

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

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

MINUTES

August 22, 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 and alternates in attendance were Q. J. Humphreys, Crystal Moody, John Parker, Richard Weekly, and Joyce Brown. 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. Guest in attendance was Janeene Whanger from Shawnee Hills.

The minutes of the meeting of July 25, 1996, were approved as submitted with the following exceptions: (1) The primary reason that Jackson County Developmental Center did not want to pay the 4% fee to WVARF was because of the water bottling contract. An exception was made at that time, but was for one time only. (2) Debra Bensey corrected the minutes of July 25 on page 2, paragraph 7. The second sentence should be removed and the following added— "Debbie Bensey pointed out that if the work centers do not want to pay the 4% fee, the 4% goes back to the State, not to the work center."

John Parker gave the financial report which showed a beginning balance of \$4,656, expenditures of \$111.98; \$59.83; \$60.24; and \$13.50 (refreshments for July meeting); with a balance of \$4,410.40.

The Chairman reported on American Rehabilitation Association Conference to be held November 12-13, 1996. He reported that State Use will be included in this conference. Further information will be available later.

John Parker moved that the Committee send one non-state employee to the conference at Committee expense. Motion was seconded by Crystal Moody. Motion passed unanimously.

There was no report from the Executive Secretary.

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

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

Steve King said that the Tamarack project continues to unfold. It is much smoother now regarding communication and activities that Wyoming County Workshop is performing at Tamarack. The agreement between Parkways Authority and WVARF did not include focusing on hiring people with disabilities. Chris Miller and Steve King met with David Abrahms and Earl Smith to see what could be changed in contract to meet everyone's needs.

Two other workshops are now involved in Tamarack--Mercer County Opportunity Center and Goodwill Industries of Kanawha Valley.

At the last meeting, a motion was made concerning the 4% fee which stated there would be no exceptions; however, Steve King found out later that there was an exception at Green Acres Regional Center when they were given a rebate of one percent. The Committee did not approve this exception.

John Parker moved that arrangements made with Green Acres at Lesage be vacated immediately. Q. J. Humphreys seconded the motion, and it passed unanimously. The State Use Committee does not have time to check details except to see that CNA gets the 4% fee. The CNA will not make deals that the Committee does not approve.

The contract awarded to SW Graphics for the State Fair was discussed. Dick Estill stated that SW Graphics' contract was over \$10,000. The agency can buy anything under \$10,000 and the contract does not go to the Attorney General's office. Anything over \$10,000 must have a Governor's Committee letter in order to be considered under the State Use Law. Dick stated that he needs a letter from the Committee to increase the contract from \$10,000 to \$49,000. The problem was the contract was doubled by the Library Commission. Steve King said that the meeting held before the State Fair indicated that there was a pressing need to get products in time for the State Fair. Dick said SW Graphics did not receive the product in time; therefore, the contract did not go through. Richard Weekly suggested that we make a one-time exception to ask Dick to process the contract. Steve said the CNA will write a letter in order for contract to go through if that is what is necessary. John Parker moved that the discussion on this matter be tabled until Dick can talk to Purchasing regarding this shipment. Dick said he needs new quoted price to include the 4% fee (less the product). Crystal seconded the motion, and the motion passed unanimously. John Parker and the CNA will meet with the Library Commission regarding the situation.

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

CUSTOMER: Division of Environmental Protection—Logan VENDOR: Wyoming County Workshop				
Contract Period: August 1, 1996 through July 31, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 8,250	Cost per square foot: \$.96	Monthly Cost to Agency: \$658.52	Annualized Cost: \$7,902.24	Two deluxe floor cleanings per year: \$1,716.00

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

CUSTOMER: Division of Environmental Protection—Nitro VENDOR: Shawnee Hills Diversified Business Group				
Contract Period: August 1, 1996 through July 31, 1997				
Staffing Plan: One working supervisor; one worker; and one .5 worker	2.5 workers	8 hours each per day and 4 hours per day for .5 FTE worker	5 days weekly	100 worker hours weekly
Total Square Feet: 48,805	Cost per square foot: \$1.05	Monthly Cost to Agency: \$4,283.53	Annualized Cost: \$51,402.36	Two deluxe floor cleaning per year: \$10,151.44

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

CUSTOMER: Division of Environmental Protection—Oak Hill VENDOR: FMRS				
Contract Period: May 1, 1996 through April 30, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 17,340	Cost per square foot: \$.92	Monthly Cost to Agency: \$1,323.51	Annualized Cost: \$15,882.12	One deluxe floor cleanings per year: \$1,983.70

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

CUSTOMER: Child Advocates Office—Charleston VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: July 1, 1996, through June 30, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	Two hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 8,270	Cost per square foot: \$1.28	Monthly Cost to Agency: \$881.06	Annualized Cost: \$10,464.57	Two deluxe floor cleanings per year: \$2,064.07

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

CUSTOMER: Child Advocates Office—Morgantown				
VENDOR: PACE Training and Evaluation Center				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
Total Square Feet: 3,325	Cost per square foot: \$1.25	Monthly Cost to Agency: \$345.86	Annualized Cost: \$4,150.32	Two deluxe floor cleanings per year: \$829.92

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

CUSTOMER: Child Advocates Office—Sutton				
VENDOR: Precision Services, Inc.				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	One hour each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 4,000	Cost per square foot: \$1.34	Monthly Cost to Agency: \$444.65	Annualized Cost: \$5,335.83	No deluxe floor cleanings

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

CUSTOMER: Department of Highways, Burlington VENDOR: Developmental Center and Workshop				
Contract Period: September 1, 1996 through August 31, 1997				
Staffing Plan: One working supervisor and one worker	2 workers	8 hours each per day	5 days weekly	80 worker hours weekly
Total Square Feet: 36,000	Cost per square foot: \$1.13	Monthly Cost to Agency: \$3,389.74	Annualized Cost: \$40,676.82	One deluxe floor cleaning per year: \$4,492.80

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

CUSTOMER: Air Guard—Charleston VENDOR: Shawnee Hills Diversified Business Group				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and 3 workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
Total Square Feet: 68,037	Cost per square foot: \$1.26	Monthly Cost to Agency: \$7,142.09	Annualized Cost: \$85,705.12	Two deluxe floor cleaning per year: \$15,970.38

