

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

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

**MINUTES**

**September 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 and alternates in attendance were Q. J. Humphreys, Crystal Moody, John Parker, Joyce Brown, 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. Guest in attendance was Tim Urbanic, Workshop Supervisor, Clay County Workshop.

The minutes of the meeting of August 22, 1996, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$4,410.40, expenditures of \$109.00 for printing of new stationery; expense accounts of \$113.04 and \$61.14; and \$13.50 (refreshments for August meeting); with a balance of \$4,113.72.

Craig Greening and John Parker will be attending the Eighth Annual American Rehabilitation Association's State Use Conference on November 11-12 in Tampa, Florida.

Dick Estill announced that Ron Riley has resigned his position with the Department of Finance and Administration, Division of Purchasing, as of October 31, 1996. Dick was not sure if anyone would be appointed in his place. Dick will let WVARF know if and when a recognition reception is planned. Dick was requested to inform the Committee when a new Director of Purchasing is appointed.

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

CUSTOMER: DRS Rehabilitation Center—Cafeteria		
VENDOR: Goodwill Industries of Kanawha Valley		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$6,142.99	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$6,418.29	Revised Annualized Cost: \$76,193.58

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: DRS Rehabilitation Center—Men's Dormitory		
VENDOR: Goodwill Industries of Kanawha Valley		
CONTRACT PERIOD: 10/1/96 to 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$4,845.38	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$5,230.80	Revised Annualized Cost: \$61,613.34

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: DRS Rehabilitation Center—LSAB, Chapel, C & D Buildings		
VENDOR: Goodwill Industries of Kanawha Valley		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$8,123.87 From 8/1/96 to 9/30/96 \$9,107.91	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$10,040.89	Revised Annualized Cost: \$116,707.70

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the

Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Beckley		
VENDOR: Wyoming County Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$775.77	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$812.31	Revised Annualized Cost: \$9,638.10

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Judges		
VENDOR: Wyoming County Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$389.81	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$406.42	Revised Annualized Cost: \$4,827.21

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Job Service—Bluefield		
VENDOR: Mercer County Opportunity Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$654.08	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$682.08	Revised Annualized Cost: \$8,100.96

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Huntington		
VENDOR: Goodwill Industries of KYOWVA		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$673.64	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$693.92	Revised Annualized Cost: \$8,266.20

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Huntington		
VENDOR: Goodwill Industries of KYOWVA		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$585.84	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$611.50	Revised Annualized Cost: \$7,261.02

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Bureau of Employment Programs—Lewis Street, Charleston		
<b>VENDOR:</b> Shawnee Hills Diversified Business Group		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
<b>Old Monthly Cost to Agency</b> From 7/1/96 to 9/30/96 \$3,122.36	<b>New Monthly Cost to Agency</b> From 10/1/96 to 6/30/97 \$3,310.04	<b>Revised Annualized Cost:</b> \$39,157.44

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Bureau of Employment Programs—4401 MacCorkle Avenue		
<b>VENDOR:</b> Shawnee Hills Diversified Business Group		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
<b>Old Monthly Cost to Agency</b> From 7/1/96 to 9/30/96 \$476.08	<b>New Monthly Cost to Agency</b> From 10/1/96 to 6/30/97 \$494.39	<b>Revised Annualized Cost:</b> \$5,877.75

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Bureau of Employment Programs—Parkersburg		
<b>VENDOR:</b> SW Resources, Inc.		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
<b>Old Monthly Cost to Agency</b> From 7/1/96 to 9/30/96 \$818.57	<b>New Monthly Cost to Agency</b> From 10/1/96 to 6/30/97 \$853.77	<b>Revised Annualized Cost:</b> \$10,139.64

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Ronceverte		
VENDOR: Gateway Industries (Southeastern Regional Workshop)		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$592.37	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$618.53	Revised Annualized Cost: \$7,343.88

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Summersville		
VENDOR: Sheltered Workshop of Nicholas County		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$783.91	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$817.54	Revised Annualized Cost: \$9,709.59

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Bureau of Employment Programs—Weirton		
VENDOR: Hancock County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$824.50	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$859.37	Revised Annualized Cost: \$10,207.83

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Teays Valley		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$769.39	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$802.75	Revised Annualized Cost: \$9,532.92

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Moundsville		
VENDOR: Adena Industries of Marshall County		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$212.97	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$221.64	Revised Annualized Cost: \$2,633.67

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Martinsburg		
VENDOR: Eastern Panhandle Training Center		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$492.08	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$501.61	Revised Annualized Cost: \$5,990.73

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Logan		
VENDOR: Wyoming County Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$671.15	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$699.75	Revised Annualized Cost: \$8,311.20

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Huntington		
VENDOR: Goodwill Industries of KYOWVA		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$668.03	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$696.63	Revised Annualized Cost: \$8,273.76

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—Bridgeport		
VENDOR: Harrison County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$744.19	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$777.55	Revised Annualized Cost: \$9,230.52

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles—1600 Washington Street, East—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$221.65	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$231.48	Revised Annualized Cost: \$2,748.27

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Elkins		
VENDOR: Randolph County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$229.74	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$238.93	Revised Annualized Cost: \$2,839.59

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Keyser		
VENDOR: Developmental Center and Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$335.43	New Monthly Cost to Agency From 10/1/96 to 6/30/96 \$342.58	Revised Annualized Cost: \$4,089.51

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Mullens		
VENDOR: Wyoming County Workshop, Inc.		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$158.70	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$164.05	Revised Annualized Cost: \$1,952.55

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Spencer		
VENDOR: Jackson County Developmental Center		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$172.17	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$178.59	Revised Annualized Cost: \$2,123.82

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services---Summersville		
VENDOR: Sheltered Workshop of Nicholas County		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$121.34	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$127.83	Revised Annualized Cost: \$1,514.49

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Weirton		
VENDOR: Hancock County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 TO 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$251.10	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$257.51	Revised Annualized Cost: \$3,070.89

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Rehabilitation Services—Williamson		
VENDOR: Wyoming County Workshop, Inc.		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$251.58	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$257.01	Revised Annualized Cost: \$3,067.83

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Fairmont State College—Jayne Hall		
VENDOR: The Op Shop, Inc.		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$4,142.55	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$4,281.69	Revised Annualized Cost: \$50,962.86

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Division of Forestry—Parkersburg		
VENDOR: SW Resources, Inc.		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$180.21	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$187.37	Revised Annualized Cost: \$2,226.96

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Grievance Board—808 Greenbrier Street—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 1/31/97		
Old Monthly Cost to Agency From 2/1/96 to 9/30/96 \$292.62	New Monthly Cost to Agency From 10/1/96 to 1/31/97 \$306.64	Revised Annualized Cost: \$3,567.52

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Health—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 12/31/96		
Old Monthly Cost to Agency From 1/1/96 to 9/30/96 \$2,541.71	New Monthly Cost to Agency From 10/1/96 to 12/31/96 \$2,677.83	Revised Annualized Cost: \$30,908.88

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Public Service Commission		
<b>VENDOR:</b> Shawnee Hills Diversified Business Group		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$3,335.42	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$3,553.69	Revised Annualized Cost: \$41,989.47

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Department of Health and Human Services—Medical Services		
<b>VENDOR:</b> Shawnee Hills Diversified Business Group		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$2,469.78	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$2,507.17	Revised Annualized Cost: \$29,973.87

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Department of Health and Human Services—Support Services		
<b>VENDOR:</b> Goodwill Industries of Kanawha Valley		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$959.40	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$997.53	Revised Annualized Cost: \$11,855.97

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the

Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: West Virginia Regional Jail—307 Jefferson Street		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 4/1/96 to 9/30/96 \$548.05	New Monthly Cost to Agency From 10/1/96 to 3/31/97 \$577.40	Revised Annualized Cost: \$6,752.70

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Air Quality Control—Keyser		
VENDOR: Developmental Center and Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 2/1/96 to 9/30/96 \$125.79	New Monthly Cost to Agency From 10/1/96 to 1/31/97 \$131.81	Revised Annualized Cost: \$1,533.56

