee Diversified Business Group				
Contract Period: May 1, 1996, through April 30, 1997				
Staffing Plan: Two working supervisors and 3.5 workers	5.5 workers	8 hours each per day, five workers; four hours per day, one worker	5 days weekly	220 worker hours weekly
Total Square Feet: 591,824	Cost per square foot: \$.1678	Monthly Cost to Agency: \$11,196.34	Annualized Cost: \$134,356.12	N/A

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

CUSTOMER: Department of Highways, Smith Street, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and two workers	3 workers	8 hours each per day	5 days weekly	120 worker hours weekly
Total Square Feet: 41,215	Cost per square foot: \$1.24	Monthly Cost to Agency: \$4,257.58	Annualized Cost: \$51,091.01	No deluxe floor cleanings per year

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

CUSTOMER: Department of Health and Human Resources, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: July 1, 1996, through June 30, 1997				
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: 20,000	Cost per square foot: \$1.48	Monthly Cost to Agency: \$2,469.78	Annualized Cost: \$29,637.34	Two deluxe floor cleanings per year: \$6,307.02

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

CUSTOMER: Colin Anderson Center				
VENDOR: SW Resources				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and five workers	6 workers	8 hours each per day	5 days weekly	240 worker hours weekly
Total Square Feet: 137,925	Cost per square foot: \$1.20	Monthly Cost to Agency: \$13,823.02	Annualized Cost: \$165,876.28	Two deluxe floor cleanings per year: \$34,683.99

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee per the attached price list for the period July 1, 1996, through June 30, 1997.

CUSTOMER: Department of Tourism and Parks - Shipping, Warehousing & Receiving
 VENDOR: Shawnee Diversified Business Group

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:

CUSTOMER: Tax and Revenue Department, 307 Jefferson Street, Charleston				
VENDOR: Shawnee Diversified Business Group				
Contract Period: June 5, 1996, through May 31, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	.50 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 2,340	Cost per square foot: \$.90	Monthly Cost to Agency: \$174.55	Annualized Cost: \$2,094.57	No deluxe floor cleanings per year

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:

CUSTOMER: Concord College				
VENDOR: Mercer County Opportunity Workshop				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and 2.5 FTE workers	4 workers	8 hours each per day, 3 workers; 4 hours daily, one worker	5 days weekly	140 worker hours weekly
Total Square Feet: 62,650	Cost per square foot: \$.86	Monthly Cost to Agency: \$4,468.59	Annualized Cost: \$53,623.11	No deluxe floor cleanings per year

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 July 25, 1996, and August 22, 1996, 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



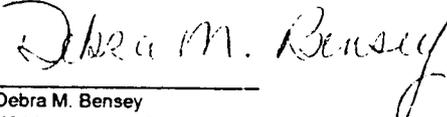
John L. Parker, Recorder

CONTRACT: DEPT. OF TOURISM AND PARKS SHIPPING AND
VENDOR: SHAWNEE HILLS
DATES OF CONTRACT: JULY 1, 1996 - JUNE 30, 1997
STATUS: RENEWAL WITH NO CHANGES

ACTIVITY	RATE
1. Receiving Skids	\$9.50 per skid
2. Storage Skids (4x4x4)	\$9.48 skid per month
3. Storage Skids (4x4x6)	\$12.83 skid per month
4. Orders Processed	\$11.25 per skid
5. Bulk Orders Pickup	\$9.27 per skid per 1-10 cases
6. Bulk Order Mailing	\$2.25 per case + actual postage cost
7. Delivery per hour	\$20.00 per hour
8. Delivery per mile	\$2.00 per mile
9. Motor Freight	Motor freight will be billed to Tourism and Parks at actual cost
10. Less Than a Case	\$3.71

WVARF agrees to provide services for the above amounts 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
WV Association of
Rehabilitation Facilities
Director of Operations

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

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

June 14, 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. Old Business
 - A. Penney Hall Survey Results
 - B. Shawnee Hills Update
 - C. Mountaineer Challenge Ext.
- VII. New Business
 - A. Tamarack Contract
- VIII. Contract Presentation from CNA
 - A. Renewals -
 - BEP- Beckley
 - Beckley Judges
 - Bluefield
 - Huntington
 - Huntington Job Service
 - Parkersburg
 - Roncerverte
 - Summersville
 - Weirton
 - DHHR - Statewide
 - Air Guard - Charleston
 - Air Guard - Martinsburg
 - Armory Board
 - DMV - Washington Street East

DMV - Teays Valley
BEP - Lewis Street
- Moorefield
- 4401 MacCorkle Avenue
DOH - Central Avenue
Miners Health
Public Service
IS & C
Tax Dept.
DD Planning
Revolving Fund
Culture Center
Capitol Complex
Capitol Speciality
DOH - Smith Street
DHHR Medical Services ✓
Colin Anderson
Commerce ✓

B. New Contracts

Tax Dept. - Jefferson Street ✓

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: BEP
LOCATION: BECKLEY

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	9,000	9,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$59.63
WVARF Fee Rate and Monthly Fee	4%	\$26.24

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$682.17
ANNUALLY	\$8,186.08
Total Annual Square Foot Cost-Standard	\$0.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$1,080.00
WVARF Fee	4.00% \$43.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1123.20

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,309.28
TOTAL MONTHLY BILLING AMOUNT	\$775.77
Total Annual Square Foot Cost-Delux	\$1.03 per square foot
ANNUAL CONTRACT - 1995-1996	\$9,103.20
AMOUNT OF INCREASE	\$206.08
AMOUNT OF MONTHLY INCREASE	\$17.17

J. CONTRACT

Vendor
Contract Period

WYOMING COUNTY SHELTERED WORKSHOP
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
Office: _____

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

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

**CUSTOMER: BEP (JUDGES)
LOCATION: BECKLEY**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	4,600 square feet
Cleaning hours per day	2.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	16.00 hours/year
Annual relief (Workers)	16.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$108.33 Wages/month
Relief-Supervision		\$6.67 Wages/month
Client workers		\$92.08 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$5.67 Wages/month
Monthly Burdened Direct Labor Costs		\$235.69 per month
Standard chemical cost	6.00%	\$14.14 of burdened DL
Standard equipment cost	4.00%	\$9.43 of burdened DL
Monthly Chemical and Equipment Costs		\$23.57 per month
TOTAL MONTHLY DIRECT COSTS		\$259.26

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$38.89
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$298.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	0%	\$0.00
WVARF Fee Rate and Monthly Fee	4%	\$11.93

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$310.08
ANNUALLY	\$3,720.94
Total Annual Square Foot Cost-Standard	\$0.81 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$920.00
WVARF Fee	4.00% \$36.80
TOTAL ANNUAL DELUXE FLOOR CARE FEE	956.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,677.74
TOTAL MONTHLY BILLING AMOUNT	\$389.81
Total Annual Square Foot Cost-Delux	\$1.02 per square foot
ANNUAL CONTRACT - 1995-1996	\$4,355.56
AMOUNT OF INCREASE	\$322.18
AMOUNT OF MONTHLY INCREASE	\$26.85