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

CUSTOMER: Air Guard—Martinsburg VENDOR: Eastern Panhandle Training Center				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and 3.5 workers	4.5 workers	8 hours each per day for four workers; one worker 4 hours daily	5 days weekly	180 worker hours weekly
Total Square Feet: 84,708	Cost per square foot: \$1.20	Monthly Cost to Agency: \$101,277.47	Annualized Cost: \$8,439.79	Two deluxe floor cleanings per year: \$21,143.12

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 Hills 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: \$1.09	Monthly Cost to Agency: \$1,904.42	Annualized Cost: \$22,853.02	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: Building Commission—Parkersburg				
VENDOR: SW Resources				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one worker	Two workers	8 hours each per day	5 days weekly	80 worker hours weekly
Total Square Feet: 38,506	Cost per square foot: \$1.11	Monthly Cost to Agency: \$3,571.22	Annualized Cost: \$42,854.62	Two deluxe floor cleanings per year: \$9,611.10

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

CUSTOMER: State Office Building—Clarksburg				
VENDOR: ARC of Harrison County				
Contract Period: June 1, 1996 through May 31, 1997				
Staffing Plan: One working supervisor, two workers, and one worker at .25	3 workers	8 hours each per day and one worker at .25 FTE	5 days weekly	130 worker hours weekly
Total Square Feet: 62,627	Cost per square foot: \$1.04	Monthly Cost to Agency: \$5,306.90	Annualized Cost: \$63,682.76	Two deluxe floor cleanings per year: \$13,026.42

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

CUSTOMER: State Office Building - Beckley				
VENDOR: FMRS				
Contract Period: May 1, 1996 through April 30, 1997				
Staffing Plan: One working supervisor, one worker, one worker at .375	2 workers	8 hours each per day and one worker 3 hours per day	5 days weekly	95 worker hours weekly
Total Square Feet: 45,100	Cost per square foot: \$1.13	Monthly Cost to Agency: \$4,158.96	Annualized Cost: \$49,907.45	Two deluxe floor cleanings per year: \$9,380.80

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

CUSTOMER: State Office Building—Beckley				
VENDOR: FMRS				
Contract Period: May 1, 1996 through April 30, 1997				
Staffing Plan: One working supervisor, one worker, and one .375 worker	3 workers	8 hours each per day and one worker 3 hours daily	5 days weekly	95 worker hours weekly
Total Square Feet: 45,100	Cost per square foot: \$1.13	Monthly Cost to Agency: \$4,244.34	Annualized Cost: \$50,932.05	Two deluxe floor cleaning per year: \$9,380.80

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

CUSTOMER: State Office Building—Fairmont VENDOR: The Op Shop				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor, one worker, and one .75 worker	3 workers	8 hours each per day and one worker 6 hours daily	5 days weekly	110 worker hours weekly
Total Square Feet: 51,621	Cost per square foot: \$1.10	Monthly Cost to Agency: \$4,722.32	Annualized Cost: \$56,667.89	Two deluxe floor cleanings per year: \$11,810.88

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 Hills Diversified Business Group				
Contract Period: July 1, 1996 through June 30, 1997				
Staffing Plan: One working supervisor and one .75 worker	2 workers	8 hours each per day and one worker 6 hours per day	5 days weekly	70 worker hours weekly
Total Square Feet: 35,000	Cost per square foot: \$.95	Monthly Cost to Agency: \$3,340.05	Annualized Cost: \$40,080.57	No deluxe floor cleanings

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

CUSTOMER: Building Commission—Culture Center				
VENDOR: Shawnee Hills Diversified Business Group				
Contract Period: July 1, 1996 through May 31, 1997				
Staffing Plan: Two working supervisors and 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: \$.94	Monthly Cost to Agency: \$14,425.82	Annualized Cost: \$173,109.84	No deluxe floor cleanings

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

CUSTOMER: General Services—State Office Building, Buildings # 3, 4, 5, 6, 16, 17, Holly Grove, and Travel Management Office				
VENDOR: Shawnee Hills 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	248 worker hours weekly
Total Square Feet: 591,824 All buildings	Cost per square foot: \$.92	Monthly Cost to Agency: \$45,386.90	Annualized Cost: \$544,642.78	No deluxe floor cleanings

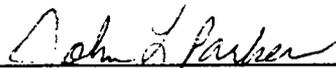
The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee:

CUSTOMER:		Insurance Commission		
VENDOR:		Shawnee Hills Diversified Business Group		
Contract Period:		September 1, 1996 through August 31, 1997		
Staffing Plan: One worker	1 worker	8 hours each per day	5 days weekly	40 worker hours weekly
Total Square Feet: 19,611	Cost per square foot: \$.92	Monthly Cost to Agency: \$1,502.71	Annualized Cost: \$18,032.50	No deluxe floor cleanings

The next contract presented by the CNA is a contract renewal for the Mountaineer Challenge Academy. This contract is in effect from September 1, 1996, through August 31, 1997, to purchase all food and supplies and provide all labor to operate the Cadet Mess Hall for two 22-week training cycles. Food, while dependent on weekly head count, is budgeted at \$130,514. A firm fixed-labor and all other overhead and incidental fees total \$182,525 payable at a flat monthly rate of \$15,210. Other terms and conditions are contained in the "West Virginia Association of Rehabilitation Facilities Proposal to Provide Food Services for the Mountaineer Challenge Academy, September 1, 1996, through August 31, 1997." MSP

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 Wednesday, September 25, 1996, and Wednesday, October 23, 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

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

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

August 22, 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. Tamarack Update - Steve King
 - B. Shawnee Hills Update - Michael Tassos
 - Tax Dept. Complaint
- VII. New Business
- VIII. Contract Presentation from CNA
 - A. Renewals -
 - EPA-Nitro
 - EPA- Logan

EPA-Oak Hill
Child Advocates - Charleston
Child Advocates - Morgantown
Child Advocates - Sutton
DOH - Burlington
Air Guard - Charleston
Air Guard - Martinsburg
Armory Board - Charleston
Bldg. Comm. - Parkersburg
Bldg. Comm. - Clarksburg
Bldg. Comm. - Beckley
Bldg. Comm. - Fairmont
Revolving Fund
Culture Center
Capitol Complex
Insurance Commission
Mountaineer Challenge

B. New Contracts

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

**CUSTOMER: EPA
LOCATION: Nitro**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	48,805	48,805
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		48,805	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	48,805 square feet
Cleaning hours per day	20.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	12.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	192.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$866.67	Wages/month
Relief-Supervision	\$53.33	Wages/month
Client workers	\$1,235.00	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$76.00	Wages/month
Monthly Burdened Direct Labor Costs	\$2,466.21	per month
Standard chemical cost	6.00%	\$147.97 of burdened DL
Standard equipment cost	4.00%	\$98.65 of burdened DL
Monthly Chemical and Equipment Costs		\$246.62 per month
TOTAL MONTHLY DIRECT COSTS	\$2,712.83	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$271.28
	7.50%	\$223.81
	5.00%	\$149.21
FULLY BURDENED COST		\$3,207.92

