

Bensey

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

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

**MINUTES
July 25, 1996**

**SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA**

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, Crystal Moody, John Parker, and Everette Sullivan. Ex officio members in attendance were Stephen King, Executive Director of the CNA; Debra Bensey, Director of Operations of the CNA; and Dick Estill, Executive Secretary of the Committee; and Curt Curtiss, Assistant Director of Purchasing. Guests in attendance were: Janice Holland, DRS, and Michael Tassos, Product Line Manager, Shawnee Hills, Diversified Business Group.

The minutes of the meeting of June 13, 1996, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$1,354.10, with expenditures of \$.30 (increased amount for May refreshments not previously reported); \$13.50 (June refreshments), \$180.00; \$52.28; and \$60.57, with an ending balance for FY'96 of \$1,047.45. The Expenditure schedule for FY'97 has been received and will remain the same as last year--\$4,656.

John Parker announced that Joyce Brown has been appointed his alternate and will attend all future meetings.

Dick Estill will attend a pre-bidders conference on food service at the Mountaineer Challenge Academy in Kingwood. Steve King, John Parker, and Debbie Bensey will also attend.

The Executive Secretary announced he would attend an MCA pre-bid meeting at Concord College on July 30 at 2 p.m. regarding the receipt

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
Stephen R. King

from Concord College of 30-day notice of contract discontinuation. They are going with a management company. Concord College is no longer with Higher Education. Previously, they approved the contract, but later decided against it.

Under old business, discussion at last meeting was tabled regarding Jackson County Developmental Center's request for reduction of the 4% fee that is paid to WVARF as CNA. Every organization who participates in State Use pays WVARF 4% for contracts. JCDC's assertion was that WVARF did nothing to earn this 4% fee. Discussion continued as to whether or not the CNA should waive the fee in certain instances. At the last meeting, this was tabled mainly because of heavy volume of business conducted.

We have been requested by JCDC to tell WVARF to waive the fee. Our legislative rules do not address the fees in any way. This fee has been in effect since the Committee began in 1988. Q. J. Humphreys asked the question: If WVARF decides one way and Committee another, who rules.

Curt Curtiss stated that the state should not have to deal with 33 separate entities through WVARF. Steve King said that it would set a dangerous precedent to not charge one work center the 4%. In some cases, WVARF does not earn the 4%; but in other cases, it more than earns the 4%; therefore the 4% is an average. Dick Estill said the fee should stay at 4%. In some cases contracts would not be received by work center without the Committee and WVARF. Craig Greening opposed decreasing the 4% for any work center.

Craig Greening asked Steve King to talk to JCDC to see what other services WVARF could provide to help cover this 4%.

Steve King said WVARF would be happy to put this contract under WVARF. Q. J. Humphreys pointed out that other work centers may also ask for the same deal.

John Parker stated that JCDC has expenses that others do not. WVARF could provide those services. Debbie Bensey pointed out that if the work centers do not want to pay the 4% fee, they do not have to belong.

Motion was made by Everette Sullivan that we continue with the rules as they are and do not make any exceptions. Q. J. Humphreys seconded the motion and it passed unanimously.

At the last meeting, Steve King gave an update on the Tamarack project. Discussion followed regarding the proposal/agreement brought to the Committee by Wyoming County Workshop. Problems were identified by Chris Miller about the agreement wording. After the last meeting, WVARF executive committee met and, based on Chris Miller's report, recommended that WVARF engage legal counsel to clean up wording of agreement between WVARF, Wyoming County Workshop, and Tamarack before that agreement could be considered. At the conclusion of the meeting WVARF was to get back with them, with legal counsel if necessary. In addition, Tamarack is involved with other janitorial contracts. WVARF has engaged legal counsel. A meeting is set up with David Abrahms, General Counsel to the Parkways Authority, in early August.

The contract with Tamarack is similar to a DHHR janitorial contract. Our goal is looking at this long term for persons with disabilities. Parkways people have been cooperative so far. WVARF staff will have more information at August meeting.

The next order of business was an update on Shawnee Hills. A letter of complaint dated July 15 was received from the Department of Tax and Revenue. Debbie Bensey said that Steve King is in the process of answering letter.

Debbie stated that there are usually complaints from the Tax and Revenue Center. When their contract was renewed this year, they checked with Shawnee regularly and were told everything was okay. Also, there were no written complaints. Shawnee has kept a log on inspections and talks with Mr. Fridley's assistant. Extra coverage is always used.

Debbie Bensey said Shawnee went to Mr. Fridley who said Purchasing wrote the letter of complaint. Dick Estill said he hoped no one would react until complaints were checked out.

Steve King will write letter to Ron Riley to introduce himself as Executive Director of WVARF and schedule a meeting regarding some complaints and conflicting information that the CNA has received.