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: West Virginia Educational Broadcast Authority—600 Capitol St., Charleston		
VENDOR: Goodwill Industries of Kanawha Valley		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 5/1/96 to 9/30/96 \$706.03	New Monthly Cost to Agency From 10/1/96 to 4/30/97 \$727.19	Revised Annualized Cost: \$8,620.48

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Office of Miners' Health—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 6/30/96 to 9/30/96 \$587.34	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$613.72	Revised Annualized Cost: \$7,285.50

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Tax Department—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 6/30/96 to 9/30/96 \$5,281.12	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$5,574.67	Revised Annualized Cost: \$66,015.39

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Tax Department—Martinsburg		
VENDOR: Eastern Panhandle Training Center		
REVISED CONTRACT PERIOD: 10/1/96 To 1/31/97		
Old Monthly Cost to Agency From 2/1/96 to 9/30/96 \$318.96	New Monthly Cost to Agency From 10/1/96 to 1/31/97 \$326.11	Revised Annualized Cost: \$3,856.12

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Tax Department—Clarksburg		
VENDOR: ARC of Harrison County		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 2/1/96 to 9/30/96 \$209.05	New Monthly Cost to Agency From 10/1/96 to 1/31/97 \$218.39	Revised Annualized Cost: \$2,545.96

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Office of Chief Medical Examiner—Morgantown		
VENDOR: PACE Training and Evaluation Center		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$216.92	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$227.42	Revised Annualized Cost: \$2,697.54

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: I S & C Kanawha City—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$2,009.19	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$2,093.33	Revised Annualized Cost: \$24,867.54

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Air Quality Control—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 8/31/97		
Old Monthly Cost to Agency From 9/1/96 to 9/30/96 \$1,206.06	New Monthly Cost to Agency From 10/1/96 to 8/31/97 \$1,241.40	Revised Annualized Cost: \$14,862.01

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Air Quality Control—Wheeling		
<b>VENDOR:</b> Wheeling Area Training Center for the Handicapped		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 3/31/97		
<b>Old Monthly Cost to Agency</b> From 4/1/96 to 9/30/96 \$208.01	<b>New Monthly Cost to Agency</b> From 10/1/96 to 3/31/97 \$217.55	<b>Revised Annualized Cost:</b> \$2,553.36

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Department of Highways—Central Avenue—Charleston		
<b>VENDOR:</b> Shawnee Hills Diversified Business Group		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
<b>Old Monthly Cost to Agency</b> From 7/1/96 to 9/30/96 \$812.10	<b>New Monthly Cost to Agency</b> From 10/1/96 to 6/30/97 \$840.28	<b>Revised Annualized Cost:</b> \$9,998.82

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

<b>CUSTOMER:</b> Department of Highways—Buckhannon		
<b>VENDOR:</b> Buckhannon-Upshur Work Adjustment Center		
<b>REVISED CONTRACT PERIOD:</b> 10/1/96 To 6/30/97		
<b>Old Monthly Cost to Agency</b> From 7/1/96 to 9/30/96 \$1,334.72	<b>New Monthly Cost to Agency</b> From 10/1/96 to 6/30/97 \$1,408.16	<b>Revised Annualized Cost:</b> \$16,707.60

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Clarksburg		
VENDOR: Harrison County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$212.35	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$218.95	Revised Annualized Cost: \$2,607.60

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Glenville		
VENDOR: WVARF		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$348.20	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$385.57	Revised Annualized Cost: \$4,514.73

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—New Creek		
VENDOR: Developmental Center and Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$163.83	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$166.91	Revised Annualized Cost: \$1,993.68

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Smith Street—Charleston		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$2,930.10	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$3,106.21	Revised Annualized Cost: \$36,746.19

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Weston		
VENDOR: Precision Services, Inc.		
REVISED CONTRACT PERIOD: 10/1/96 To 9/30/97		
Old Monthly Cost to Agency From 10/1/96 to 8/31/97 \$2,322.28	New Monthly Cost to Agency From 9/1/97 to 9/30/97 \$2433.76	Revised Annualized Cost: \$27,978.84

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Michigan Avenue—Charleston		
VENDOR: Goodwill Industries of Kanawha Valley		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$1,694.81	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$1,767.88	Revised Annualized Cost: \$20,995.35

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Huntington		
VENDOR: Goodwill Industries of KYOWVA		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$6,958.41	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$7,088.16	Revised Annualized Cost: \$84,668.67

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Romney		
VENDOR: Developmental Center and Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$168.43	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$171.96	Revised Annualized Cost: \$2,052.93

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996.

Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Highways—Lewisburg		
VENDOR: Gateway Industries (Southeastern Regional Workshop)		
REVISED CONTRACT PERIOD: 10/1/96 To 12/31/96		
Old Monthly Cost to Agency From 1/1/96 to 9/30/96 \$731.49	New Monthly Cost to Agency From 10/1/96 to 12/31/96 \$763.93	Revised Annualized Cost: \$8,875.20

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: General Services—Central Stockroom		
VENDOR: Shawnee Hills Diversified Business Group		
REVISED CONTRACT PERIOD: 10/1/96 To 2/28/97		
Old Monthly Cost to Agency From 3/1/96 to 9/30/96 \$267.70	New Monthly Cost to Agency From 10/1/96 to 2/28/97 \$282.03	Revised Annualized Cost: \$3,284.05

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Health and Human Resources—Janitorial Statewide (Regions I, II, and III)		
VENDOR: Various Community Rehabilitation Programs		
REVISED CONTRACT PERIOD: 10/1/96 To 6/30/97		
Old Monthly Cost to Agency From 7/1/96 to 9/30/96 \$76,112.74	New Monthly Cost to Agency From 10/1/96 to 6/30/97 \$77,491.39	Revised Annualized Cost: \$925,760.73

The following janitorial contract renewal was presented by the CNA. This contract modification is done solely to defray the wage costs incurred when the Federal minimum wage increases from \$4.25 to \$4.75 on October 1, 1996. Worker wages at \$4.75 per hour or more are unaffected as are all other previous contract cost elements. This increase will be in effect from October 1, 1996, for the remainder of the contract year. The motion was moved, seconded, and approved by the Committee:

CUSTOMER: Adjutant Generals Department—Camp Dawson Billeting Contract		
VENDOR: Preston County Sheltered Workshop		
REVISED CONTRACT PERIOD: 10/1/96 To 12/31/96		
Billeting—\$9.20 hourly Bedmaking—strip and remake \$4.50 each Bedmaking—remake only \$3.77 each From 1/1/96 to 9/30/96	Billeting--\$9.51 hourly Bedmaking—strip and remake \$5.07 each Bedmaking—remake only \$4.44 each From 10/1/96 to 12/31/96	

The next janitorial contract presented by the CNA is a new contract addition. There is no small business impact. It was moved, seconded, and approved by the Committee:

CUSTOMER: Child Advocates Office—Charleston				
VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: 9/1/96 to 6/30/97				
Staffing Plan: One working supervisor and one worker	Two workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 8,270	Cost per square foot: \$1.28	Average Monthly Cost to Agency: \$881.06	Annualized Cost: \$10,572.66	Two deluxe floor cleanings per year: 2,064.07

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,

October 23, 1996, and Thursday, November 21, 1996, at 9:30 at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

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Craig A. Greening, Chairman



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John 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

September 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. Tamarack Update - Steve King
- VII. New Business
  - MCA.
- VIII. Contract Presentation from CNA
  - A. Minimum Wage Increase
    - DRS - Institute
    - BEP - Beckley
    - Beckley Judges
    - Job Service - Bluefield

- Job Service - Huntington
- Huntington
- Lewis Street
- 4401 MacCorkle
- Parkersburg
- Ronceverte
- Summersville
- Weirton

- DMV - Teays Valley
- Moundsville
- Martinsburg
- Logan
- Huntington
- Bridgeport
- 1600 Washington Street

- DRS - Elkins
- Keyser
- Mullins
- Spencer
- Summersville
- Weirton
- Williamson