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3%	\$97.44
WVARF Fee Rate and Monthly Fee	4%	\$132.21

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,437.58
ANNUALLY	\$41,250.92
Total Annual Square Foot Cost-Standard	\$0.85 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	9761.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	10151.44

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$51,402.36
TOTAL MONTHLY BILLING AMOUNT	October 1996 - July, 1997 \$4,283.53
Total Annual Square Foot Cost-Delux	\$1.05 per square foot

August 1996	\$4,072.39	\$4,072.39
September 1996	\$4,072.39	\$4,072.39
Oct. 1996 - July 1997	\$4,283.53	\$42,835.30
August 1, 1996 - July 31, 1997		\$50,980.08

Before Minimum Wage increase - \$4,072.39 per month
\$48,868.68 annual

After increase - \$4,283.53 per month
\$51,402.36 annual

J. CONTRACT

Vendor: Shawnee Hills
Contract Period: August 1, 1996 - July 31, 1997

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

**CUSTOMER: EPA
LOCATION: Logan**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	8,250	8,250
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		8,250	

B. STAFFING DATA

* Wage Rate (Supervisor-Client)	\$5.00
* Wage Rate (Supervisor-Non-client)	\$5.00
* 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	8,250 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	\$154.38 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$9.50 Wages/month
Monthly Burdened Direct Labor Costs	\$372.48 per month
Standard chemical cost	6.00% \$22.35 of burdened DL
Standard equipment cost	4.00% \$14.90 of burdened DL
Monthly Chemical and Equipment Costs	\$37.25 per month
TOTAL MONTHLY DIRECT COSTS	\$409.72

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.22%	\$62.37
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$472.09

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$23.60
WVARF Fee Rate and Monthly Fee	4%	\$19.83

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$515.52
ANNUALLY	\$6,186.28
Total Annual Square Foot Cost-Standard	\$0.75 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	1650.00
WVARF Fee	4.00% 66.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1716.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,902.28
TOTAL MONTHLY BILLING AMOUNT	\$658.52
Total Annual Square Foot Cost-Delux	\$0.96 per square foot

August 1996	\$632.32	\$632.32
September 1996	\$632.32	\$632.32
Oct. 1996 - July 1997	\$658.52	\$6,585.20
August 1, 1996 - July 31, 1997		\$7,849.84

Before Minimum Wage increase -	\$632.32 per month \$7,587.84 annual
After increase -	\$658.52 per month \$7,902.24 annual

J. CONTRACT

Vendor: Wyoming County Sheltered Workshop
 Contract Period: August 1, 1996 - July 31, 1997

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
 Office: _____

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

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

**CUSTOMER: EPA
LOCATION: Oak Hill**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,340	17,340
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,340	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	17,340 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$379.17 Wages/month
Relief-Supervision	\$23.33 Wages/month
Client workers	\$360.21 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$22.17 Wages/month
Monthly Burdened Direct Labor Costs	\$869.11 per month
Standard chemical cost	6.00% \$52.15 of burdened DL
Standard equipment cost	4.00% \$34.76 of burdened DL
Monthly Chemical and Equipment Costs	\$86.91 per month
TOTAL MONTHLY DIRECT COSTS	\$956.02

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.94%	\$104.61
		\$0.00
		\$0.00
FULLY BURDENED COST		\$1,060.63

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$53.03
WVARF Fee Rate and Monthly Fee	4%	\$44.55

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,158.21
ANNUALLY	\$13,898.46
Total Annual Square Foot Cost-Standard	\$0.80 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$15,882.16
TOTAL MONTHLY BILLING AMOUNT	\$1,323.51
Total Annual Square Foot Cost-Delux	\$0.92 per square foot

May, 1996 - Sept., 1996	\$1,264.64	\$6,323.20
Oct. 1996 - April, 1997	\$1,323.51	\$9,264.57
May 1, 1996 - April 30, 1997	_____	\$15,587.77

Before Minimum Wage increase - \$1,264.64 per month
\$15,175.68 annual

After increase - \$1,323.51 per month
\$15,882.12 annual

J. CONTRACT

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

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

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

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

Prepared and submitted by: _____ Accepted and approved by: _____

Debra M. Bensey
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: Child Advocates Office
LOCATION: Charleston**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.6500%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

Supervision	\$216.67 Wages/month
Relief-Supervision	\$13.33 Wages/month
Client workers	\$205.83 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$12.67 Wages/month
Monthly Burdened Direct Labor Costs	\$496.63 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	4.00% \$19.87 of burdened DL
Monthly Chemical and Equipment Costs	\$19.87 per month
TOTAL MONTHLY DIRECT COSTS	\$516.50

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$103.30
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$619.80

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$61.98
WVARF Fee Rate and Monthly Fee	4.00%	\$27.27

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$709.05
ANNUALLY	\$8,508.60
Total Annual Square Foot Cost-Standard	\$1.03 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,572.66
TOTAL MONTHLY BILLING AMOUNT	\$881.06
Total Annual Square Foot Cost-Delux	\$1.28 per square foot
Monthly Cost July 1, 1996 - September 30, 1996	\$845.01 \$2,535.03 7/1/96-9/30/96
Monthly Cost October 1, 1996 - June 30, 1997	\$881.06 \$7,929.54 10/1/96-6/30/97
Annual Cost of Contract	\$10,464.57

J. ADDITIONAL WORK

Additional Customer requested work such as window cleaning will be done at \$8.21 per hour, this would include any work that is not in the original scope of work.