Curt Curtiss said Ron considers this a closed issue for six months. No option of bidding out contract.

House and Senate have agreed to increase minimum wage increase to \$4.75, then one year later to \$5.15. It is assumed this will be enacted in October. Most of the janitorial contracts are now at \$4.25 or \$4.50. The Committee needs to determine what mechanisms will be put into place when this law is enacted. Debra Bensey will write letters to each CRP which has a janitorial contract to announce

the increase in minimum wage and the new rates that will be necessary to comply. She stated that approximately 100 new contracts will have to be written to comply if the law is passed.

Curt Curtiss said there is not as much problem with services as with tangible products. For each individual contract there would have to be a change order with Purchasing. A blanket agreement/contract could be set up which would compensate for such new laws. Dick Estill further stated that a blanket agreement with WVARF could be set up statewide. The base terms for contract would not change.

The new minimum wage will not affect rest stop contracts and a couple of Department of Highways contracts.

Curt Curtiss suggested Debbie Bensey go ahead and prepare new contract calculations, leave date blank, and have monthly rate ready. Craig suggested that Debbie send letter to all purchasing agents to let them know these change orders will be sent if the law passes. This letter will be sent to buyers of all agencies. Contract amounts will also increase percentage of deductions (FICA, taxes, etc.).

Debbie questioned how much if any to raise supervisor's salary. Committee members said to leave the supervisor's salary the same for now.

Curt Curtiss announced that since our Committee has its own expenditure schedule, the Committee can set up its own contracts and not go through Purchasing with each individual contract. The contract would be in CNA name and transfer of funds would be done through FIMS as an interagency transfer. Steve King will meet with Curt and Craig to discuss handling contracts this way. Q. J. said this should be further discussed at next meeting or in September. Interagency agreement with Committee will be reviewed. Committee was very much in favor of this type of agreement.

CONTRACTS

The statewide wiping cloth contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee as per the attached price list. Contract period is August 31, 1996, to August 30, 1997.

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

CUSTOMER: Rehabilitation Services—State Office, Institute				
VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: Two workers— offset printers	2 workers	7.25 hours each per day	5 days weekly	72.5 worker hours weekly
Total Square Feet: N/A	Cost per square foot: \$ N/A	Monthly Cost to Agency: \$2,445.67	Annualized Cost: \$29,348.04	deluxe floor cleaning per year: N/A

The following janitorial contract modification was presented by the CNA. It was moved, seconded, and approved by the Committee. This modification is to add one additional full-time employee and an increase in monthly cost of \$984.04. The new monthly cost is \$20,096.28 and an annual cost of \$241,155.36.

CUSTOMER: Rehabilitation Services—Rehabilitation Center, Institute				
VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: August 1, 1996, to June 30, 1997				

The new temporary services contract was presented by the CNA. It was moved, seconded, and approved by the Committee:

CUSTOMER: Rehabilitation Services - Rehabilitation Center, Recreation Unit				
VENDOR: Community Access, Inc., Dunbar				
Contract Period: September 1, 1996, to June 30, 1997				
Staffing Plan: Four recreation workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
Total Square Feet: N/A	Cost per square foot: \$ N/A	Monthly Cost to Agency: \$8,304.82	Annualized Cost: \$83,048.15	deluxe floor cleanings per year: N/A

The new temporary services contract was presented by the CNA. It was moved, seconded, and approved by the Committee:

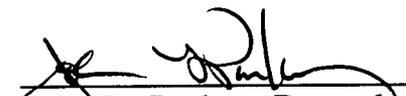
CUSTOMER:		Rehabilitation Services—Rehabilitation Center—Medical Department			
VENDOR:		Goodwill Industries of Kanawha Valley			
Contract Period:		July 1, 1996, to June 30, 1997			
Staffing Plan: One occupational therapy assistant	1 worker	7.25 hours each per day	5 days weekly	36.25 worker hours weekly	
Total Square Feet: N/A	Cost per square foot: \$N/A	Monthly Cost to Agency: \$1,461.75	Annualized Cost: \$17,540.98	deluxe floor cleanings per year: N/A	

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

CUSTOMER:		Rehabilitation Services—Rehabilitation Center—Medical Department			
VENDOR:		Goodwill Industries of Kanawha Valley			
Contract Period:		July 1, 1996, to June 30, 1997			
Staffing Plan: One billing clerk	One worker	7.25 hours each per day	5 days weekly	36.25 worker hours weekly	
Total Square Feet: N/A	Cost per square foot: \$N/A	Monthly Cost to Agency: \$1,461.75	Annualized Cost: \$17,540.98	deluxe floor cleanings per year: N/A	

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 Thursday, August 22, 1996, and Wednesday, September 25, 1996, at 9:30 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

Jackson County Developmental Center, Inc.