Fairmont State College

Division of Forestry

Grievance Board

Dept. of Health

Public Service Commission

DHHR - Medical Services

DHHR - Support Services

WV Regional Jail

Air Quality - Keyser

WV Educational Broadcasting

Office of Miners Health

Tax Dept. - Charleston

Tax Dept. - Martinsburg

Office of Chief Medical Examiner

IS&C

Air Quality Control - Charleston

Air Quality Control - Wheeling

DOH- Central Avenue

DOH- Clarksburg

-Glenville

-New Creek

-Smith Street

-Weston

-Michigan Avenue

-Huntington

-Romney

-Lewisburg

Central Stock

DHHR Janitorial

Camp Dawson Bedmaking/Billiting

B. New Contracts

Child Advocates - Charleston

CAREY, HILL & SCOTT  
1701 BANK ONE CENTER  
707 VIRGINIA STREET, EAST  
P.O. BOX 3884  
CHARLESTON, WEST VIRGINIA 25338

PHONE (304) 345-1234  
FAX (304) 342-1105

MICHAEL W. CAREY  
NANCY C. HILL  
PHILLIP B. SCOTT (1963-1993)  
LARRY A. WINTER  
DAVID D. JOHNSON, III  
TIMOTHY P. ARMISTEAD  
FAMBLA C. DEEM  
JOHN K. McHUGH

GEORGE M. SCOTT  
OF COUNSEL

September 25, 1996

**BY FACSIMILE AND U. S. MAIL**

Stephen King, Executive Director  
West Virginia Association of  
Rehabilitation Facilities  
Post Office Box 745  
Institute, West Virginia 25112

Re: Assignment and Assumption of Contract

Dear Steve:

At our meeting at 1:30 p.m. on Monday, September 23, 1996, you asked that we review the Assignment and Assumption of Contract you provided to us in relation to the Agreement between the Parkways Authority, WVARF, and Wyoming County Workshop, make any changes in the Assignment language which in our opinion are needed to protect WVARF from any liability resulting from the Assignment and original Agreement, and return the revised language to you by this morning.

I have attached a revised Assignment which in our opinion contains the necessary language to protect WVARF from any liability resulting from either the Assignment itself or any acts committed by employees of Wyoming County Workshop undertaken by virtue of the Assignment. If you have any questions about the revised language, please call. I will be in the office all day today.

Yours truly,



Michael W. Carey

MWC/dgc

Attachment

## ASSIGNMENT AND ASSUMPTION OF CONTRACT

1. West Virginia Association of Rehabilitation Facilities, a West Virginia corporation, hereinafter referred to as "WVARF", does hereby ASSIGN, SET OVER, and TRANSFER unto Wyoming County Workshop, Inc., hereinafter referred to as "Wyoming County" and Wyoming County does hereby agree to assume, all of the terms, provisions, responsibilities and obligations of and to that certain agreement by and between the West Virginia Parkways, Economic Development and Tourism Authority, an agency of the State of West Virginia and West Virginia Association of Rehabilitation Facilities, a West Virginia corporation, to which this Assignment and Assumption of Contract Agreement is appended. Although the Agreement referred to in this Paragraph was never formally executed by all parties, all signatories to this Assignment and Assumption of Contract agree that the Agreement became effective in or about \_\_\_\_\_, and that WVARF, Wyoming County and the West Virginia Parkways, Economic and Development and Tourism Authority, have been operating under such Agreement since \_\_\_\_\_.

2. Wyoming County agrees to release, indemnify and hold harmless WVARF from and against any and all claims, demands, suits, proceedings, judgments, losses, liabilities, damages, costs and expenses of every kind and nature (including, but not limited to, reasonable attorney's fees incurred in defending such claims and in enforcing this indemnification provision) imposed upon WVARF arising from or in any way related to this Assignment and the Agreement referred to in Paragraph 1 of this Assignment and Assumption of Contract Agreement, as well as but not limited to, any and all acts or the failure to act by any and all employees of or persons associated with Wyoming County. Likewise, WVARF agrees to release, indemnify and hold harmless Wyoming County from and against any and all claims, demands, suits,

proceedings, judgments, losses, liabilities, damages, costs and expenses of every kind and nature (including, but not limited to, reasonable attorney's fees incurred in defending such claims and in enforcing this indemnification provision) imposed upon Wyoming County arising from or in any way related to any act or failure to act by any employee or person associated with WVARF pursuant to the Agreement referred to in Paragraph 1 of this Assignment.

3. Wyoming County agrees to maintain in full force and effect, and upon the request of WVARF, furnish evidence satisfactory to WVARF that Wyoming County maintains, the following insurance coverage: (a) comprehensive general liability in the minimum amount of \$1 million combined single limit that will cover any and all losses to the property of the West Virginia Parkways, Economic Development and Tourism Authority, property of third parties, or personal injuries caused by the acts and omissions of Wyoming County; and (b) for any vehicle utilized by Wyoming County or Wyoming County-supplied workers in providing services under and pursuant to the Agreement referred to in Paragraph 1 of this Assignment, vehicle liability insurance in the minimum amount of \$1 million combined single limit.

WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES,  
a West Virginia corporation,

By: \_\_\_\_\_

Its: \_\_\_\_\_

WYOMING COUNTY WORKSHOP, INC.

By: Wyoming County Opportunity Council, Inc.

By: \_\_\_\_\_

Earl D. Smith,  
Executive Director

**CONSENT TO ASSIGNMENT AND ASSUMPTION**

In accordance with the provisions of paragraph 7.0(c)(i) the West Virginia Parkways, Economic Development and Tourism Authority hereby consents to the foregoing Assignment and Assumption of that certain Agreement by and between said West Virginia Parkways, Economic Development and Tourism Authority, an agency of the State of West Virginia and the West Virginia Association of Rehabilitation Facilities, a West Virginia corporation, dated the \_\_\_ day of \_\_\_\_\_, 1996.

**WEST VIRGINIA PARKWAYS, ECONOMIC  
DEVELOPMENT AND TOURISM AUTHORITY,  
an agency of the State of West Virginia**

By: \_\_\_\_\_

Its: \_\_\_\_\_

# WVARF

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

**CONTRACT SITE:** WV Rehabilitation Center  
 Institute

**CUSTOMER CONTACT:** Charles Farmer

**PERIOD OF CONTRACT:** July 1, 1996 - June 30, 1997

			TOTALS
MONTHLY COST:	7/1/96-7/31/96	\$19,112.24	\$19,112.24
MONTHLY COST:	8/1/96-9/30/96	\$20,096.28	\$40,192.56
MONTHLY COST:	10/1/96-6/30/97	\$21,689.98	\$195,209.82
<b>FISCAL YEAR YEAR 7/1/96 - 6/30/97</b>			<b>\$254,514.62</b>

Increase due to minimum wage increase. Only workers making under new minimum wage of \$4.75 were increased.

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

Debra M. Bensey  
Debra M. Bensey  
Director of Operations

9/20/96  
Date

DIVISION OF REHABILITATION SERVICES  
BREAK DOWN OF JANITORIAL CONTRACT

	7/1/96-7/30/96 MONTHLY COST	8/1/96-9/30/96 MONTHLY COST	10/1/96-6/30/97 MONTHLY COST
Cafeteria	\$6,142.99	\$6,142.99	\$6,418.29
Men's Dorm	\$4,845.38	\$4,845.38	\$5,230.80
LSAB, Chapel, C & D	\$8,123.87	\$9,107.91	\$10,040.89
<b>MONTHLY TOTALS</b>	<b>\$19,112.24</b>	<b>\$20,096.28</b>	<b>\$21,689.98</b>

\*\* Grounds Maintenance Contract is not affected by minimum wage increase. Only Workers making below \$4.75 per hour were given an increase.