K. CONTRACT

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

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

Notes:

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

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

Prepared and submitted by:

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: Burlington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	36,000	36,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		36,000	

9/1/96-9/30/96

10/1/96 - 8/30/97

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.05	\$5.05
*Wage Rate (Supervisor-Non-client)	\$5.05	\$5.05
*Wage Rate (Worker-Client)	\$4.30	\$4.75
*Wage Rate (Worker-Non-client)	\$4.30	\$4.75
*Wage Benefits	11.65%	
*Other Benefits	0.00%	

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	36,000 square feet
Cleaning hours per day	16.00 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)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	128.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$875.33 Wages/month
Relief-Supervision		\$53.87 Wages/month
Client workers		\$823.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$50.67 Wages/month
Monthly Burdened Direct Labor Costs		\$1,996.81 per month
Standard chemical cost	6.00%	\$119.81 of burdened DL
Standard equipment cost	4.00%	\$79.87 of burdened DL
Monthly Chemical and Equipment Costs		\$199.68 per month
TOTAL MONTHLY DIRECT COSTS		\$2,196.49

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$439.30
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$2,635.78

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$263.58
WVARF Fee Rate and Monthly Fee	4.00%	\$115.97

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,015.34
ANNUALLY	\$36,184.02
Total Annual Square Foot Cost-Standard	\$1.01 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.0 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$4,320.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$4,492.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$40,676.82
TOTAL MONTHLY BILLING AMOUNT	\$3,389.74
Total Annual Square Foot Cost-Delux	\$1.13 per square foot

September 1, 1996 - September 30, 1996	\$3,252.49	\$3,252.49
October 1, 1996 - August 31, 1997	\$3,389.74	\$37,287.14
Annual Total		\$40,539.63

J. CONTRACT

Vendor: Developmental Center
 Contract Period: September 1, 1996 - August 31, 1997

Small Business Impact: None, Developmental Center has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: 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)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*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		\$2,470.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$152.00 Wages/month
Monthly Burdened Direct Labor Costs		\$3,905.24 per month
Standard chemical cost	6.00%	\$234.31 of burdened DL
Standard equipment cost	4.00%	\$156.21 of burdened DL
Monthly Chemical and Equipment Costs		\$390.52 per month
TOTAL MONTHLY DIRECT COSTS		\$4,295.77

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$429.58
*DBG Overhead Rate	7.50%	\$354.40
*Shawnee Hills Overhead Rate	5.00%	\$236.27
FULLY BURDENED COST		\$5,079.74

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$507.97
WVARF Fee Rate and Monthly Fee	4.00%	\$223.51

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$5,811.23
ANNUALLY	\$69,734.74
Total Annual Square Foot Cost-Standard	\$1.02 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		\$85,705.12
TOTAL MONTHLY BILLING AMOUNT		\$7,142.09
Total Annual Square Foot Cost-Delux		\$1.26 per square foot
Monthly Cost July 1, 1996 - Sept. 30, 1996	\$6,691.28	\$20,073.84
Monthly Cost Oct. 1, 1996 - June 30, 1997	\$7,142.09	\$64,278.81
Annual Cost July 1, 1996 - June 30, 1997		\$84,352.65

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)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*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		\$2,881.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$177.33 Wages/month
Monthly Burdened Direct Labor Costs		\$4,384.92 per month
Standard chemical cost	6.00%	\$263.10 of burdened DL
Standard equipment cost	4.00%	\$175.40 of burdened DL
Monthly Chemical and Equipment Costs		\$438.49 per month
TOTAL MONTHLY DIRECT COSTS		\$4,823.41

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$964.68
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$5,788.09

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.93%	\$632.93
WVWARF Fee Rate and Monthly Fee	4.00%	\$256.84

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$6,677.86
ANNUALLY	\$80,134.35
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		\$20,329.92
WVWARF Fee	4.00%	\$813.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$21,143.12

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$101,277.47
TOTAL MONTHLY BILLING AMOUNT		\$8,439.79
Total Annual Square Foot Cost-Delux		\$1.20 per square foot
Monthly Cost July 1, 1996 - Sept. 30, 1996	\$7,901.52	\$23,704.56
Monthly Cost Oct. 1, 1996 - June 30, 1997	\$8,439.79	\$75,958.11
Annual Cost July 1, 1996 - June 30, 1997		\$99,662.67

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

WVWARF 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)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*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		\$411.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$25.33 Wages/month
Monthly Burdened Direct Labor Costs		\$993.27 per month
Standard chemical cost	6.00%	\$59.60 of burdened DL
Standard equipment cost	4.00%	\$39.73 of burdened DL
Monthly Chemical and Equipment Costs		\$99.33 per month
TOTAL MONTHLY DIRECT COSTS		\$1,092.59

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$109.26
*DBG Overhead Rate	7.50%	\$90.14
*Shawnee Hills Overhead Rate	5.00%	\$60.09
FULLY BURDENED COST		\$1,291.99

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	11.91%	\$153.85
WVARF Fee Rate and Monthly Fee	4.00%	\$57.83

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,503.68
ANNUALLY	\$18,044.10
Total Annual Square Foot Cost-Standard	\$0.86 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	\$22,853.02
TOTAL MONTHLY BILLING AMOUNT	\$1,904.42
Total Annual Square Foot Cost-Delux	\$1.09 per square foot

Monthly Cost Sept. 1, 1996 - Sept. 30, 1996	\$1,827.98	\$1,827.98
Monthly Cost Oct. 1, 1996 - Aug. 31, 1997	\$1,904.42	\$20,948.62
Annual Cost July 1, 1996 - June 30, 1997		\$22,776.60

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: Building Commission
LOCATION: State Office Building
Parkersburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	38,506	38,506
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		38,506	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	38,506 square feet
Cleaning hours per day	16.00 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)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	128.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		823.33 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		50.67 Wages/month
Monthly Burdened Direct Labor Costs		1986.53 per month
Standard chemical cost	6.00%	\$119.19 of burdened DL
Standard equipment cost	4.00%	\$79.46 of burdened DL
Monthly Chemical and Equipment Costs		198.65 per month
TOTAL MONTHLY DIRECT COSTS		\$2,185.19

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$327.78
		\$0.00
		\$0.00
FULLY BURDENED COST		\$2,512.97

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.00%	\$150.78
WVARF Fee Rate and Monthly Fee	4.00%	\$106.55

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,770.29
ANNUALLY	\$33,243.52
Total Annual Square Foot Cost-Standard	\$0.86 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$9,241.44
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$9,611.10

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$42,854.62		
TOTAL MONTHLY BILLING AMOUNT	\$3,571.22		
Total Annual Square Foot Cost-Deluxe	\$1.11 per square foot		
Monthly Cost July 1, 1996 - September 30, 1996	\$3,430.39	\$10,291.17	7/1/96-9/30/96
Monthly Cost October 1, 1996 - June 30, 1997	\$3,571.22	\$32,140.98	10/1/96-6/30/97
Total Annual Cost		\$42,432.15	

J. CONTRACT

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

Small Business Impact: None, SW Resources 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