J. CONTRACT

Vendor
Contract Period

WYOMING COUNTY SHELTERED WORKSHOP
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

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: BEP - JOB SERVICE
LOCATION: BLUEFIELD**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	17.50%	\$68.06
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$456.95

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$45.70
WVARF Fee Rate and Monthly Fee	4%	\$20.11

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$522.75
ANNUALLY	\$6,273.03
Total Annual Square Foot Cost-Standard	\$0.99 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		\$1,515.36
WVARF Fee	4.00%	\$60.61
TOTAL ANNUAL DELUXE FLOOR CARE FEE		1575.97

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,849.00
TOTAL MONTHLY BILLING AMOUNT	\$654.08
Total Annual Square Foot Cost-Delux	\$1.24 per square foot
ANNUAL CONTRACT - 1995-1996	\$7,604.14
AMOUNT OF INCREASE	\$244.86
AMOUNT OF MONTHLY INCREASE	\$20.41

J. CONTRACT

Vendor
Contract Period

MERCER COUNTY OPPORTUNITY WORKSHOP
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

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: Employment Security
LOCATION: Huntington

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,160 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$58.33	14.77%
	0.00	\$0.00	
	0.00	\$0.00	
FULLY BURDENED COST		\$447.23	

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3.00%	\$13.42
WVARF Fee Rate and Monthly Fee	4.00%	\$18.43

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$479.07
ANNUALLY	\$5,748.86
Total Annual Square Foot Cost-Standard	\$0.93 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	\$1,232.00	
WVARF Fee	4.00%	\$49.28
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1281.28	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,030.14
TOTAL MONTHLY BILLING AMOUNT	\$585.84
Total Annual Square Foot Cost-Delux	\$1.14 per square foot
ANNUAL CONTRACT - 1995-1996	\$6,797.98
AMOUNT OF INCREASE	\$232.16
AMOUNT OF MONTHLY INCREASE	\$19.35

J. CONTRACT

Vendor
Contract Period

Goodwill - Huntington
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
Office: _____

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

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

CUSTOMER: BEP-Job Service
LOCATION: Huntington

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$4.38
*Wage Rate (Worker-Non-client)	\$4.38
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	7,685 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		\$167.38 Wages/month
Relief-Supervision		\$10.30 Wages/month
Client workers		\$142.35 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$8.76 Wages/month
Monthly Burdened Direct Labor Costs		\$364.24 per month
Standard chemical cost	6.00%	\$21.85 of burdened DL
Standard equipment cost	4.00%	\$14.57 of burdened DL
Monthly Chemical and Equipment Costs		\$36.42 per month
TOTAL MONTHLY DIRECT COSTS		\$400.67

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$60.10
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$460.77

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$46.08
WVARF Fee Rate and Monthly Fee	4.00%	\$20.27

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$527.12
ANNUALLY	\$6,325.39
Total Annual Square Foot Cost-Standard	\$0.82 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	11 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,690.70
WVARF Fee	4.00% \$67.63
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1758.33

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,083.72
TOTAL MONTHLY BILLING AMOUNT	\$673.64
Total Annual Square Foot Cost-Delux	\$1.05 per square foot
ANNUAL CONTRACT - 1995-1996	\$7,831.95
AMOUNT OF INCREASE	\$251.77
AMOUNT OF MONTHLY INCREASE	\$20.98

J. CONTRACT

Vendor
Contract Period

Goodwill - Huntington
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

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

**CUSTOMER: BEP
LOCATION: PARKERSBURG**

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	9,300	9,300
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,300	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,300 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6%	\$35.78
WVARF Fee Rate and Monthly Fee	4%	\$25.28

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$657.37
ANNUALLY	\$7,888.40
Total Annual Square Foot Cost-Standard	\$0.85 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,860.00
WVARF Fee	4.00% \$74.40
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1934.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,822.80
TOTAL MONTHLY BILLING AMOUNT	\$818.57
Total Annual Square Foot Cost-Delux	\$1.06 per square foot
ANNUAL CONTRACT - 1995-1996	\$9,551.52
AMOUNT OF INCREASE	\$271.28
AMOUNT OF MONTHLY INCREASE	\$22.61

J. CONTRACT

Vendor
Contract Period

SW Resources
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

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

**CUSTOMER: BEP
LOCATION: RONCEVERTE**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,000 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$58.33
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$447.23

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$22.36
WVARF Fee Rate and Monthly Fee	4%	\$18.78

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$488.37
ANNUALLY	\$5,860.49
Total Annual Square Foot Cost-Standard	\$0.98 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
Total Deluxe Floor Care Charge	\$1,200.00	
WVARF Fee	4.00%	\$48.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		1248.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,108.49
TOTAL MONTHLY BILLING AMOUNT	\$592.37
Total Annual Square Foot Cost-Delux	\$1.18 per square foot
ANNUAL CONTRACT - 1995-1996	\$5,555.79
AMOUNT OF INCREASE	\$1,552.70
AMOUNT OF MONTHLY INCREASE	\$129.39

J. CONTRACT

Vendor
Contract Period

SOUTHEASTERN REGIONAL WORKSHOP
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

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

CUSTOMER: Employment Security
LOCATION: Summersville

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	9,000	9,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	1.25%	\$7.45
WVAF Fee Rate and Monthly Fee	4.00%	\$24.15

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$627.91
ANNUALLY	\$7,534.91
Total Annual Square Foot Cost-Standard	\$0.84 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,800.00
WVAF Fee	4.00% \$72.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1872.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,406.91	
TOTAL MONTHLY BILLING AMOUNT	\$783.91	\$0.00
Total Annual Square Foot Cost-Delux	\$1.05 per square foot	
ANNUAL CONTRACT - 1995-1996	\$9,103.29	
AMOUNT OF INCREASE	\$303.62	
AMOUNT OF MONTHLY INCREASE	\$25.30	

J. CONTRACT

Vendor
Contract Period

Nicholas County Sheltered Workshop
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

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

**CUSTOMER: BEP
LOCATION: Weirton**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$29.82
WVARF Fee Rate and Monthly Fee	4%	\$25.04

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$651.17
ANNUALLY	\$7,813.98
Total Annual Square Foot Cost-Standard	\$0.78 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$2,000.00
WVARF Fee	4.00%	\$80.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		2080.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,893.98
TOTAL MONTHLY BILLING AMOUNT	\$824.50
Total Annual Square Foot Cost-Delux	\$0.99 per square foot
ANNUAL CONTRACT - 1995-1996	\$9,654.12
AMOUNT OF INCREASE	\$239.86
AMOUNT OF MONTHLY INCREASE	\$19.99

J. CONTRACT

Vendor
Contract Period

SW Resources
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

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

JANITORIAL SERVICE AGREEMENT

VENDOR:

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

WORK PERFORMED BY:

Various Community Rehabilitation Programs

CONTRACT SITE:

Statewide Contract

CUSTOMER CONTACT:

Donna Cook/Greg Nicholson

PHONE #

PERIOD OF CONTRACT:

July 1, 1996 - June 30, 1997

MONTHLY COST:

\$76,112.74

ANNUAL COST:

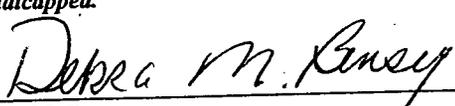
\$913,352.93

NOTES:

Disposables and cleaning chemicals supplied by the State of WV.
Equipment supplied by the vendor

Vendor may use a crew to provide labor.