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

CUSTOMER: Division of Rehabilitation - Cafeteria  
LOCATION: Institute

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
Cafeteria	1.0	0	0
	0.0	0	0
	0.0	0	0
# of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>0</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet		0 square feet
Cleaning hours per day	6 workers	43.50 hours/day
*Time allocation-Working Client Supervisor		7.25 hours/day
*Time allocation-Working Non-client Supervisor		0.00 hours/day
*Time allocation-Client Workers (hours)		36.25 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		43.50 hours/year
Annual relief (Workers)		580.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$863.96 Wages/month
Relief-Supervision		\$19.94 Wages/month
Client workers		\$3,730.73 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$229.58 Wages/month
Monthly Burdened Direct Labor Costs		\$5,333.94 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$5,333.94</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.19%	\$543.61
*	0.00%	\$0.00
*	0.00%	\$0.00
FULLY BURDENED COST		\$5,877.56

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$293.88
WVARF Fee Rate and Monthly Fee	4.00%	\$246.86

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$6,418.29
ANNUALLY		\$77,019.52

H. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		
TOTAL MONTHLY BILLING AMOUNT		
Total Annual Square Foot Cost-Deluxe		
July 1, 1996 - September 30, 1996	\$6,142.99	\$18,428.97
October 1, 1996 - June 30, 1997	\$6,418.29	\$57,764.61
Fiscal Year 7/1/96-6/30/97		\$76,193.58

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

CUSTOMER: Division of Rehabilitation - Men's Dorm  
LOCATION: Institute

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
Men's Dorm	0.0	0	0
	0.0	0	0
	0.0	0	0
# of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>0</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$0.00	
*Wage Rate (Supervisor-Non-client)	\$0.00	
*Wage Rate (Worker-Client)	\$4.75	4.40
*Wage Rate (Worker-Non-client)	\$4.75	
*Wage Benefits	11.65%	
*Other Fringe Benefits	0.00%	

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet		0 square feet
Cleaning hours per day	5 workers	36.25 hours/day
*Time allocation-Working Client Supervisor		0.00 hours/day
*Time allocation-Working Non-client Supervisor		0.00 hours/day
*Time allocation-Client Workers (hours)		36.25 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		0.00 hours/year
Annual relief (Workers)		580.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		0.00 Wages/month
Relief-Supervision		0.00 Wages/month
Client workers		3730.73 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		229.58 Wages/month
Monthly Burdened Direct Labor Costs		4347.07 per month
Standard chemical cost	0.00%	0.00 of burdened DL
Standard equipment cost	0.00%	0.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>4347.07</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.19%	443.04
*	0.00	0.00
*	0.00	0.00
FULLY BURDENED COST		4790.11

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	239.51
WVARF Fee Rate and Monthly Fee	4.00%	201.18

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$5,230.80
ANNUALLY		\$62,769.64

July 1, 1996 - September 30, 1996	\$4,845.38	\$14,536.14
October 1, 1996 - June 30, 1997	\$5,230.80	\$47,077.20
Fiscal Year 7/1/96-6/30/97		\$61,613.34

**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		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>120,045</b>	

**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 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	\$5,969.17 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$413.25 Wages/month
Monthly Burdened Direct Labor Costs	\$7,937.47 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	0.00% \$0.00 of burdened DL
Monthly Chemical and Equipment Costs	\$0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$7,937.47</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$1,190.62
*	0.00%	\$0.00
*	0.00%	\$0.00
FULLY BURDENED COST		\$9,128.09

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.77%	\$526.62
WVARF Fee Rate and Monthly Fee	4.00%	\$386.19

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$10,040.89
ANNUALLY		\$120,490.71
July 1, 1996 - July 31, 1996	\$8,123.87	\$8,123.87
August 1, 1996 - September 30, 1996	\$9,107.91	\$18,215.82
October 1, 1996 - June 30, 1997	\$10,040.89	\$90,368.01
Fiscal Year 7/1/96-6/30/97		\$116,707.70

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

CUSTOMER: Division of Rehabilitation - Grounds Maintenance  
LOCATION: Institute

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.0	0	0
	0.0	0	0
	0.0	0	0
# of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>0</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.00
*Wage Rate (Worker-Non-client)	\$5.00
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	0 square feet
Cleaning hours per day	29.00 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)	21.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	464.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision	\$942.50 Wages/month
Relief-Supervision	\$58.00 Wages/month
Client workers	\$2,356.25 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$193.33 Wages/month
Monthly Burdened Direct Labor Costs	\$3,916.54 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	0.00% \$0.00 of burdened DL
Monthly Chemical and Equipment Costs	\$0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$3,916.54</b>

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

**CUSTOMER: BEP  
LOCATION: BECKLEY**

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$216.67	Wages/month
Relief-Supervision		\$13.33	Wages/month
Client workers		\$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	6.00%	\$29.80	of burdened DL
Standard equipment cost	4.00%	\$19.87	of burdened DL
Monthly Chemical and Equipment Costs		\$49.66	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$546.30</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$81.94
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$628.24

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	\$62.82
WVAF Fee Rate and Monthly Fee	4%	\$27.64

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

MONTHLY	\$718.71
ANNUALLY	\$8,624.50
Total Annual Square Foot Cost-Standard	\$0.96 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,747.70
TOTAL MONTHLY BILLING AMOUNT	\$812.31
Total Annual Square Foot Cost-Delux	\$1.08 per square foot

July 1, 1996 - September 30, 1996 mor	\$775.77	\$2,327.31
October 1, 1996 - June 30, 1997	\$812.31	\$7,310.79
Total for fiscal year 96-97		\$9,638.10

**J. CONTRACT**

Vendor  
Contract Period

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

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

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

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$108.33 Wages/month
Relief-Supervision		\$6.67 Wages/month
Client workers		\$102.92 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$6.33 Wages/month
Monthly Burdened Direct Labor Costs		\$248.32 per month
Standard chemical cost	6.00%	\$14.90 of burdened DL
Standard equipment cost	4.00%	\$9.93 of burdened DL
Monthly Chemical and Equipment Costs		\$24.83 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$273.15</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$40.97
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$314.12</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	0%	\$0.00
WVARF Fee Rate and Monthly Fee	4%	\$12.56

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

MONTHLY	\$326.69
ANNUALLY	\$3,920.23
Total Annual Square Foot Cost-Standard	\$0.85 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,877.03
TOTAL MONTHLY BILLING AMOUNT	\$406.42
Total Annual Square Foot Cost-Delux	\$1.06 per square foot

July 1, 1996 - September 30, 1996 mor	\$389.81	\$1,169.43
October 1, 1996 - June 30, 1997	\$406.42	\$3,657.78
<b>Total for fiscal year 96-97</b>		<b>\$4,827.21</b>

**J. CONTRACT**

Vendor  
Contract Period

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

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: BEP - JOB SERVICE  
LOCATION: BLUEFIELD**

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$162.50 Wages/month
Relief-Supervision		\$10.00 Wages/month
Client workers		\$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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	17.50%	\$71.70
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$481.42

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	\$48.14
WVARF Fee Rate and Monthly Fee	4%	\$21.18

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

MONTHLY	\$550.75
ANNUALLY	\$6,608.99
Total Annual Square Foot Cost-Standard	\$1.05 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	12	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
Total Deluxe Floor Care Charge	\$1,515.36	
WVARF Fee	4.00%	\$60.61
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1575.97	

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,184.97
TOTAL MONTHLY BILLING AMOUNT	\$682.08
Total Annual Square Foot Cost-Delux	\$1.30 per square foot

July 1, 1996 - September 30, 1996 mor	\$654.08	\$1,962.24
October 1, 1996 - June 30, 1997	\$682.08	\$6,138.72
Total for fiscal year 96-97		\$8,100.96

**J. CONTRACT**

Vendor: MERCER COUNTY OPPORTUNITY WORKSHOP  
 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 Comm for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: BEP-Job Service  
LOCATION: Huntington**

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*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	7,685 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$167.38 Wages/month
Relief-Supervision		\$10.30 Wages/month
Client workers		\$154.38 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$9.50 Wages/month
Monthly Burdened Direct Labor Costs		\$378.25 per month
Standard chemical cost	6.00%	\$22.70 of burdened DL
Standard equipment cost	4.00%	\$15.13 of burdened DL
Monthly Chemical and Equipment Costs		\$37.83 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$416.08</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$62.41
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$478.49</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$47.85
WVARF Fee Rate and Monthly Fee	4.00%	\$21.05

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

MONTHLY	\$547.39
ANNUALLY	\$6,568.71
<b>Total Annual Square Foot Cost-Standard</b>	<b>\$0.85 per square foot</b>

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>	<b>\$8,327.04</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>	<b>\$693.92</b>
<b>Total Annual Square Foot Cost-Delux</b>	<b>\$1.08 per square foot</b>