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
Clarksburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	62,627	62,627
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		62,627	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	62,627 square feet
Cleaning hours per day	26.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	18.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	288.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	866.67 Wages/month
Relief-Supervision	53.33 Wages/month
Client workers	1852.50 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	114.00 Wages/month
Monthly Burdened Direct Labor Costs	3185.73 per month
Standard chemical cost	6.00% \$191.14 of burdened DL
Standard equipment cost	4.00% \$127.43 of burdened DL
Monthly Chemical and Equipment Costs	318.57 per month
TOTAL MONTHLY DIRECT COSTS	\$3,504.30

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	13.00%	\$455.56
*DBG Overhead	0.00%	\$0.00
*Shawnee Hills Overhead	0.00%	\$0.00
FULLY BURDENED COST		\$3,959.86

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$197.99
WVARF Fee Rate and Monthly Fee	4.00%	\$166.31

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$4,324.17
ANNUALLY		\$51,889.99
Total Annual Square Foot Cost-Standard		\$0.83

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10.0
*Number of Floor Cleanings Per Year		2
Total Deluxe Floor Care Charge		\$12,525.40
WVARF Fee	4.00%	\$501.02
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$13,026.42

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		
TOTAL MONTHLY BILLING AMOUNT		
Total Annual Square Foot Cost-Deluxe		\$1.04
Monthly Cost June 1, 1996 - September 30, 1996	\$5,101.29	\$20,405.16
Monthly Cost October 1, 1996 - May 31, 1997	\$5,409.70	\$43,277.60
Total Annual Cost		\$63,682.76

J. CONTRACT

Vendor: ARC of Harrison County
 Contract Period: June 1, 1996 - May 31, 1997

Small Business Impact: None, ARC 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
Beckley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	45,100	45,100
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		45,100	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	45,100 square feet
Cleaning hours per day	19.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	11.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	176.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	866.67 Wages/month
Relief-Supervision	53.33 Wages/month
Client workers	1132.08 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	69.67 Wages/month
Monthly Burdened Direct Labor Costs	2346.29 per month
Standard chemical cost	6.00% \$140.78 of burdened DL
Standard equipment cost	4.00% \$93.85 of burdened DL
Monthly Chemical and Equipment Costs	234.63 per month
TOTAL MONTHLY DIRECT COSTS	\$2,580.92

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.35%	\$473.60
*DBG Overhead	0.00%	\$0.00
*Shawnee Hills Overhead	0.00%	\$0.00
FULLY BURDENED COST		\$3,054.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9.00%	\$274.91
WVARF Fee Rate and Monthly Fee	4.00%	\$133.18

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,462.60
ANNUALLY	\$41,551.25
Total Annual Square Foot Cost-Standard	\$0.92 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$9,020.00
WVARF Fee	4.00%	\$360.80
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$9,380.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$50,932.05	
TOTAL MONTHLY BILLING AMOUNT		\$4,244.34	
Total Annual Square Foot Cost-Deluxe		\$1.13 per square foot	
Monthly Cost May 1, 1996 - September 30, 1996	\$4,039.42	\$20,197.10	5/1/96-9/30/96
Monthly Cost October 1, 1996 - April 30, 1997	\$4,244.34	\$29,710.38	10/1/96-4/30/97
Total Annual Cost		\$49,907.48	5/1/96-4/30/97

J. CONTRACT

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

Small Business Impact: None, FMRS has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensusy
 Debra M. Bensusy
 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
Fairmont

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	51,621	51,621
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		51,621	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*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	51,621 square feet
Cleaning hours per day	22.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	14.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	224.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		866.67 Wages/month
Relief-Supervision		53.33 Wages/month
Client workers		1440.83 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		88.67 Wages/month
Monthly Burdened Direct Labor Costs		2706.05 per month
Standard chemical cost	6.00%	\$162.36 of burdened DL
Standard equipment cost	4.00%	\$108.24 of burdened DL
Monthly Chemical and Equipment Costs		270.61 per month
TOTAL MONTHLY DIRECT COSTS		\$2,976.66

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$446.50
*DBG Overhead	0.00%	\$0.00
*Shawnee Hills Overhead	0.00%	\$0.00
FULLY BURDENED COST		\$3,423.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$171.16
WVARF Fee Rate and Monthly Fee	4.00%	\$143.77

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,738.08
ANNUALLY	\$44,857.00
Total Annual Square Foot Cost-Standard	\$0.87 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$56,667.89		
TOTAL MONTHLY BILLING AMOUNT	\$4,722.32		
Total Annual Square Foot Cost-Deluxe	\$1.10 per square foot		
Monthly Cost July 1, 1996 - September 30, 1996	\$4,478.20	\$13,434.60	7/1/96-9/30/96
Monthly Cost October 1, 1996 - June 30, 1997	\$4,722.32	\$42,500.88	10/1/96-6/30/97
Total Annual Cost		\$55,935.48	5/1/96-4/30/97

J. CONTRACT

Vendor: The Op Shop
 Contract Period: July 1, 1996 - June 30, 1997

Small Business Impact: None, The Op Shop has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensus
 Debra M. Bensus
 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: 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)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	0.12
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	35,000 square feet
Cleaning hours per day	14 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	8 hours/day
*Time allocation-Client Workers (hours)	6 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	128 hours/year
Annual relief (Workers)	96 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$617.50 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$38.00 Wages/month
Monthly Burdened Direct Labor Costs		\$1,746.70 per month
Standard chemical cost	6.00%	\$104.80 of burdened DL
Standard equipment cost	4.00%	\$69.87 of burdened DL
Monthly Chemical and Equipment Costs		\$174.67 per month
TOTAL MONTHLY DIRECT COSTS		\$1,921.37

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$192.14
*DBG Overhead Rate	7.00%	\$147.95
*Shawnee Hills Overhead Rate	5.50%	\$116.24
FULLY BURDENED COST		\$2,261.45

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8%	\$172.48
WVARF Fee Rate and Monthly Fee	4%	\$97.36
Disposables		\$225.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,756.28
ANNUALLY	\$33,075.42
Total Annual Square Foot Cost-Standard	\$0.95 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	\$0.00 cents/sq foot
*Number of Floor Cleanings Per Year	\$2.00 cleanings/year
Total Deluxe Floor Care Charge	\$0.00
WVARF Fee	4%
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$33,075.42
TOTAL MONTHLY BILLING AMOUNT		\$2,756.28
Total Annual Square Foot Cost-Deluxe		\$0.95 per square foot
Monthly Cost July 1, 1996 - September 30, 1996	\$2,646.53	\$7,939.59 7/1/96-9/30/96
Monthly Cost October 1, 1996 - June 30, 1997	\$3,571.22	\$32,140.98 10/1/96-6/30/97
Total Annual Cost		\$40,080.57