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



Debra M. Bensey
Director of Operations

6/1/96

Date

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC. COST OF JANITORIAL SERVICE FORMER STATE EMPLOYEES
FOR BUDGET PREPARATION FISCAL 1996-1997

Employee Name	SS#	Pay Rate	Annual Pay	FICA	W.COMP.	Health Ins.Month	Health Ins.Annual	Life Ins. Month	Life Ins. Annual	Retirement	Annual Total Employee
Adams, Goldie	235-68-2030	\$5.21	\$2,167.36	\$165.80	\$86.26			\$10.95	\$131.40	\$205.90	\$2,756.72
Bennett, Loyd	232-62-1384	\$6.38	\$13,270.40	\$1,015.19	\$528.16	\$792.12	\$9,505.44	\$10.95	\$131.40	\$1,260.69	\$25,711.28
Fisher, Linda	236-96-9171	\$5.59	\$11,627.20	\$889.48	\$462.76	\$792.12	9,505.44	\$10.95	\$131.40	\$1,104.58	\$23,720.86
Gallagher, Susan	232-11-2779	\$5.21	\$10,836.80	\$829.02	\$431.30	\$792.12	9,505.44	\$10.95	\$131.40	\$1,029.50	\$22,763.46
McCallister, Richard	232-62-4658	\$6.96	\$14,476.80	\$1,107.48	\$576.18	\$316.93	3,803.16	\$10.95	\$131.40	\$1,375.30	\$21,470.32
McCallister, Shirley	232-62-4659	\$5.21	\$10,836.80	\$829.02	\$431.30	\$316.93	3,803.16	\$10.95	\$131.40	\$1,029.50	\$17,061.18
Minor, Clifford	233-90-7662	\$5.21	\$10,836.80	\$829.02	\$431.30	\$792.12	9,505.44	\$10.95	\$131.40	\$1,029.50	\$22,763.46
Penetost, Gene	226-40-0072	\$6.83	\$14,206.40	\$1,086.79	\$565.41	\$792.12	9,505.44	\$10.95	\$131.40	\$1,349.61	\$26,845.05
Rose, Everett	235-04-2952	\$5.21	\$10,836.80	\$829.02	\$431.30	\$792.12	9,505.44	\$10.95	\$131.40	\$1,029.50	\$22,763.46
Shiflett, Ronald	236-62-2226	\$6.16	\$12,812.80	\$980.18	\$509.95	\$316.93	3,803.16	\$10.95	\$131.40	\$1,217.22	\$19,454.71
Smith, Mamie	234-02-5760	\$5.78	\$6,011.20	\$459.86	\$239.25	\$316.93	3,803.16	\$10.95	\$131.40	\$571.06	\$11,215.93
Smith, Wilma	282-52-6272	\$6.59	\$13,707.20	\$1,048.60	\$545.55	\$792.12	9,505.44	\$10.95	\$131.40	\$1,302.18	\$26,240.37
ANNUAL TOTALS			\$131,626.56	\$10,069.46	\$5,238.72	--	\$81,750.72	\$131.40	\$1,576.80	\$12,504.54	\$242,766.80

TABLE II (Includes Totals from Table I)

COST PER OFFICE OF JANITORIAL SERVICES PROVIDED BY WV ASSOCIATION OF REHAB. FACILITIES

Office	Provider Type	Hours Week	Provider	Subtotal WVARF Cost Per Office	Per Office Plus 10%	Monthly 1/12 Per Office
Berkeley Springs	W.SHOP	10	EPTC	3,451.32	3,796.45	316.37
Buckhannon	W.SHOP	20	Buckhannon/Upshur	7,460.44	8,206.49	683.87
Charleston	W.SHOP	120	Shawnee Hills	64,103.24	70,513.56	5,876.13
Charles Town	W.SHOP	05	EPTC	3,485.31	3,833.84	319.49
Clarksburg	W.SHOP	80	Harrison	28,788.68	31,667.54	2,638.96
Clay	W.SHOP	20	Shawnee Hills	7,460.44	8,206.49	683.87
Elkins	Ex.State	40	Shiflett, Ronald	20,114.71	22,126.18	1,843.85
Fayetteville	W.SHOP	40	Nicholas County	16,793.18	18,472.50	1,539.38
Franklin	W.SHOP	5	Special Services	4,424.38	4,866.82	405.57
Glenville	Ex.State	20	Smith, Mamie	11,413.93	12,555.32	1,046.28
Grafton Mileage	EX.State EX.State	30	Clifford Minor Clifford Minor	17,534.60 1,182.36	20,588.65	1,715.72
Grantsville	Ex.State	40	Smith, Wilma	26,702.37	29,372.61	2,447.72
Hamlin Hamlin	Ex.State Ex.State	40 40	McCallister, Richard McCallister, Shirley	22,130.32 17,061.18	43,110.65	3,592.55
Harrisville	W.SHOP	30	SW Resources	12,101.33	13,311.46	1,109.29
Huntington	W.SHOP	80	Goodwill/KYOWVA	28,598.30	31,458.13	2,621.51

Office	Provider Type	Hours Week	Provider	Subtotal WVARF Cost Per Office	Per Office Plus 10%	Monthly 1/12 Per Office
Keyser	W.SHOP	20	Developmental Cent	8,197.52	9,017.28	751.44
Kingwood	W.SHOP	20	Preston	8,344.71	9,179.18	764.93
Lewisburg	W.SHOP	40	SRW	14,497.90	44,230.10	3,685.84
Lewisburg	Ex.State	40	Bennett, Loyd	25,711.28		
Logan	W.SHOP	40	Cooper/WVARF	13,128.10	19,390.91	1,615.91
Logan	Stripping Crews		/Windows	4,500.00		
Marlinton	Ex.State	8	Adams, Goldie	2,954.72	3,250.19	270.85
Martinsburg	W.SHOP	30	EPTC	19,063.96	20,970.35	1,747.53
Martinsburg, Detention	W.SHOP	60	EPTC	20,490.48	22,539.53	1,878.29
Middlebourne	W.SHOP	3	Adena/Wetzel	3,223.79	3,546.17	295.51
Moorefield	W.SHOP	26	Special Services	9,294.42	10,223.87	851.99
Morgantown	W.SHOP	40	PaceTec	14,299.09	15,728.99	1,310.75
Moundsville	W.SHOP	30	Adena	8,684.57	9,553.02	796.09
New Martinsville	Ex.State	40	Gallagher, Susan	23,225.46	25,548.01	2,129.00
Parkersburg, Detention	W.SHOP	40	Wood	20,490.48	22,539.53	1,878.29
Petersburg	W.SHOP	15	Special Services	7,282.57	8,010.83	667.57
Philippi	Ex.State	10	Minor, Clifford	5,888.87	6,477.75	539.81