July 1, 1996 - September 30, 1996 mor	\$673.64	\$2,020.92
October 1, 1996 - June 30, 1997	\$693.92	\$6,245.28
<b>Total for fiscal year 96-97</b>		<b>\$8,266.20</b>

**J. CONTRACT**

Vendor Goodwill - Huntington  
 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:** Employment Security  
**LOCATION:** Huntington

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$162.50 Wages/month
Relief-Supervision		\$10.00 Wages/month
Client workers		\$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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$61.46	14.77%
	0.00	\$0.00	
	0.00	\$0.00	
<b>FULLY BURDENED COST</b>		<b>\$471.18</b>	

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	3.00%	\$14.14
WVARF Fee Rate and Monthly Fee	4.00%	\$19.41

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

MONTHLY	\$504.73
ANNUALLY	\$6,056.75
<b>Total Annual Square Foot Cost-Standard</b>	<b>\$0.98 per square foot</b>

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	10.00	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
<b>Total Deluxe Floor Care Charge</b>	<b>\$1,232.00</b>	
WVARF Fee	4.00%	\$49.28
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>1281.28</b>	

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>	<b>\$7,338.03</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>	<b>\$611.50</b>
<b>Total Annual Square Foot Cost-Delux</b>	<b>\$1.19 per square foot</b>

July 1, 1996 - September 30, 1996 mor	\$585.84	\$1,757.52
October 1, 1996 - June 30, 1997	\$611.50	\$5,503.50
<b>Total for fiscal year 96-97</b>		<b>\$7,261.02</b>

**J. CONTRACT**

Vendor: Goodwill - Huntington  
 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: BEP  
LOCATION: LEWIS STREET  
CHARLESTON**

**A. BUILDING DESCRIPTION**

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

**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	44,055 square feet
Cleaning hours per day	18.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	10.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	160.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$1,029.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$63.33 Wages/month
Monthly Burdened Direct Labor Costs		\$2,226.37 per month
Standard chemical cost	6.00%	\$133.58 of burdened DL
Standard equipment cost	4.00%	\$89.05 of burdened DL
Monthly Chemical and Equipment Costs		\$222.64 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,449.01</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$244.90
	7.50%	\$202.04
	5.00%	\$134.70
<b>FULLY BURDENED COST</b>		<b>\$3,030.65</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5%	\$152.08
WVARF Fee Rate and Monthly Fee	4%	\$127.31

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

MONTHLY	\$3,310.04
ANNUALLY	\$39,720.45
Total Annual Square Foot Cost-Standard	\$0.90 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	12	cents/sq foot
*Number of Floor Cleanings Per Year	0	cleanings/year
Total Deluxe Floor Care Charge	\$0.00	
WVARF Fee	4.00%	\$0.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>0.00</b>	

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$39,720.45
TOTAL MONTHLY BILLING AMOUNT	\$3,310.04
Total Annual Square Foot Cost-Delux	\$0.90 per square foot

July 1, 1996 - September 30, 1996 mor	\$3,122.36	\$9,367.08
October 1, 1996 - June 30, 1997	\$3,310.04	\$29,790.36
<b>Total for fiscal year 96-97</b>		<b>\$39,157.44</b>

**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: BEP**

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

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*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	5,940 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$139.48	Wages/month
Relief-Supervision		\$8.58	Wages/month
Client workers		\$128.65	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$7.92	Wages/month
Monthly Burdened Direct Labor Costs		\$315.21	per month
Standard chemical cost	6.00%	\$18.91	of burdened DL
Standard equipment cost	4.00%	\$12.61	of burdened DL
Monthly Chemical and Equipment Costs		\$31.52	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$346.73</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$34.67
	7.50%	\$28.61
	5.00%	\$19.07
FULLY BURDENED COST		\$429.08

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	11%	\$46.30
WVARF Fee Rate and Monthly Fee	4%	\$19.02

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

MONTHLY	\$494.39
ANNUALLY	\$5,932.73
Total Annual Square Foot Cost-Standard	\$1.00 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	12	cents/sq foot
*Number of Floor Cleanings Per Year	0	cleanings/year
Total Deluxe Floor Care Charge	\$0.00	
WVARF Fee	4.00%	\$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	0.00	

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$5,932.73
TOTAL MONTHLY BILLING AMOUNT	\$494.39
Total Annual Square Foot Cost-Delux	\$1.00 per square foot

July 1, 1996 - September 30, 1996 mor	\$476.08	\$1,428.24
October 1, 1996 - June 30, 1997	\$494.39	\$4,449.51
Total for fiscal year 96-97		\$5,877.75

**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: BEP  
LOCATION: PARKERSBURG**

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$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	6.00%	\$29.80 of burdened DL
Standard equipment cost	4.00%	\$19.87 of burdened DL
Monthly Chemical and Equipment Costs		\$49.66 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$546.30</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$81.94
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$628.24</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	6%	\$37.69
WVAF Fee Rate and Monthly Fee	4%	\$26.64

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

MONTHLY	\$692.57
ANNUALLY	\$8,310.88
<b>Total Annual Square Foot Cost-Standard</b>	<b>\$0.89 per square foot</b>

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>	<b>\$10,245.28</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>	<b>\$853.77</b>
<b>Total Annual Square Foot Cost-Delux</b>	<b>\$1.10 per square foot</b>

July 1, 1996 - September 30, 1996 mor	\$818.57	\$2,455.71
October 1, 1996 - June 30, 1997	\$853.77	\$7,683.93
<b>Total for fiscal year 96-97</b>		<b>\$10,139.64</b>

**J. CONTRACT**

Vendor: SW Resources  
 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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: BEP  
LOCATION: RONCEVERTE**

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$162.50 Wages/month
Relief-Supervision		\$10.00 Wages/month
Client workers		\$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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$61.46
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$471.18</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5%	\$23.56
WVARF Fee Rate and Monthly Fee	4%	\$19.79

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

MONTHLY	\$514.53
ANNUALLY	\$6,174.36
Total Annual Square Foot Cost-Standard	\$1.03 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,422.36
TOTAL MONTHLY BILLING AMOUNT	\$618.53
Total Annual Square Foot Cost-Delux	\$1.24 per square foot

July 1, 1996 - September 30, 1996 mor	\$592.37	\$1,777.11
October 1, 1996 - June 30, 1997	\$618.53	\$5,566.77
<b>Total for fiscal year 96-97</b>		<b>\$7,343.88</b>

**J. CONTRACT**

Vendor  
Contract Period

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

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER:** Employment Security  
**LOCATION:** Summersville

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$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	6.00%	\$29.80 of burdened DL
Standard equipment cost	4.00%	\$19.87 of burdened DL
Monthly Chemical and Equipment Costs		\$49.66 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$546.30</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$81.94
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$628.24</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	1.25%	\$7.85
WVARF Fee Rate and Monthly Fee	4.00%	\$25.44

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

MONTHLY	\$661.54
ANNUALLY	\$7,938.46
Total Annual Square Foot Cost-Standard	\$0.88 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,810.46
TOTAL MONTHLY BILLING AMOUNT	\$817.54
Total Annual Square Foot Cost-Delux	\$1.09 per square foot

July 1, 1996 - September 30, 1996 mor	\$783.91	\$2,351.73
October 1, 1996 - June 30, 1997	\$817.54	\$7,357.86
<b>Total for fiscal year 96-97</b>		<b>\$9,709.59</b>

**J. CONTRACT**

Vendor  
Contract Period

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

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: BEP  
LOCATION: Weirton**

**A. BUILDING DESCRIPTION**

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

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

**D. MONTHLY DIRECT COSTS**

Supervision		\$216.67 Wages/month
Relief-Supervision		\$13.33 Wages/month
Client workers		\$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	6.00%	\$29.80 of burdened DL
Standard equipment cost	4.00%	\$19.87 of burdened DL
Monthly Chemical and Equipment Costs		\$49.66 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$546.30</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$81.94
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$628.24</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5%	\$31.41
WVARF Fee Rate and Monthly Fee	4%	\$26.39