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)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*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		\$6,586.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$405.33 Wages/month
Monthly Burdened Direct Labor Costs		\$9,874.34 per month
Standard chemical cost	6.00%	\$592.46 of burdened DL
Standard equipment cost	4.00%	\$394.97 of burdened DL
Monthly Chemical and Equipment Costs		\$987.43 per month
TOTAL MONTHLY DIRECT COSTS		\$10,861.77

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$1,086.18
*DBG Overhead Rate	7.00%	\$836.36
*Shawnee Hills Overhead Rate	5.50%	\$657.14
FULLY BURDENED COST		\$12,784.31

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$1,278.43
WVARF Fee Rate and Monthly Fee	4.00%	\$562.51

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$14,625.25
ANNUALLY	\$175,502.97
Total Annual Square Foot Cost-Standard	\$0.94

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	
TOTAL MONTHLY BILLING AMOUNT	
Total Annual Square Foot Cost-Delux	\$0.94

Monthly Cost June 1, 1996 - September 30, 1996	\$14,026.96	\$56,107.84
Monthly Cost October 1, 1996 - May 31, 1997	\$14,625.25	\$117,002.00
Total Annual Cost		\$173,109.84

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 7/1/96-9/30/96	Breakdown per building 10/1/96-6/30/9
Building 3	1.00	76,680	76,680	\$16,152.64	\$52,925.21
Building 4	1.00	87,027	87,027	\$18,332.24	\$60,066.80
Building 5	1.00	200,000	200,000	\$42,130.00	\$138,041.75
Building 6	1.00	199,000	199,000	\$41,919.35	\$137,351.54
Building 16	1.00	3,877	3,877	\$816.69	\$2,675.94
Building 17	1.00	16,222	16,222	\$3,417.16	\$11,196.57
Holly Grove	1.00	7,400	7,400	\$1,558.81	\$5,107.54
Travel Mgt.	1.00	1,618	1,618	\$340.83	\$1,116.76
Number of days per week cleaned	5.00				
TOTAL ADJUSTED SQUARE FEET		591,824		\$124,667.73	\$408,482.10

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	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		\$21,406.67	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$1,317.33	Wages/month
Monthly Burdened Direct Labor Costs		\$31,106.29	per month
Standard chemical cost	6.00%	\$1,866.38	of burdened DL
Standard equipment cost	4.00%	\$1,244.25	of burdened DL
Monthly Chemical and Equipment Costs		\$3,110.63	per month
TOTAL MONTHLY DIRECT COSTS		\$34,216.92	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$3,421.69	
*DBG Overhead	7.00%	\$2,634.70	
*Shawnee Hills Overhead	5.50%	\$2,070.12	
FULLY BURDENED COST		\$40,273.32	

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.36%	\$3,367.93	
WVARF Fee Rate and Monthly Fee	4.00%	\$1,745.65	

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$45,386.90	
ANNUALLY		\$544,642.78	
Total Annual Square Foot Cost-Standard		0.92028	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		\$544,642.78
TOTAL MONTHLY BILLING AMOUNT		\$45,386.90
Total Annual Square Foot Cost-Deluxe		\$0.92 per square foot

July 1, 1996 - September 30, 1996	\$41,555.91	\$124,667.73
October 1, 1996 - June 30, 1997	\$45,386.90	\$408,482.10
Annual Total 7/1/96-6/30/97		\$533,149.83

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

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**

**PROPOSAL TO PROVIDE
FOOD SERVICES FOR THE
MOUNTAINEER CHALLENGE ACADEMY
September 1, 1996 Through August 31, 1997**

8/15/96

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

PROPOSAL TO PROVIDE FOOD SERVICES FOR THE MOUNTAINEER CHALLENGE ACADEMY September 1, 1996 Through August 31, 1997

SCOPE OF WORK

The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) proposes to provide food services to cadets participating in the Mountaineer Challenge Academy (MCA) of West Virginia located at Camp Dawson, WV. The actual services will be provided by the Preston County Sheltered Workshop (PCSW), a member of the association. The contract requires WVARF to purchase all food and provide all labor to operate and manage the mess hall for two 22-week training cycles of the Mountaineer Challenge Academy during the period of September 1, 1996 through August 31, 1997. The first training cycle is expected to begin in September 1996 and consist of 90 cadets. The second is expected to start in March 1997 and also will consist of 90 cadets.

Payment for the mess services is divided into two segments: (1) Food, which is dependent on weekly head count and anticipated to total \$130,514, will be billed as a separate line item monthly; and (2) a firm fixed price for labor, overhead, and fees totaling \$182,525 payable at a flat monthly rate of \$15,210.00 and billed as a separate line item. Full payment is due within 30 days after your receipt of the monthly invoice.

Supervision

A full-time, experienced food supervisor will be on duty weekdays from 8:00 AM to 5:00 PM in order to oversee the food operations. The supervisor will report to the Executive Director of the Preston County Sheltered Workshop (PCSW), the association member selected to provide the food services for this contract as a subcontractor to WVARF. As the contractor, WVARF will conduct periodic inspections of the food operation. These inspections will include the cleanliness of the food operation, food preparation, taste, quality and quantity of food offered to cadets, maintenance of records, and customer satisfaction. These inspections will supplement the daily supervision provided by the PCSW. The Academy is encouraged to call the Executive Director of the PCSW to resolve problems while they are still small. If a satisfactory solution is not forthcoming, please call the Executive Director of WVARF.

Shifts

The 21 meals served per week require a total of 14 shifts of food service workers per week to support the meal schedule. It is planned that the first shift will begin work at 6:00 AM and end at 1:30 PM five days per week. The second daily shift will begin at 12:00 noon and end at 7:30 PM, also five days per week. A third shift covers the remaining four shift periods on a part-time basis. A shift will consist of a cook and two workers. Shift scheduling changes may be made at the discretion of the contractor.

Kitchen staff will wear a clean uniform consisting of suitably embossed Tee shirt, cap and apron. Each will wear a name tag. Employees will be provided with a new uniform at the beginning of each training cycle.