TABLE II Page 2

Office	Provider Type	Hours Week	Provider	Subtotal WVARF Cost Per Office	Per Office Plus 10%	Monthly 1/12 Per Office
Pineville	W.SHOP	40	Wyoming	16,678.89	18,346.78	1,528.90
Point Pleasant	Ex.State	40	Harrah, Roger	11,634.84	12,798.32	1,066.53
Princeton	W.SHOP	80	Mercer	28,598.42	31,458.26	2,621.52
Princeton, Detention	Ex.State	40	Penetost, Gene	26,845.05	37,915.78	3,159.65
Princeton, Detention	W.SHOP	20	Mercer	7,623.84		
Ripley	Ex.State	40	Fisher, Linda	24,182.86	28,911.15	2,409.26
Strip and Wax Sub Contract Semi Annual				2,100.00		
Carpet Cleaning Sub Contract Annual						
Romney	W.SHOP	20	Special Services	8,321.89	9,154.07	762.84
Spencer	W.SHOP	30	Goodwill	0.00	0.00	0.00
Summersville	W. Shop		Nicholas	17,945.77	19,740.35	1,645.03
Teays Valley	W.SHOP	40	Shawnee Hills	20,537.03	22,590.73	1,882.56
Wayne	W.SHOP	40	Goodwill/KYOWVA	16,864.60	18,551.06	1,545.92
Weirton	W.SHOP	20	Hancock	8,211.80	9,032.98	752.75

TABLE II Page 3

Office	Provider Type	Hours Week	Provider	Subtotal WVARF Cost Per Office	Total Cost Per Office Plus 10%	Monthly 1/12 Per Office
Welch	Ex.State	40	Rose, Kizzie	0.00	32,299.81	2,691.65
Welch	Ex.State	40	Rose, Everett	29,363.46		
West Union	W.SHOP	4	Harrison	3,436.48	3,780.13	315.01
Weston	W.SHOP	40	Buck-Up	14,299.09	15,728.99	1,310.75
Wheeling	W.SHOP	80	WATCH	28,594.67	31,454.13	2,621.18
Williamson	W.SHOP	40	Wyoming	18,049.77	19,854.75	1,654.56
Webster Springs	W.SHOP	15	Nicholas County	6,928.86	7,621.75	635.15
Various	W.SHOP		Relief	7,057.14	7,762.85	646.90
Hinton	W>SHOP		Mercer County	10,632.60	11,695.85	974.65
Madison	W>SHOP		Shawnee	20,329.80	22,362.79	1,863.57
TOTALS				\$830,320.85	\$913,352.93	\$76,112.74

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

CUSTOMER: Air Guard
LOCATION: Charleston

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$468.57
WVARF Fee Rate and Monthly Fee	4.00%	\$206.17

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

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

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

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

J. CONTRACT

Vendor Shawnee Hills
Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	84,708	84,708
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		84,708	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES		
*Janitorial Work Unit Overhead Rate	20.00%	\$886.92
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$5,321.55
F. MONTHLY PROFIT AND FEES		
*Profit Rate and Monthly Profit	10.93%	\$581.91
WVARF Fee Rate and Monthly Fee	4.00%	\$236.14
G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER		
MONTHLY		\$6,139.59
ANNUALLY		\$73,675.12
Total Annual Square Foot Cost-Standard		\$0.87 per square foot
H. DELUXE FLOOR CARE FEE		
*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$20,329.92
WVARF Fee	4.00%	\$813.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$21,143.12
I. PRICE OF CONTRACT		
TOTAL ANNUAL CHARGE TO CUSTOMER		\$94,818.24
TOTAL MONTHLY BILLING AMOUNT		\$7,901.52
Total Annual Square Foot Cost-Delux		\$1.12 per square foot

J. CONTRACT

Vendor

EPTC

Contract Period

July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Armory Board
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	21,018	21018.00
*	0.00	0	0.00
*	0.00	0	0.00
*	0.00	0	0.00
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		21,018	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	21,018 square feet
Cleaning hours per day	8.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	4.00 hours/day
*Time allocation-Client Workers (hours)	4.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	64.00 hours/year
Annual relief (Workers)	64.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	11.91%	\$146.03
WVARF Fee Rate and Monthly Fee	4.00%	\$54.89

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,427.24
ANNUALLY	\$17,126.84
Total Annual Square Foot Cost-Standard	\$0.81 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		11 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$4,623.96
WVARF Fee	4.00%	\$184.96
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$4,808.92

I. PRICE OF CONTRACT

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

J. CONTRACT

Vendor: Shawnee Hills
 Contract Period: July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
 Office: _____

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

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

CUSTOMER: Department of Motor Vehicles
LOCATION: 1600 Washington Street East

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	2,200	2,200
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		2,200	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,200 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	6.00%	7.07 of burdened DL
Standard equipment cost	4.00%	4.71 of burdened DL
Monthly Chemical and Equipment Costs		11.78 per month
TOTAL MONTHLY DIRECT COSTS		129.63

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	12.96
	7.00%	9.98
	5.50%	7.84
FULLY BURDENED COST		160.42

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	16.04
WVARF Fee Rate and Monthly Fee	4.00%	7.06

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$183.52
ANNUALLY	\$2,202.23
Total Annual Square Foot Cost-Standard	\$1.00 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$440.00
WVARF Fee	4.00%	\$17.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$457.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,659.83
TOTAL MONTHLY BILLING AMOUNT	\$221.65
Total Annual Square Foot Cost-Deluxe	\$1.21 per square foot

J. CONTRACT

Vendor
Contract Period

Shawnee Hills
July 1, 1996 - June 30, 1997

Small Business Impact: None, have 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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

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

Accepted and approved by:

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

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

CUSTOMER: Department of Motor Vehicles
LOCATION: Teays Valley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	8,000	8,000
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		8,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	8,000 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	90.74
FULLY BURDENED COST		544.45

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	54.45
WVWARF Fee Rate and Monthly Fee	4.00%	23.96

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$622.85
ANNUALLY	\$7,474.24
Total Annual Square Foot Cost-Standard	\$0.93 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	11 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,690.80
WVWARF Fee	4.00% \$67.63
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,758.43

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,232.68
TOTAL MONTHLY BILLING AMOUNT	\$769.39
Total Annual Square Foot Cost-Deluxe	\$1.15 per square foot

J. CONTRACT

Vendor
Contract Period

Shawnee Hills
July 1, 1996 - June 30, 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