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

MONTHLY	\$686.04
ANNUALLY	\$8,232.48
Total Annual Square Foot Cost-Standard	\$0.82 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,312.48
TOTAL MONTHLY BILLING AMOUNT	\$859.37
Total Annual Square Foot Cost-Delux	\$1.03 per square foot

July 1, 1996 - September 30, 1996 mor	\$824.50	\$2,473.50
October 1, 1996 - June 30, 1997	\$859.37	\$7,734.33
<b>Total for fiscal year 96-97</b>		<b>\$10,207.83</b>

**J. CONTRACT**

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

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER:** Department of Motor Vehicles  
**LOCATION:** Teays Valley

**A. BUILDING DESCRIPTION**

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

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

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

**D. MONTHLY DIRECT COSTS**

Supervision		189.58 Wages/month
Relief-Supervision		11.67 Wages/month
Client workers		180.10 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		11.08 Wages/month
Monthly Burdened Direct Labor Costs		434.55 per month
Standard chemical cost	6.00%	26.07 of burdened DL
Standard equipment cost	4.00%	17.38 of burdened DL
Monthly Chemical and Equipment Costs		43.46 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>478.01</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	95.60
FULLY BURDENED COST		573.61

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	57.36
WVARF Fee Rate and Monthly Fee	4.00%	25.24

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

MONTHLY	\$656.21
ANNUALLY	\$7,874.54
Total Annual Square Foot Cost-Standard	\$0.98 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$9,632.97**  
 TOTAL MONTHLY BILLING AMOUNT **\$802.75**  
 Total Annual Square Foot Cost-Deluxe **\$1.20 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	\$769.39	\$2,308.17
October 1, 1996 - June 30, 1997	\$802.75	\$7,224.75
Total for Fiscal Year 7/1/96 - 6/30/97		\$9,532.92

**J. CONTRACT**

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

Small Business Impact: None.

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

**CUSTOMER: Department of Motor Vehicles  
LOCATION: Moundsville**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	913	913
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>913</b>	

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	913 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision	54.17 Wages/month
Relief-Supervision	3.33 Wages/month
Client workers	51.46 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	3.17 Wages/month
Monthly Burdened Direct Labor Costs	124.16 per month
Standard chemical cost	minimum 10.00 of burdened DL
Standard equipment cost	minimum 10.00 of burdened DL
Monthly Chemical and Equipment Costs	20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>144.16</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	28.83
FULLY BURDENED COST		172.99

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	17.30
WVARF Fee Rate and Monthly Fee	4.00%	7.61

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

MONTHLY	\$197.90
ANNUALLY	\$2,374.81
Total Annual Square Foot Cost-Standard	\$2.60 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	15 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$273.90
WVARF Fee	4.00% \$10.96
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$284.86

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,659.66
TOTAL MONTHLY BILLING AMOUNT	\$221.64
Total Annual Square Foot Cost-Deluxe	\$2.91 per square foot

	Monthly	
July 1, 1996 - September 30, 1996	\$212.97	\$638.91
October 1, 1996 - June 30, 1997	\$221.64	\$1,994.76
Total for Fiscal Year 7/1/96 - 6/30/97	\$2,633.67	

**J. CONTRACT**

Vendor Adena - Moundsville  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, new office

Notes:

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

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

Prepared and submitted by:

*Debra M. Bensey*

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

Accepted and approved by:

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

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

**CUSTOMER:** Department of Motor Vehicles  
**LOCATION:** Martinsburg

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
I. Offices	1.00	4,000	4,000
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>4,000</b>	

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	4,000 square feet
Cleaning hours per day	2.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	16.00 hours/year
Annual relief (Workers)	16.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		130.00 Wages/month
Relief-Supervision		8.00 Wages/month
Client workers		102.92 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		6.33 Wages/month
Monthly Burdened Direct Labor Costs		274.00 per month
Standard chemical cost	6.00%	16.44 of burdened DL
Standard equipment cost	4.00%	10.96 of burdened DL
Monthly Chemical and Equipment Costs		27.40 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>301.40</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	60.28
FULLY BURDENED COST		361.68

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	36.17
WVARF Fee Rate and Monthly Fee	4.00%	15.91

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

MONTHLY	\$413.76
ANNUALLY	\$4,965.08
Total Annual Square Foot Cost-Standard	\$1.24 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		13 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$1,013.70
WVARF Fee	4.00%	\$40.55
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,054.24

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$6,019.32**  
 TOTAL MONTHLY BILLING AMOUNT **\$501.61**  
 Total Annual Square Foot Cost-Deluxe **\$1.50 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	\$492.08	\$1,476.24
October 1, 1996 - June 30, 1997	\$501.61	\$4,514.49
<b>Total for Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$5,990.73</b>

**J. CONTRACT**

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

Small Business Impact: None, have had contract.

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

**CUSTOMER:** Department of Motor Vehicles  
**LOCATION:** Logan

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	6,600	6,600
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>6,600</b>	

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	6,600 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	81.94
FULLY BURDENED COST		491.67

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	49.17
WVARF Fee Rate and Monthly Fee	4.00%	21.63

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

MONTHLY	\$562.47
ANNUALLY	\$6,749.61
Total Annual Square Foot Cost-Standard	\$1.02 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		\$1,584.00
WVARF Fee	4.00%	\$63.36
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,647.36

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$8,396.97**  
 TOTAL MONTHLY BILLING AMOUNT **\$699.75**  
 Total Annual Square Foot Cost-Deluxe **\$1.27 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	\$671.15	\$2,013.45
October 1, 1996 - June 30, 1997	\$699.75	\$6,297.75
<b>Total for Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$8,311.20</b>

**J. CONTRACT**

Vendor **Wyoming County Sheltered Workshop**  
 Contract Period **July 1, 1996 - June 30, 1997**

Small Business Impact: None, new office

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

**CUSTOMER:** Department of Motor Vehicles  
**LOCATION:** Huntington

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	6,450	6,450
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>6,450</b>	

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	6,450 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	81.94
FULLY BURDENED COST		491.67

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	49.17
WVARF Fee Rate and Monthly Fee	4.00%	21.63

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

MONTHLY		\$562.47
ANNUALLY		\$6,749.61
Total Annual Square Foot Cost-Standard		\$1.05 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		\$1,548.00
WVARF Fee	4.00%	\$61.92
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,609.92

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$8,359.53**  
 TOTAL MONTHLY BILLING AMOUNT **\$696.63**  
 Total Annual Square Foot Cost-Deluxe **\$1.30 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	<b>\$668.03</b>	<b>\$2,004.09</b>
October 1, 1996 - June 30, 1997	<b>\$696.63</b>	<b>\$6,269.67</b>
<b>Total for Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$8,273.76</b>

**J. CONTRACT**

Vendor Goodwill / Huntington  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, have had contract.

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

**CUSTOMER:** Department of Motor Vehicles  
**LOCATION:** Bridgeport

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	7,000	7,000
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>7,000</b>	

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	7,000 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		189.58 Wages/month
Relief-Supervision		11.67 Wages/month
Client workers		180.10 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		11.08 Wages/month
Monthly Burdened Direct Labor Costs		434.55 per month
Standard chemical cost	6.00%	26.07 of burdened DL
Standard equipment cost	4.00%	17.38 of burdened DL
Monthly Chemical and Equipment Costs		43.46 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>478.01</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	95.60
FULLY BURDENED COST		573.61

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	57.36
WVARF Fee Rate and Monthly Fee	4.00%	25.24

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

MONTHLY	\$656.21
ANNUALLY	\$7,874.54
Total Annual Square Foot Cost-Standard	\$1.12 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,400.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,456.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$9,330.54**  
 TOTAL MONTHLY BILLING AMOUNT **\$777.55**  
 Total Annual Square Foot Cost-Deluxe **\$1.33 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	\$744.19	\$2,232.57
October 1, 1996 - June 30, 1997	\$777.55	\$6,997.95
<b>Total for Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$9,230.52</b>

**J. CONTRACT**

Vendor **Harrison County Sheltered Workshop**  
 Contract Period **July 1, 1996 - June 30, 1997**

Small Business Impact: None, this is a new office.