112 Industrial Lane
Millwood, WV 25262
Phone: (304) 273-9311
Fax: (304) 273-5131

July 8, 1996

*Approved
Contracts
6/13/96*

Mr. Jim Jackson, Buyer
State of West Virginia
Department of Finance and Administration
Purchasing Division
State Capitol
Charleston, WV 25305

Dear Jim:

The Jackson County Developmental Center, Inc. is requesting the renewal of the **Statewide Contract Wiping** for the period of one year commencing August 31, 1996, and ending August 30, 1997. All terms and conditions of the contract shall remain the same as in the existing contract.

Please note, Jim, that this is the third consecutive year that JCDC has not asked for an increase in price for this commodity. We have asked the Governor's Committee to review the pricing in the event the federal minimum wage increases.

It is my understanding that the Committee will meet on this contract in July. Should you have any questions or concerns, please give me a call.

Sincerely,

Rhonda

Rhonda Shaffer
Executive Director



STATEWIDE WIPING CLOTH CONTRACT

VENDOR: JACKSON COUNTY DEVELOPMENTAL CENTER

PERIOD: AUGUST 31, 1996 - AUGUST 30, 1997

ITEM	COST PER LBS.
Colored Fleece	\$0.55
Near White (Polo)	\$0.84
White Terry	\$1.21
Colored French Terry	\$0.99
White 100% Cotton	\$1.78
Washed Fleece	\$0.99

**no changes requested from last years contract.
adjustments would have to be made with minimum wage increase.

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

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

July 25, 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. JCDC 4 % Concerns
 - B. Tamarack Update - Steve King
 - C. Shawnee Hills Update - Michael Tassos
- VII. New Business
 - A. Effects of Minimum Wage Increase
Procedures to follow - Curt Curtis
- VIII. Contract Presentation from CNA
 - A. Renewals -
 - Wiping Cloths
 - DRS - Print Shop Workers
 - DRS - Change Order
 - B. New Contracts
 - DRS/Recreation Employeees
 - DRS/Billing Clerk
 - DRS/PT Worker

Jackson County Developmental Center, Inc.

112 Industrial Lane
Millwood, WV 25262
Phone: (304) 273-9311
Fax: (304) 273-5131

July 8, 1996

Mr. Jim Jackson, Buyer
State of West Virginia
Department of Finance and Administration
Purchasing Division
State Capitol
Charleston, WV 25305

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It is my understanding that the Committee will meet on this contract in July. Should you have any questions or concerns, please give me a call.

Sincerely,



Rhonda Shaffer
Executive Director



STATEWIDE WIPING CLOTH CONTRACT

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

CUSTOMER: Division of Rehabilitation
LOCATION: Print Shop

A. I

Number of days per week worked	5.00	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	6.25
*Wage Rate (Supervisor-Non-client)	6.25
*Wage Rate (Worker-Client)	6.25
*Wage Rate (Worker-Non-client)	6.25
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

WORKING HOURS PER DAY	14.50 hours/day
*Time allocation-Working Client Supervisor	14.50 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	0.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$1,963.54	Wages/month
Relief-Supervision		\$0.00	Wages/month
Client workers		\$0.00	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$0.00	Wages/month
Monthly Burdened Direct Labor Costs			per month
	0.00%	\$0.00	of burdened DL
	0.00%	\$0.00	of burdened DL
Monthly Chemical and Equipment Costs		\$0.00	per month
TOTAL MONTHLY DIRECT COSTS		\$1,963.54	

E. OVERHEAD RATES AND FEES

	15.00%	\$294.53
FULLY BURDENED COST		\$2,258.07

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	4.14%	\$93.53
WVARF Fee Rate and Monthly Fee	4.00%	\$94.06

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,445.67	\$8.00 PER MAN HOUR
ANNUALLY	\$29,348.00	

J. CONTRACT

Vendor GOODWILL OF KANAWHA VALLEY
Contract Period July 1, 1996 - June 30, 1997

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:

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

WV ARF

REHABILITATION FACILITIES, INC.

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

JANITORIAL SERVICE AGREEMENT

VENDOR:

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

WORK PERFORMED BY:

Goodwill of Kanawha Valley

CONTRACT SITE:

WV Rehabilitation Center

CUSTOMER CONTACT:

Charles Farmer

PHONE #

PERIOD OF CONTRACT:

August 1, 1996 - June 30, 1997

MONTHLY COST:

\$20,096.28

ANNUAL COST:

\$241,155.36

****Change Order due to adding one more employee to crew. Employee needed due to moving R&T Center to Rehabilitation Center and moving of other offices.**

****Increase amounts to \$984.04 per month increase.**

NOTES:

Disposables supplied by the State of WV.