WVWARF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Debra M. Bensey
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: BEP
LOCATION: LEWIS STREET
CHARLESTON

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	44,055	44,055
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		44,055	

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	44,055 square feet
Cleaning hours per day	18.00 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)	10.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	160.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$920.83 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$56.67 Wages/month
Monthly Burdened Direct Labor Costs		\$2,100.14 per month
Standard chemical cost	6.00%	\$126.01 of burdened DL
Standard equipment cost	4.00%	\$84.01 of burdened DL
Monthly Chemical and Equipment Costs		\$210.01 per month
TOTAL MONTHLY DIRECT COSTS		\$2,310.16

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$231.02
	7.50%	\$190.59
	5.00%	\$127.06
FULLY BURDENED COST		\$2,858.82

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$143.46
WVARF Fee Rate and Monthly Fee	4%	\$120.09

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,122.36
ANNUALLY	\$37,468.38
Total Annual Square Foot Cost-Standard	\$0.85 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 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	\$37,468.38
TOTAL MONTHLY BILLING AMOUNT	\$3,122.36
Total Annual Square Foot Cost-Delux	\$0.85 per square foot
ANNUAL CONTRACT - 1995-1996	\$37,468.38
AMOUNT OF INCREASE	(\$0.00)
AMOUNT OF MONTHLY INCREASE	(\$0.00)

J. CONTRACT

Vendor
Contract Period

SHAWNEE HILLS
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

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: BEP-Job Service
LOCATION: Moorefield**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,827 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		\$97.50 Wages/month
Relief-Supervision		\$6.00 Wages/month
Client workers		\$77.19 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$4.75 Wages/month
Monthly Burdened Direct Labor Costs		\$205.50 per month
Standard chemical cost	6.00%	\$12.33 of burdened DL
Standard equipment cost	4.00%	\$8.22 of burdened DL
Monthly Chemical and Equipment Costs		\$20.55 per month
TOTAL MONTHLY DIRECT COSTS		\$226.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$45.21
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$271.26

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$25.79
WVARF Fee Rate and Monthly Fee	4%	\$11.88

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$308.93
ANNUALLY	\$3,707.12
Total Annual Square Foot Cost-Standard	\$2.03 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		13 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$472.79
WVARF Fee	4.00%	\$18.91
TOTAL ANNUAL DELUXE FLOOR CARE FEE		491.70

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,198.82
TOTAL MONTHLY BILLING AMOUNT	\$349.90
Total Annual Square Foot Cost-Delux	\$2.30 per square foot
ANNUAL CONTRACT - 1995-1996	\$4,198.78
AMOUNT OF INCREASE	\$0.04
AMOUNT OF MONTHLY INCREASE	\$0.00

J. CONTRACT

Vendor
Contract Period

Special Services
July 1, 1996 - June 30, 1997

None, Currently have contract.

Small Business Impact:

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: BEP
LOCATION: 4401 MACCORKLE AVENUE S.E.
CHARLESTON**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$4.38
*Wage Rate (Worker-Non-client)	\$4.38
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	5,940 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$139.48 Wages/month
Relief-Supervision		\$8.58 Wages/month
Client workers		\$118.63 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$7.30 Wages/month
Monthly Burdened Direct Labor Costs		\$303.53 per month
Standard chemical cost	6.00%	\$18.21 of burdened DL
Standard equipment cost	4.00%	\$12.14 of burdened DL
Monthly Chemical and Equipment Costs		\$30.35 per month
TOTAL MONTHLY DIRECT COSTS		\$333.89

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$33.39
	7.50%	\$27.55
	5.00%	\$18.36
FULLY BURDENED COST		\$413.19

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	11%	\$44.58
WVARF Fee Rate and Monthly Fee	4%	\$18.31

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$476.08
ANNUALLY	\$5,712.96
Total Annual Square Foot Cost-Standard	\$0.96 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 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	\$5,712.96
TOTAL MONTHLY BILLING AMOUNT	\$476.08
Total Annual Square Foot Cost-Delux	\$0.96 per square foot
ANNUAL CONTRACT - 1995-1996	\$5,712.96
AMOUNT OF INCREASE	(\$0.00)
AMOUNT OF MONTHLY INCREASE	(\$0.00)

J. CONTRACT

Vendor
Contract Period

SHAWNEE HILLS
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Central Avenue
Charleston, WV

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Ra	10.00%	\$38.89
*DBG Overhead Rate	7.50%	\$32.08
*Shawnee Hills Overhead Rate	5.00%	\$21.39
FULLY BURDENED COST		\$459.87

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$45.99
WVARF Fee Rate and Monthly Fe	4.00%	\$20.23

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

PAPER PRODUCTS	\$169.88
MONTHLY	\$695.97
ANNUALLY	\$8,351.63
Total Annual Square Foot Cost-Standard	\$1.25 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,340.00
WVARF Fee	4.00% \$53.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,393.60

I. PRICE OF CONTRACT

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

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact: None, Shawnee Hills had had contract.

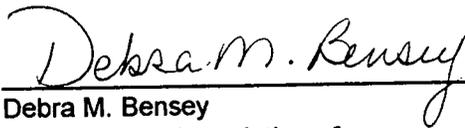
Notes:

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
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: OFFICE OF MINERS HEALTH, SAFETY & TRAINING
LOCATION: CHARLESTON

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	1.00	7,713	7,713
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
	5.00		
Number of days per week cleaned		7,713	
TOTAL ADJUSTED SQUARE FEET			

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.25
*Wage Rate (Supervisor-Non-client)	\$5.25
*Wage Rate (Worker-Client)	\$4.30
*Wage Rate (Worker-Non-client)	\$4.30
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	7,713 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	1.50 hours/day
*Time allocation-Working Non-client Supervisor	0.00 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		\$170.63 Wages/month
Relief-Supervision		\$10.50 Wages/month
Client workers		\$139.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$8.60 Wages/month
Monthly Burdened Direct Labor Costs		\$365.06 per month
Standard chemical cost	6.00%	\$21.90 of burdened DL
Standard equipment cost	4.00%	\$14.60 of burdened DL
Monthly Chemical and Equipment Costs		\$36.51 per month
TOTAL MONTHLY DIRECT COSTS		\$401.57

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$40.16
	7.50%	\$2.74
	5.00%	\$22.09
FULLY BURDENED COST		\$444.47

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$44.45
WVAF Fee Rate and Monthly Fee	4.00%	\$19.56

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$508.47
ANNUALLY		\$6,101.62
Total Annual Square Foot Cost-Standard		\$0.79 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		\$940.52
WVAF Fee	4.00%	\$37.62
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$978.14

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$7,079.76
TOTAL MONTHLY BILLING AMOUNT		\$589.98
Total Annual Square Foot Cost-Deluxe		\$0.92 per square foot

J. CONTRACT

Vendor
Contract Period

SHAWNEE HILLS
July 1, 1996 - June 30, 1997

Small Business Impact:

None, CRP 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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTER: Public Service Commission
LOCAON: 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	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	43,850 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		\$1,105.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$68.00 Wages/month
Monthly Burdened Direct Labor Costs		\$2,314.73 per month
Standard chemical cost	6.00%	\$138.88 of burdened DL
Standard equipment cost	4.00%	\$92.59 of burdened DL
Monthly Chemical and Equipment Costs		\$231.47 per month
TOTAL MONTHLY DIRECT COSTS		\$2,546.21

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$254.62
*DBG Overhead Rate	7.50%	\$210.06
*Shawnee Hills Overhead Rate	5.00%	\$140.04
FULLY BURDENED COST		\$3,010.89

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.52%	\$196.24
WVARF Fee Rate and Monthly Fee	4.00%	\$128.29

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,335.42
ANNUALLY	\$40,025.00
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
Contract Period

Shawnee Hills
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: IS&C Office
LOCATION: Kanawha City

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	22,400	22,400
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		22,400	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	22,400 square feet
Cleaning hours per day	9.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	\$4.50 hours/day
*Time allocation-Client Workers (hours)	\$4.50 hours/day
*Time allocation-Non-Client Workers (hours)	\$0.00 hours/day
Annual relief (Supervisor)	\$72.00 hours/year
Annual relief (Workers)	\$72.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$487.50 Wages/month
Relief-Supervision		\$30.00 Wages/month
Client workers		\$414.38 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$25.50 Wages/month
Monthly Burdened Direct Labor Costs		\$1,060.62 per month
Standard chemical cost	6.00%	\$63.64 of burdened DL
Standard equipment cost	4.00%	\$42.42 of burdened DL
Monthly Chemical and Equipment Costs		\$106.06 per month
TOTAL MONTHLY DIRECT COSTS		\$1,166.68

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$116.67
*DBG Overhead Rate	7.00%	\$89.83
*Shawnee Hills Overhead Rate	5.50%	\$70.58
FULLY BURDENED COST		\$1,373.19

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$137.32
WVARF Fee Rate and Monthly Fee	4.00%	\$60.42

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,570.93
ANNUALLY	\$18,851.11
Total Annual Square Foot Cost-Standard	\$0.84 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$4,480.00
WVARF Fee	4.00%	\$179.20
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$4,659.20
Parking Lot Care		600.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$24,110.31
TOTAL MONTHLY BILLING AMOUNT	\$2,009.19
Total Annual Square Foot Cost-Delux	\$1.08 per square foot

J. CONTRACT

Vendor
Contract Period

Shawnee Hills - Diversified Business Group
July 1, 1996 - June 30, 1997

Small Business Impact: None. Shawnee currently has contract.

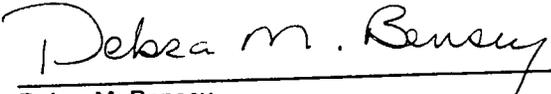
Notes:

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
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: Tax Dept.
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	63,297	63,297
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		63,297	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00	3.33
*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	63,297 square feet
Cleaning hours per day	24.00 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)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$1,473.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$90.67 Wages/month
Monthly Burdened Direct Labor Costs		\$2,743.92 per month
Standard chemical cost	6.00%	\$164.64 of burdened DL
Standard equipment cost	4.00%	\$109.76 of burdened DL
Monthly Chemical and Equipment Costs		\$274.39 per month
TOTAL MONTHLY DIRECT COSTS		\$3,018.31

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$301.83
*DBG Overhead Rate	5.00%	\$166.01
*Shawnee Hills Overhead Rate	7.50%	\$249.01
FULLY BURDENED COST		\$3,486.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$348.61
WVARF Fee Rate and Monthly Fee	4.00%	\$153.39

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,988.16
ANNUALLY	\$47,857.86
Total Annual Square Foot Cost-Standard	\$0.76 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	\$14,918.85
WVARF Fee	4.00% \$596.75
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$15,515.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$63,373.46
TOTAL MONTHLY BILLING AMOUNT	\$5,281.12
Total Annual Square Foot Cost-Deluxe	\$1.00 per square foot

J. CONTRACT

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

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: DD Planning Council
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	950	950
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	3		
TOTAL ADJUSTED SQUARE FEET		950	

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	950 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		35.75 Wages/month
Relief-Supervision		3.67 Wages/month
Client workers		29.25 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.00 Wages/month
Monthly Burdened Direct Labor Costs		79.43 per month
Standard chemical cost	6.00%	4.77 of burdened DL
Standard equipment cost	4.00%	3.37 of burdened DL
Monthly Chemical and Equipment Costs		8.13 per month
TOTAL MONTHLY DIRECT COSTS		87.56

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$8.76
*DBG Overhead Rate	7.00%	\$6.74
*Shawnee Hills Overhead Rate	5.50%	\$5.30
FULLY BURDENED COST		\$103.06

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	25%	26.05
WVARF Fee Rate and Monthly Fee	4%	5.16

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		134.28
ANNUALLY		1611.39
Total Annual Square Foot Cost-Standard		\$1.70 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$228.00
WVARF Fee	4.00%	\$9.12
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$237.12

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,848.51
TOTAL MONTHLY BILLING AMOUNT		\$154.04
Total Annual Square Foot Cost-Deluxe		1.95 per square foot

J. CONTRACT

Vendor
Contract Period

Shawnee Hills
July 1, 1996 - June 30, 1997

Small Business Impact: None, Shawnee has had contract.

Notes:

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

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

Prepared and submitted by:

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

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

**CUSTOMER: Building Commission
LOCATION: Revolving Fund**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	35,000	35,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		35,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	35,000 square feet
Cleaning hours per day	14.00 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)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$552.50 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$34.00 Wages/month
Monthly Burdened Direct Labor Costs		\$1,670.96 per month
Standard chemical cost	6.00%	\$100.26 of burdened DL
Standard equipment cost	4.00%	\$66.84 of burdened DL
Monthly Chemical and Equipment Costs		\$167.10 per month
TOTAL MONTHLY DIRECT COSTS		\$1,838.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$183.81
*DBG Overhead Rate	7.00%	\$141.53
*Shawnee Hills Overhead Rate	5.50%	\$111.20
FULLY BURDENED COST		\$2,163.39

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	7.63%	\$165.00
WVARF Fee Rate and Monthly Fee	4.00%	\$93.14
Disposables		\$225.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,646.53
ANNUALLY	\$31,758.31
Total Annual Square Foot Cost-Standard	\$0.91 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	0.04	0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$31,758.31
TOTAL MONTHLY BILLING AMOUNT	\$2,646.53
Total Annual Square Foot Cost-Deluxe	\$0.91 per square foot

J. CONTRACT

Vendor: Shawnee Hills - Diversified Business Group
 Contract Period: JULY 1, 1996 - JUNE 30, 1997

Small Business Impact: None, Shawnee has had contract.