Meals

The contractor will provide three meals per day, seven day per week for two 22-week sessions of the academy. Each session will have some days when food is not provided, although staff will report as scheduled to perform routine and special maintenance, cleaning of the equipment and facilities, and staff training. The Academy administrator will provide the contractor at least 10 working days notice as to those days when food service for the cadets is not desired.

The menu to be followed will be as prescribed in the attached Scope of Work. The quantity of food provided will be in accordance with standards prescribed by MCA. The contractor reserves the right to make substitutions within the course of the menu week in order to consume perishable foods and deplete inventories.

Meals will be prepared fresh daily on the premises unless otherwise noted by the menu. Standard mess hall cooking procedures as set forth in appropriate regulations and field manuals will be utilized to prepare hot, tasty, and nutritious meals. The contractor will make all possible attempts to prepare meals "from scratch" to obtain an "at home" style meal which are age appropriate for the cadets.

Daily meal times will be as follows unless otherwise changed by the Academy by written notice:

Breakfast	0730
Lunch	1200
Dinner	1745

Snacks, breaks, and other meals will not be provided under the provisions of this contract. Second helpings will be encouraged when available unless specific instructions concerning individual cadets are received from the Academy. All uses of the dining facility, however, will be coordinated with the PCSW dining facility manager.

Quality and Presentation of Food

The food and its presentation will be of quality similar to that served by the United States Army in its regular mess operations. The food presentation will be in keeping with that expected by an adolescent boy or girl.

Conduct of Cadets

Supervision and enforcement of rules of conduct remain the responsibility of the Academy cadre. The PCSW will not provide for disciplinary measures and will assume that the cadets will conduct themselves as young ladies and gentlemen while in the mess hall.

Number of Cadets to be Fed Weekly

Food costs will be billed directly as a separate line item based on the number of cadets available at the beginning of each week at a cost of \$5.90 per day when the total head count is greater than 35 and \$6.50 per cadet per day when the head count falls below 35, due to increased food purchasing costs for smaller numbers. For planning purposes, the anticipated weekly head count is:

Week	Head Count	Week	Head Count
1	90	12	67
2	85	13	66
3	82	14	65
4	79	15	64
5	77	16	63
6	75	17	62
7	74	18	60
8	73	19	58
9	72	20	56
10	70	21	55
11	68	22	55

Per Diem Meals

Per diem meals rates for transients, and those associated with the program will be set by the Director of the MCA. All revenues from transient meals will be returned to the MCA.

WVARF will keep a sign-in sheet for per diem meals and will collect and deposit in their account all per diem meal money collected each month. This amount will be returned to the program through a separate line item deduction on the monthly invoice. WVARF will maintain records to provide accountability for these meal payments and credits.

When it is anticipated that a large number of outsiders (cadets from other programs, etc.) will be fed through the program's mess hall, at least five working days notice should be given. The notice must contain the number of additional meals that must be prepared for the visitors. WVARF will make all possible efforts to serve the changing needs of the Academy and accommodate the dining needs of the program. WVARF will charge only the food costs for each such meal served unless additional labor is required. In case of such instances, the additional labor charges will be negotiated in advance. Unless a special menu is requested, food charges for such meals will be:

Breakfast	\$1.50
Lunch	\$2.50
Dinner	\$2.75

Cleanliness and Maintenance of the Mess Hall and Equipment

All normal cleaning of the mess facilities is the responsibility of WVARF. This includes the inside of the mess hall, all cooking equipment and utensils, and all tables, trays, and cutlery. WVARF is not responsible for the routine or non-routine maintenance and repair of the building or any of its equipment.

Special Food Services

It is recognized that from time-to-time a large number of special visitors may tour the Academy. WVARF is willing to provide food services catering for such occasions for the cost of food and excess labor charges, if any. If the food preparation can be worked into the regular work day, there will be no labor charges. Otherwise, the additional labor costs must be negotiated in advance.

PROVISION OF SPACE, UTILITIES, EQUIPMENT, AND TABLEWARE

WVARF will supply compartment serving trays, cereal and salad bowls, plastic cups and glasses, and silverware.

The Academy will provide the mess hall; all cooking equipment and utensils; heat, light, power or gas for cooking; water, sewage, garbage and trash disposal; refrigerators; freezers; milk coolers; and salt and pepper shakers, etc. All food items including table and cooking condiments and spices will be born by WVARF. WVARF staff will make reasonable efforts to protect the Academy's property. Inventory of expendable and nonexpendable equipment will take place not less often than the beginning and end of each class. It is expected that there will be some loss and breakage of utensils and cutlery. WVARF will assume responsibility for shortages of such items in excess of 5 percent (.05) of the beginning inventory figures per class.

COST DERIVATIONS

This contract is awarded to WVARF on noncompetitive terms under the basis of the West Virginia State Use Law. The fair market value of the contract has been certified by the Committee for the Purchase of Commodities and Services from the Handicapped. WVARF wishes to acknowledge its special relationship with the Government of West Virginia and is willing to fully disclose how costs were determined.

It is the policy of WVARF and its subcontractors that pay should be based upon merit. The current employees are meritorious of the pay rates which are presented in this plan. Should new employees be hired to replace those who might leave during the course of this contract, they may or may not receive the same wages as that received by the person they replaced. Full-time, permanent, non-client employees receive .83 days of vacation time and 1.5 days of sick leave per full month of satisfactorily completed service. They also receive nine paid holidays (New Year's Day, Martin Luther King Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (½ day) Christmas Day, New Year's Eve (½ day). Clients do not receive holidays. All employees receive the following benefits: Employer FICA contribution at 7.65% of base pay and workman's compensation insurance at 3.98%. In addition, non-client employees receive unemployment insurance at 2.7%. Each employee will be issued a uniform consisting of five Tee shirts, two aprons, and one cap at be beginning of each training cycle,

provided at no cost to them. They will also be issued one name tag at no cost to them.

WVARF members are community rehabilitation programs (CRP, formerly called sheltered workshops). As such, they are West Virginia not-for-profit corporations and excluded under the IRS code section 501(c)5 from paying taxes. They are accredited by the West Virginia State Department of Rehabilitation Services and are exempted from certain sections of federal and state wage and hour laws. They will attempt to staff all possible position using persons with disabilities. The CRP is not required to pay unemployment tax on client wages. Hence, the fringe benefit rate on clients is 2.7% less than that of nondisabled workers. This difference is reflected in the following financial analysis and the savings passed on to the MCA. WVARF's member subcontractor, the Preston Country Sheltered Workshop, proposes to utilize persons with disabilities in the six worker positions, making the percentage of disabled workers on this contract 67%. If the actual staffing differs markedly from this plan, a suitable adjustment in the pricing of the contract will be requested.