Cleaning Chemicals and equipment supplied by the State of WV

Vendor may use a crew to provide labor.

WV ARF 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

Debra M. Bensey
Director of Operations

7/24/96

Date

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

CUSTOMER: Division of Rehabilitation -
LOCATION: Institute

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	1.0	8000.0	8,000
	1.0	104570.0	104,570
	1.0	7475.0	7,475
# of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		120,045	

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	120,045 square feet
Cleaning hours per day	65.25 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	7.25 hours/day
*Time allocation-Client Workers (hours)	58.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	1044.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$785.42 Wages/month
Relief-Supervision	\$48.33 Wages/month
Client workers	\$5,340.83 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$369.75 Wages/month
Monthly Burdened Direct Labor Costs	\$7,199.93 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	0.00% \$0.00 of burdened DL
Monthly Chemical and Equipment Costs	\$0.00 per month
TOTAL MONTHLY DIRECT COSTS	\$7,199.93

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$1,079.99
*	0.00%	\$0.00
*	0.00%	\$0.00
FULLY BURDENED COST		\$8,279.92

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.77%	\$477.69
WVARF Fee Rate and Monthly Fee	4.00%	\$350.30

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$9,107.91
ANNUALLY	\$109,294.93

H. CONTRACT

Vendor
Contract Period

Goodwill - Kanawha Valley
August 1, 1996 - June 30, 1997

Notes:

1. Disposable, chemicals, and equipment 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 work week of 36.25 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: Division of Rehabilitation
EMPLOYEES IN RECREATION**

A. Number of days per week serviced	5.00

B. STAFFING DATA

*Wage Rate (Worker-Client)	\$7.75
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Working hours per day	8.00 hours/day
*Time allocation-Client Workers (hours)	32.00 hours/day

D. MONTHLY DIRECT COSTS

Client workers	\$5,373.33 Wages/month
Monthly Burdened Direct Labor Costs	\$0.00 per month
TOTAL MONTHLY DIRECT COSTS	\$5,373.33

E. OVERHEAD RATES AND FEES

	35.10%	\$1,886.12
FULLY BURDENED COST		\$7,259.45

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$725.95
WVARF Fee Rate and Monthly Fee	4.00%	\$319.42

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$8,304.82	
SEPTEMBER 1, 1996 - JUNE 30, 1997	\$83,048.15	\$11.98 per man hour

J. CONTRACT

Vendor
Contract Period

COMMUNITY ACCESS
SEPTEMBER 1, 1996 - JUNE 30, 1997

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:

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: Division of Rehabilitation
LOCATION: Billing Clerk

A. Number of days per week serviced	5.00

B. STAFFING DATA

*Wage Rate (Worker-Client)	\$7.00
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Working hours per day	7.25 hours/day
*Time allocation-Client Workers (hours)	7.25 hours/day

D. MONTHLY DIRECT COSTS

Client workers	\$1,099.58 Wages/month
Monthly Burdened Direct Labor Costs	\$1,099.58 per month
TOTAL MONTHLY DIRECT COSTS	\$1,099.58

E. OVERHEAD RATES AND FEES

	20.00%	\$219.92
FULLY BURDENED COST		\$1,319.50

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.52%	\$86.03
WVAF Fee Rate and Monthly Fee	4.00%	\$56.22

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,461.75	
ANNUALLY	\$17,540.98	\$9.31 per man hour

J. CONTRACT

Vendor
Contract Period

Goodwill of Kanawha Valley
July 1, 1996 - June 30, 1997

WVAF 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:

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: Division of Rehabilitation
LOCATION: PT ASSISTANT

A. Number of days per week serviced	5.00
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B. STAFFING DATA

*Wage Rate (Worker-Client)	\$7.00
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Working hours per day	7.25 hours/day
*Time allocation-Client Workers (hours)	7.25 hours/day

D. MONTHLY DIRECT COSTS

Client workers	\$1,099.58	Wages/month
Monthly Burdened Direct Labor Costs	\$1,099.58	per month
TOTAL MONTHLY DIRECT COSTS	\$1,099.58	

E. OVERHEAD RATES AND FEES

	20.00%	\$219.92
FULLY BURDENED COST		
		\$1,319.50

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.52%	\$86.03
WVAF Fee Rate and Monthly Fee	4.00%	\$56.22

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,461.75	
ANNUALLY	\$17,540.98	\$9.31 per man hour

J. CONTRACT

Vendor	Goodwill of Kanawha Valley
Contract Period	July 1, 1996 - June 30, 1997

WVAF 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:

Accepted and approved by:

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

Printed Name: _____
Office: _____
Governor's Committee for the Purchase of
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