Notes:

1. Use of crew labor authorized.
2. Relief based on 5 vacation days, 5 sick days, and 6 holidays
3. 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: Building Commission
LOCATION: Culture Center**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	186,868	186,868
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		186,868	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.75
*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	186,868 square feet
Cleaning hours per day	80.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	64.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	256.00 hours/year
Annual relief (Workers)	1024.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$1,863.33 Wages/month
Relief-Supervision		\$106.67 Wages/month
Client workers		\$6,240.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$384.00 Wages/month
Monthly Burdened Direct Labor Costs		\$9,470.40 per month
Standard chemical cost	6.00%	\$568.22 of burdened DL
Standard equipment cost	4.00%	\$378.82 of burdened DL
Monthly Chemical and Equipment Costs		\$947.04 per month
TOTAL MONTHLY DIRECT COSTS		\$10,417.44

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$1,041.74
*DBG Overhead Rate	7.00%	\$802.14
*Shawnee Hills Overhead Rate	5.50%	\$630.26
FULLY BURDENED COST		\$12,261.33

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$1,226.13
WVARF Fee Rate and Monthly Fee	4.00%	\$539.50

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$14,026.96
ANNUALLY	\$168,323.51
Total Annual Square Foot Cost-Standard	\$0.90 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$0.00
WVARF Fee	4.00%	\$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$168,323.51
TOTAL MONTHLY BILLING AMOUNT	\$14,026.96
Total Annual Square Foot Cost-Delux	\$0.90 per square foot

J. CONTRACT

Vendor: Shawnee Hills - Diversified Business Group
 Contract Period: June 1, 1996 - May 31, 1997

Small Business Impact: None, Shawnee has had contract.

Notes:

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

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

Prepared and submitted by:

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: General Services
LOCATION: State Office Building
Capitol Complex

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet	Breakdown per building
Building 3	1.00	76,680	76,680	\$64,610.57
Building 4	1.00	87,027	87,027	\$73,328.95
Building 5	1.00	200,000	200,000	\$168,520.00
Building 6	1.00	199,000	199,000	\$167,677.40
Building 16	1.00	3,877	3,877	\$3,266.76
Building 17	1.00	16,222	16,222	\$13,668.66
Holly Grove	1.00	7,400	7,400	\$6,235.24
Travel Mgt.	1.00	1,618	1,618	\$1,363.33
Number of days per week cleaned	5.00			
TOTAL ADJUSTED SQUARE FEET		591,824		\$498,670.90

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*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	591,824 square feet
Cleaning hours per day	248 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	40 hours/day
*Time allocation-Client Workers (hours)	208 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	640 hours/year
Annual relief (Workers)	3,328 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$5,200.00 Wages/month
Relief-Supervision	\$320.00 Wages/month
Client workers	\$19,153.33 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$1,178.67 Wages/month
Monthly Burdened Direct Labor Costs	\$28,480.69 per month
Standard chemical cost	6.00% \$1,708.84 of burdened DL
Standard equipment cost	4.00% \$1,139.23 of burdened DL
Monthly Chemical and Equipment Costs	\$2,848.07 per month
TOTAL MONTHLY DIRECT COSTS	\$31,328.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$3,132.88
*DBG Overhead	7.00%	\$2,412.31
*Shawnee Hills Overhead	5.50%	\$1,895.39
FULLY BURDENED COST		\$36,873.95

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.36%	\$3,083.65
WVARF Fee Rate and Monthly Fee	4.00%	\$1,598.30

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$41,555.91
ANNUALLY	\$498,670.90
Total Annual Square Foot Cost-Standard	\$0.84 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	\$0.00 cents/sq foot
*Number of Floor Cleanings Per Year	\$0.00 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	\$498,670.90
TOTAL MONTHLY BILLING AMC	\$41,555.91
Total Annual Square Foot Cost-Deluxe	\$0.84 per square foot

J. CONTRACT

Vendor Shawnee Hills
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, Shawnee Hills 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

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

CUSTOMER: Building Commission
LOCATION: Capitol Complex - Specialty Contract
Floor Care and Light Bulb Crew

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
Building 3	1.0	76,680	76,680
Building 4	1.0	87,027	87,027
Building 5	1.0	200,000	200,000
Building 6	1.0	199,000	199,000
Building 7	1.0	22,000	22,000
Building 16	1.0	3,877	3,877
Building 17	1.0	16,222	16,222
Holly Grove	1.0	7,400	7,400
Trv.Mgt.	1.0	1,618	1,618
Culture Center	1.0	186,868	186,868
Number of days per week serviced	5		
TOTAL ADJUSTED SQUARE FEET		800,692	800,692

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*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	800,692 square feet
Cleaning hours per day	44.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	16.00 hours/day
*Time allocation-Client Workers (hours)	28.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	256.00 hours/year
Annual relief (Workers)	448.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$2,080.00 Wages/month
Relief-Supervision	\$128.00 Wages/month
Client workers	\$2,730.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$168.00 Wages/month
Monthly Burdened Direct Labor Costs	\$5,646.25 per month
Standard chemical cost	\$2,444.00
Standard equipment cost	4.00%
Monthly Chemical and Equipment Costs	\$225.85 of burdened DL
TOTAL MONTHLY DIRECT COSTS	\$2,669.85 per month
	\$8,316.10

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$831.61
	7.00%	\$640.34
	5.50%	\$503.12
FULLY BURDENED COST		\$9,788.05

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$977.67
WVARF Fee Rate and Monthly Fee	4.00%	\$430.63
DISPOSABLES		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$11,196.34
ANNUALLY	\$134,356.12
Total Annual Square Foot Cost-Standard	0.1678 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$0.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$134,356.12
TOTAL MONTHLY BILLING AMOUNT	\$11,196.34
Total Annual Square Foot Cost-Delux	0.1678 per square foot

J. CONTRACT

Vendor
Contract Period

Shawnee Hills - Diversified Business Group
May 1, 1996 - April 30, 1997

\$0.0317
\$0.1361

Small Business Impact:

None, Shawnee has had contract.