Pay and Benefit Rates

The following are pay and benefit rates for employees proposed for this contract

Title	Pay Rate	Fringe Rate ¹	Total Vacation Earned	Total Sick Leave Earned
Supervisor	\$7.57	14.33%	80 hours	144 hours
Cook (3)	\$6.49	14.33%	184 hours	333 hours
Worker ² (6)	\$4.89	11.63%	327 hours	590 hours
Relief Cook ³	\$6.18	14.33%	0 hours	0 hours

¹ Nondisabled employees receive 7.65% FICA, 3.98% Workman's comp, and 2.7% unemployment insurance. Disabled employees do not receive unemployment insurance.

² Employees on Shift 1 and 2 work 37.5 hour weeks. Workers on Shift 3 receive 30 hours of employment. Based on minimum wage of \$4.75 effective Oct. 1, 1996 plus the 3% additional raise for longevity agreed to in previous contract.

³ Relief cooks are part-time and receive neither vacation, holiday nor sick leave benefits.

Minimum Wage Provisions

It is understood by all parties that the increase in cost created by any future increases in the minimum wage will be passed on directly to MCA in full.

**PRESTON COUNTY MELTERED WORKSHOP
MOUNTINEER CHALLENGE ACADEMY**

Fiscal Year 1997

(September 1, 1996 through August 31, 1997)

Basis	Sep 96	Oct 96	Nov 96	Dec 96	Jan 97	Feb 97	Mar 97	Apr 97	May 97	Jun 97	Jul 97	Aug 97	FY 97		
													Total	Total	
Average Number of Cadets	84	75	69	65	62	56	88	78	72	67	62	56	56	69	
Cadet Weeks in Month	1,2,3,4	5,6,7,8	9,10,11,12	13,14,15	16,17,18	19,20,21,22	1,2	3,4,5,6	7,8,9,10	11,12,13,14	15,16,17,18	19,20,21,22	4	44	
Total Cadet Weeks in Month	4	4	4	3	3	4	2	4	4	4	4	4	4	231	
Shift 1 Days per Month	22	21	22	15	17	20	12	20	23	22	21	16	16	226	
Shift 2 Days per Month	19	23	22	15	17	20	8	22	23	20	23	14	14	169	
Shift 3 Days per Month	11	18	16	12	8	16	6	18	16	18	18	12	12		
DIRECT LABOR															
Supervisor (Nonclient)	\$7.57	\$1,332	\$1,272	\$1,332	\$1,332	\$1,332	\$1,211	\$1,393	\$1,211	\$1,393	\$1,332	\$1,272	\$1,393	\$15,807	
Cook (Non-client)														1,733	
Shift 1 hours	7.5	165	158	165	113	128	150	90	150	173	165	158	120	1,695	
Shift 2 hours	7.5	143	173	165	113	128	150	60	165	173	150	173	105	1,268	
Shift 3 hours	7.5	83	135	120	90	60	120	45	135	120	135	135	90	\$30,466	
Cook (Non-client) Payroll \$	\$6.49	\$2,531	\$3,017	\$2,920	\$2,044	\$2,044	\$2,725	\$1,265	\$2,920	\$3,017	\$2,920	\$3,017	\$2,044		
Worker 1 (Client)														1,733	
Shift 1 hours	7.5	165	158	165	113	128	150	90	150	173	165	158	120	1,695	
Shift 2 hours	7.5	143	173	165	113	128	150	60	165	173	150	173	105	1,268	
Shift 3 hours	7.5	83	135	120	90	60	120	45	135	120	135	135	90	\$22,760	
Worker 1 (Client) Payroll \$	\$4.89	\$1,708	\$2,274	\$2,201	\$1,540	\$1,540	\$2,054	\$954	\$2,201	\$2,274	\$2,201	\$2,274	\$1,540		
Worker 2 (Client)														1,733	
Shift 1 hours	7.5	165	158	165	113	128	150	90	150	173	165	158	120	1,695	
Shift 2 hours	7.5	143	173	165	113	128	150	60	165	173	150	173	105	1,268	
Shift 3 hours	7.5	83	135	120	90	60	120	45	135	120	135	135	90	\$22,760	
Worker 2 (Client) Payroll \$	\$4.89	\$1,708	\$2,274	\$2,201	\$1,540	\$1,540	\$2,054	\$954	\$2,201	\$2,274	\$2,201	\$2,274	\$1,540		
Relief Cook	\$6.18	\$401	\$335	\$463	\$519	\$421	\$302	\$140	\$463	\$478	\$324	\$478	\$227	\$4,553	
Relief Worker	\$4.89	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Non-client employees are entitled to 12 hours of sick leave, 6.4 hours of vacation per 160 hours worked each month. They also receive 10 paid holidays each year. If the Academy is in session, these holidays are covered by relief cooks. Clients do not receive vacation or holidays.

* \$4.38 is the hourly rate used for the month of Sept. 96 as the minimum wage does not increase until Oct. '96.

**PRESTON COUNTY SHELTERED WORKSHOP
MOUNTINEER CHALLENGE ACADEMY**

Fiscal Year 1997
(September 1, 1996 through August 31, 1997)

FOOD SERVICE ANALYSIS

	Week											
	1	2	3	4	5	6	7	8	9	10	11	
Cadets	90	85	82	79	77	75	74	73	72	70	68	
Cadet Meals	630	595	574	553	539	525	518	511	504	490	476	
Days off Meals					2		2	1	1		2	
Net Meal Days	630	595	574	553	537	525	516	510	503	490	474	
Surchage for less than 35 cadets	10.0%											
Food Costs @ Daily Rate of	\$5.90	\$3,717	\$3,511	\$3,387	\$3,263	\$3,168	\$3,098	\$3,044	\$3,009	\$2,968	\$2,891	\$2,797
	Week											
	12	13	14	15	16	17	18	19	20	21	22	
Cadets	67	66	65	64	63	62	60	58	56	55	55	
Cadet Meals	469	462	455	448	441	434	420	406	392	385	385	
Days off Meals		2		2		2		2	2		2	
Net Meal Days	469	460	455	446	441	432	420	404	390	385	383	
Surchage for less than 35 cadets	10.0%											
Food Costs @ Daily Rate of	\$5.90	\$3,044	\$2,985	\$2,953	\$2,895	\$2,862	\$2,804	\$2,726	\$2,622	\$2,531	\$2,499	\$2,486