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

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

**A. BUILDING DESCRIPTION**

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

**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 Fringe Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	2,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		54.17 Wages/month
Relief-Supervision		3.33 Wages/month
Client workers		51.46 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.17 Wages/month
Monthly Burdened Direct Labor Costs		124.16 per month
Standard chemical cost	6.00%	7.45 of burdened DL
Standard equipment cost	4.00%	4.97 of burdened DL
Monthly Chemical and Equipment Costs		12.42 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>136.57</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	13.66
	7.00%	10.52
	5.50%	8.26
FULLY BURDENED COST		169.01

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	16.90
WVWARF Fee Rate and Monthly Fee	4.00%	7.44

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

MONTHLY	\$193.35
ANNUALLY	\$2,320.18
Total Annual Square Foot Cost-Standard	\$1.05 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER **\$2,777.78**  
 TOTAL MONTHLY BILLING AMOUNT **\$231.48**  
 Total Annual Square Foot Cost-Deluxe **\$1.26 per square foot**

	<b>Monthly</b>	
July 1, 1996 - September 30, 1996	\$221.65	\$664.95
October 1, 1996 - June 30, 1997	\$231.48	\$2,083.32
<b>Total for Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$2,748.27</b>

**J. CONTRACT**

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

Small Business Impact: None, have had contract.

Notes:

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

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

Prepared and submitted by:

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

Accepted and approved by:

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

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

**CUSTOMER:** DRS  
**LOCATION:** Elkins

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,500	1,500
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,500</b>	

**B. STAFFING DATA**

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

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	1,500 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision	55.79 Wages/month
Relief-Supervision	3.43 Wages/month
Client workers	47.45 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	2.92 Wages/month
Monthly Burdened Direct Labor Costs	121.41 per month
Standard chemical cost	minimum 10.00 of burdened DL
Standard equipment cost	minimum 10.00 of burdened DL
Monthly Chemical and Equipment Costs	20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>141.41</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$28.28
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$169.70</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	13%	22.55
WVARF Fee Rate and Monthly Fee	4%	7.69

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

MONTHLY		199.93
ANNUALLY		2399.21
Total Annual Square Foot Cost-Standard		<b>\$1.60 per square foot</b>

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$450.00
WVARF Fee	4.00%	\$18.00
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$468.00</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,867.21
TOTAL MONTHLY BILLING AMOUNT		\$238.93
Total Annual Square Foot Cost-Deluxe		<b>1.91 per square foot</b>

	<b>MONTHLY</b>	
JULY 1, 1996 - SEPTEMBER 30, 1996	\$229.74	\$689.22
OCTOBER 1, 1996 - JUNE 30, 1997	\$238.93	\$2,150.37
<b>FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997</b>		<b>\$2,839.59</b>

**J. CONTRACT**

Vendor  
Contract Period

Randolph County Sheltered WorkshWorkshop  
July 1, 1996 - June 30, 1997

Small Business Impact: None, CRP has had this 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: DRS  
LOCATION: Keyser

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,800	1,800
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,800</b>	

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Benefits	0.00%

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,800 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		89.38 Wages/month
Relief-Supervision		5.50 Wages/month
Client workers		77.19 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		4.75 Wages/month
Monthly Burdened Direct Labor Costs		195.87 per month
Standard chemical cost	6.00%	11.75 of burdened DL
Standard equipment cost	4.00%	7.83 of burdened DL
Monthly Chemical and Equipment Costs		19.59 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>215.45</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$43.09
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$258.54</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	25.85
WVAF Fee Rate and Monthly Fee	4.00%	11.38

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

MONTHLY		295.78
ANNUALLY		3549.31
Total Annual Square Foot Cost-Standard		\$1.97 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$540.00
WVAF Fee	4.00%	\$21.60
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$561.60</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$4,110.91
TOTAL MONTHLY BILLING AMOUNT		\$342.58
Total Annual Square Foot Cost-Deluxe		2.28 per square foot

**MONTHLY**

JULY 1, 1996 - SEPTEMBER 30, 1996	\$335.43	\$1,006.29
OCTOBER 1, 1996 - JUNE 30, 1997	\$342.58	\$3,083.22

FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997 **\$4,089.51**

cleaning siding, extra window cleaning.

**J. CONTRACT**

Vendor Developmental Center  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, CRP has had this contra

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

CUSTOMER: DRS

LOCATION:

Mullins

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,512	1,512
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,512</b>	

**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	1,512 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		27.08 Wages/month
Relief-Supervision		8.33 Wages/month
Client workers		25.73 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		7.92 Wages/month
Monthly Burdened Direct Labor Costs		76.59 per month
Standard chemical cost	minimum	10.00 of burdened DL
Standard equipment cost	minimum	10.00 of burdened DL
Monthly Chemical and Equipment Costs		20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>96.59</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$19.32
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$115.91</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	11.59
WVARF Fee Rate and Monthly Fee	4.00%	5.10

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

MONTHLY		132.60
ANNUALLY		1591.25
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.05 per square foot</b>

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$362.88
WVARF Fee	4.00%	\$14.52
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$377.40</b>

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>		<b>\$1,968.64</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>		<b>\$164.05</b>
<b>Total Annual Square Foot Cost-Deluxe</b>		<b>1.30 per square foot</b>

	<b>MONTHLY</b>	
JULY 1, 1996 - SEPTEMBER 30, 1996	\$158.70	\$476.10
OCTOBER 1, 1996 - JUNE 30, 1997	\$164.05	\$1,476.45
<b>FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997</b>		<b>\$1,952.55</b>

**J. CONTRACT**

Vendor Wyoming County Sheltered WWorkshop  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, Wyoming has had this c

**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:** DRS  
**LOCATION:** Spencer

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,200	1,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,200</b>	

**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	1,200 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	32.50 Wages/month
Relief-Supervision	10.00 Wages/month
Client workers	30.88 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	9.50 Wages/month
Monthly Burdened Direct Labor Costs	91.91 per month
Standard chemical cost	minimum 10.00 of burdened DL
Standard equipment cost	minimum 10.00 of burdened DL
Monthly Chemical and Equipment Costs	20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>111.91</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$22.38
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$134.29</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	13.43
WVARF Fee Rate and Monthly Fee	4%	5.91

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

MONTHLY		153.63
ANNUALLY		1843.60
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.54 per square foot</b>

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$288.00
WVARF Fee	4.00%	\$11.52
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$299.52</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,143.12
TOTAL MONTHLY BILLING AMOUNT		\$178.59
<b>Total Annual Square Foot Cost-Deluxe</b>		<b>1.79 per square foot</b>

	<b>MONTHLY</b>	
JULY 1, 1996 - SEPTEMBER 30, 1996	\$172.17	\$516.51
OCTOBER 1, 1996 - JUNE 30, 1997	\$178.59	\$1,607.31
<b>FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997</b>		<b>\$2,123.82</b>

**J. CONTRACT**

Vendor: Jackson County Developmental Ceral Center  
 Contract Period: July 1, 1996 - June 30, 1997

Small Business Impact: None, Goodwill Charleston has had and turn over.