Notes:

1. Light Bulbs and Ladders supplied by the State of West Virginia.
2. Only lights that can be reached from a six foot ladder (second step from top) will be responsibility of vendor.
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:

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 for the Handicapped

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	Adjusted Square Feet
*	1.0	41,215	41,215
*	0.0	0	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)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$4.35
*Wage Rate (Worker-Non-client)	\$4.35
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	41,215 square feet
Cleaning hours per day	24.00 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)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$953.33 Wages/month
Relief-Supervision		\$58.67 Wages/month
Client workers		\$1,508.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$92.80 Wages/month
Monthly Burdened Direct Labor Costs		\$2,887.03 per month
Standard chemical cost	6.00%	\$173.22 of burdened DL
Standard equipment cost	4.00%	\$115.48 of burdened DL
Monthly Chemical and Equipment Costs		\$288.70 per month
TOTAL MONTHLY DIRECT COSTS		\$3,175.73

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$317.57
	7.00%	\$244.53
	5.50%	\$192.13
FULLY BURDENED COST		\$3,737.84

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9.52%	\$355.99
WVARF Fee Rate and Monthly Fee	4.00%	\$163.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,257.58
ANNUALLY	\$51,091.01
Total Annual Square Foot Cost-Standard	\$1.24 per square foot

H. DELUXE FLOOR CARE FEE

*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%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$51,091.01
TOTAL MONTHLY BILLING AMOUNT	\$4,257.58
Total Annual Square Foot Cost-Deluxe	\$1.24 per square foot

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact:

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:

Printed Name: _____
Office: _____

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DHHR Medical Services

LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	20,000	20,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		20,000	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.75
*Wage Rate (Supervisor-Non-client)	\$5.75
*Wage Rate (Worker-Client)	\$4.55
*Wage Rate (Worker-Non-client)	\$4.55
*Wage Benefits	11.6500%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	20,000 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		\$622.92 Wages/month
Relief-Supervision		\$38.33 Wages/month
Client workers		\$492.92 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$30.33 Wages/month
Monthly Burdened Direct Labor Costs		\$1,312.64 per month
Standard chemical cost	6.00%	\$78.76 of burdened DL
Standard equipment cost	4.00%	\$52.51 of burdened DL
Monthly Chemical and Equipment Costs		\$131.26 per month
TOTAL MONTHLY DIRECT COSTS		\$1,443.90

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$144.39
	7.00%	\$111.18
	5.50%	\$87.36
FULLY BURDENED COST		\$1,699.47

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$169.95
WVARF Fee Rate and Monthly Fee	4.00%	\$74.78

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,944.19
ANNUALLY	\$23,330.32
Total Annual Square Foot Cost-Standard	\$1.17 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	15	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
Total Deluxe Floor Care Charge	\$6,064.44	
WVARF Fee	4.00%	\$242.58
TOTAL ANNUAL DELUXE FLOOR CARE FEE	6307.02	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$29,637.34
TOTAL MONTHLY BILLING AMOUNT	\$2,469.78
Total Annual Square Foot Cost-Delux	\$1.48 per square foot

J. CONTRACT

Vendor **Shawnee Hills**
 Contract Period **July 1, 1996 - June 30, 1997**

Small Business Impact: **None, Currently have contract.**

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

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

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

CUSTOMER: Colin Anderson
LOCATION: St. Marys

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted Square Feet
	Factor (.5 to 1.5)		
	1.00	137,925	137,925
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		137,925	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	6.00
*Wage Rate (Supervisor-Non-client)	6.00
*Wage Rate (Worker-Client)	4.60
*Wage Rate (Worker-Non-client)	4.60
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	137,925 square feet
Cleaning hours per day	64.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	40.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	256.00 hours/year
Annual relief (Workers)	640.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$2,080.00 Wages/month
Relief-Supervision		\$128.00 Wages/month
Client workers		\$3,986.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$245.33 Wages/month
Monthly Burdened Direct Labor Costs		\$7,110.53 per month
Standard chemical cost	6.00%	\$426.63 of burdened DL
Standard equipment cost	6.00%	\$426.63 of burdened DL
Monthly Chemical and Equipment Costs		\$853.26 per month
TOTAL MONTHLY DIRECT COSTS		\$7,963.79

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$1,592.76
FULLY BURDENED COST		\$9,556.55

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$955.65
WVARF Fee Rate and Monthly Fee	4.00%	\$420.49

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$10,932.69
ANNUALLY	\$131,192.29
Total Annual Square Foot Cost-Standard	\$0.95 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	\$33,349.99	
WVARF Fee	4.00%	\$1,334.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$34,683.99	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$165,876.28
TOTAL MONTHLY BILLING AMOUNT	\$13,823.02
Total Annual Square Foot Cost-Deluxe	\$1.20 per square foot

J. CONTRACT

Vendor SW Resources
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, have 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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Debra M. Bensy
 Debra M. Bensy
 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

CONTRACT: DEPT. OF TOURISM AND PARKS SHIPPING AND

VENDOR: SHAWNEE HILLS

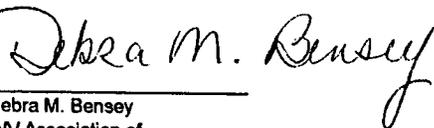
DATES OF CONTRACT: JULY 1, 1996 - JUNE 30, 1997

STATUS: RENEWAL WITH NO CHANGES

ACTIVITY	RATE
1. Receiving Skids	\$9.50 per skid
2. Storage Skids (4x4x4)	\$9.48 skid per month
3. Storage Skids (4x4x6)	\$12.83 skid per month
4. Orders Processed	\$11.25 per skid
5. Bulk Orders Pickup	\$9.27 per skid per 1-10 cases
6. Bulk Order Mailing	\$2.25 per case + actual postage cost
7. Delivery per hour	\$20.00 per hour
8. Delivery per mile	\$2.00 per mile
9. Motor Freight	Motor freight will be billed to Tourism and Parks at actual cost
10. Less Than a Case	\$3.71

WVARF agrees to provide services for the above amounts 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
WV Association of
Rehabilitation Facilities
Director of Operations

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

CUSTOMER: Tax and Revenue
LOCATION: 307 Jefferson Street
Charleston, WV 25305

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	1	2340	2340
	1	0	0
*	0	0	0
*	0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		2340	

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	2,340 square feet
Cleaning hours per day	1 hours/day
*Time allocation-Working Client Supervisor	0 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 hours/day
Annual relief (Supervisor)	8 hours/year
Annual relief (Workers)	8 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	6.00%	\$7.07 of burdened DL
Standard equipment cost	4.00%	\$4.71 of burdened DL
Monthly Chemical and Equipment Costs		\$11.78 per month
TOTAL MONTHLY DIRECT COSTS		\$129.63

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$12.96
*DBG Overhead Rate	7.00%	\$9.98
*Shawnee Hills Overhead Rate	5.50%	\$7.84
FULLY BURDENED COST		\$152.58

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$15.26
WVARF Fee Rate and Monthly Fee	4.00%	\$6.71

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$174.55
ANNUALLY		\$2,094.57
Total Annual Square Foot Cost-Standard		\$0.90 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		0 cleanings/year
Total Deluxe Floor Care Charge		\$0.00
WVARF Fee	0.04	0
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,094.57
TOTAL MONTHLY BILLING AMOUNT	\$174.55
Total Annual Square Foot Cost-Deluxe	\$0.90 per square foot

J. CONTRACT

Vendor Shawnee Hills - Diversified Business Group
Contract Period June 5, 1996 - May 31, 1997

Small Business Impact: None, WVARF currently has contract.

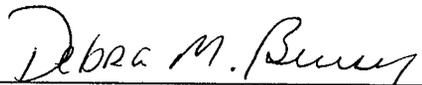
Notes:

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
 Director of Operations

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