**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 of Services from the Handicapped

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

**CUSTOMER:** DRS  
**LOCATION:** Summersville

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,636	1,636
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,636</b>	

**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	1,636 square feet
Cleaning hours per day	0.75 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.38 hours/day
*Time allocation-Client Workers (hours)	0.38 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	6.00 hours/year
Annual relief (Workers)	6.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		40.63 Wages/month
Relief-Supervision		2.50 Wages/month
Client workers		38.59 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		2.38 Wages/month
Monthly Burdened Direct Labor Costs		93.12 per month
Standard chemical cost	0.00%	0.00 of burdened DL
Standard equipment cost	0.00%	0.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>93.12</b>

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

CUSTOMER: DRS  
LOCATION: Summersville

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,636	1,636
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,636	

**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		1,636 square feet
Cleaning hours per day		0.75 hours/day
*Time allocation-Working Client Supervisor		0.00 hours/day
*Time allocation-Working Non-client Supervisor		0.38 hours/day
*Time allocation-Client Workers (hours)		0.38 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		6.00 hours/year
Annual relief (Workers)		6.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		40.63 Wages/month
Relief-Supervision		2.50 Wages/month
Client workers		38.59 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		2.38 Wages/month
Monthly Burdened Direct Labor Costs		93.12 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		93.12

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

**CUSTOMER:** DRS  
**LOCATION:** Weirton

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,200	2,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>2,200</b>	

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*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	2,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		55.79 Wages/month
Relief-Supervision		3.43 Wages/month
Client workers		51.46 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.17 Wages/month
Monthly Burdened Direct Labor Costs		126.08 per month
Standard chemical cost	minimum	10.00 of burdened DL
Standard equipment cost	minimum	10.00 of burdened DL
Monthly Chemical and Equipment Costs		20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>146.08</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$29.22
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$175.30

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	17.30
WVARF Fee Rate and Monthly Fee	4%	7.70

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

MONTHLY		200.31
ANNUALLY		2403.69
Total Annual Square Foot Cost-Standard		\$1.09 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$660.00
WVARF Fee	4.00%	\$26.40
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$686.40

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,090.09
TOTAL MONTHLY BILLING AMOUNT		\$257.51
Total Annual Square Foot Cost-Deluxe		1.40 per square foot

	MONTHLY	
JULY 1, 1996 - SEPTEMBER 30, 1996	\$251.10	\$753.30
OCTOBER 1, 1996 - JUNE 30, 1997	\$257.51	\$2,317.59
FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997		\$3,070.89

**J. CONTRACT**

Vendor: Hancock County Sheltered Wo  
 Contract Period: July 1, 1996 - June 30, 1997

Small Business Impact: None, CRP has had this contra

**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:** DRS  
**LOCATION:** Williamson

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,560	1,560
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,560</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	1,560 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		59.58 Wages/month
Relief-Supervision		3.67 Wages/month
Client workers		51.46 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.17 Wages/month
Monthly Burdened Direct Labor Costs		130.58 per month
Standard chemical cost	6.00%	7.83 of burdened DL
Standard equipment cost	4.00%	5.54 of burdened DL
Monthly Chemical and Equipment Costs		13.37 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>143.95</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$28.79
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$172.74</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	25%	43.18
WVARF Fee Rate and Monthly Fee	4%	8.64

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

MONTHLY		224.56
ANNUALLY		2694.73
Total Annual Square Foot Cost-Standard		\$1.73 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$374.40
WVARF Fee	4.00%	\$14.98
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$389.38</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,084.11
TOTAL MONTHLY BILLING AMOUNT	\$257.01
Total Annual Square Foot Cost-Deluxe	1.98 per square foot

	<b>MONTHLY</b>	
JULY 1, 1996 - SEPTEMBER 30, 1996	\$251.58	\$754.74
OCTOBER 1, 1996 - JUNE 30, 1997	\$257.01	\$2,313.09
<b>FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997</b>		<b>\$3,067.83</b>

**J. CONTRACT**

Vendor Wyoming County Opportunity Woral Center  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, Wyoming Co.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:** Fairmont State College

**LOCATION:** Jayne Hall

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	60,000	60,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>60,000</b>	

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*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	60000.00 square feet
Cleaning hours per day	25.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	1.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	144.00 hours/year
Annual relief (Workers)	272.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		\$996.67 Wages/month
Relief-Supervision		\$72.00 Wages/month
Client workers		\$1,646.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$107.67 Wages/month
Monthly Burdened Direct Labor Costs		\$3,118.95 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$3,118.95</b>

### E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$623.79
		\$0.00
		\$0.00
FULLY BURDENED COST		\$3,742.74

### F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$374.27
WVARF Fee Rate and Monthly Fee	4%	\$164.68

### G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,281.69
ANNUALLY	\$51,380.27
Total Annual Square Foot Cost-Standard	\$0.86 per square foot

### H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		0.00
WVARF Fee	4.00%	0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		0.00

### I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$51,380.27
TOTAL MONTHLY BILLING AMOUNT		\$4,281.69
Total Annual Square Foot Cost-Delux		\$0.86 per square foot
	Monthly	
July 1, 1996 - September 30, 1996	\$4,142.55	\$12,427.65
October 1, 1996 - June 30, 1997	\$4,281.69	\$38,535.21
Fiscal Year July 1, 1996 - June 30, 1997		\$50,962.86

### J. CONTRACT

Vendor: The Op Shop  
 Contract Period: July 1, 1996 - June 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: DIVISION OF FORESTRY**  
**LOCATION: Parkersburg**

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,240	2,240
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	2		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>2,240</b>	

## 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	2,240 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		\$32.50 Wages/month
Relief-Supervision		\$5.00 Wages/month
Client workers		\$30.88 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$4.75 Wages/month
Monthly Burdened Direct Labor Costs		\$81.03 per month
Standard chemical cost	6.00%	\$4.86 of burdened DL
Standard equipment cost	4.00%	\$3.24 of burdened DL
Monthly Chemical and Equipment Costs		\$8.10 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$89.13</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	25.00%	\$22.28
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$111.41</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	21.50%	\$23.95
WVARF Fee Rate and Monthly Fee	4.00%	\$5.41

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

MONTHLY	\$140.78
ANNUALLY	\$1,689.36
Total Annual Square Foot Cost-Standard	\$0.75 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		\$537.60
WVARF Fee	4.00%	\$21.50
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$559.10</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,248.46
TOTAL MONTHLY BILLING AMOUNT		\$187.37
Total Annual Square Foot Cost-Deluxe		\$1.00 per square foot
July 1, 1996 - September 30, 1996	\$180.21	\$540.63
October 1, 1996 - June 30, 1997	\$187.37	\$1,686.33
		<b>\$2,226.96</b>

**J. CONTRACT**

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

Small Business Impact:

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*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: Grievance Board  
 LOCATION: 808 Greenbrier Street  
 Charleston, WV

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	3,150	3,150
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>3,150</b>	

## 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	3,150 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		81.25 Wages/month
Relief-Supervision		5.00 Wages/month
Client workers		77.19 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		4.75 Wages/month
Monthly Burdened Direct Labor Costs		186.24 per month
Standard chemical cost	6.00%	11.17 of burdened DL
Standard equipment cost	4.00%	7.45 of burdened DL
Monthly Chemical and Equipment Costs		18.62 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$204.86</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$20.49
*DBG Overhead Rate	7.00%	\$15.77
*Shawnee Hills Overhead Rate	5.50%	\$12.39
<b>FULLY BURDENED COST</b>		<b>\$241.12</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$24.11
WVARF Fee Rate and Monthly Fee	4.00%	\$10.61

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

MONTHLY	\$275.84
ANNUALLY	\$3,310.12
Total Annual Square Foot Cost-Standard	\$1.05 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot	\$11.28 cents/sq foot
*Number of Floor Cleanings Per Year	\$1.00 cleanings/year
Total Deluxe Floor Care Charge	\$355.32
WVARF Fee	4.00% \$14.21
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$369.53</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,679.65
TOTAL MONTHLY BILLING AMOUNT	\$306.64
Total Annual Square Foot Cost-Deluxe	\$1.17 per square foot

February 1, 1996 - September 30, 1996	\$292.62	\$2,340.96
October 1, 1996 - January 31, 1997	\$306.64	\$1,226.56
Contract Period 2/1/96 - 1/31/97		\$3,567.52

**J. CONTRACT**

Vendor Shawnee Hills - Diversified Business Group  
 Contract Period February 1, 1996 - January 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. Bensley*

Debra M. Bensley  
 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: Dept. of Health**

**LOCATION: Charleston**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.0	33,872	33,872
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>33,872</b>	

**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 Fringe Benefits	

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	33,872.00 square feet
Cleaning hours per day	14.50 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)	7.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	116.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$785.42 Wages/month
Relief-Supervision		\$48.33 Wages/month
Client workers		\$746.15 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$45.92 Wages/month
Monthly Burdened Direct Labor Costs		\$1,800.30 per month
Standard chemical cost	6.00%	\$108.02 of burdened DL
Standard equipment cost	4.00%	\$72.01 of burdened DL
Monthly Chemical and Equipment Costs		\$180.03 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,980.33</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$198.03
*DBG	7.50%	\$163.38
*Shawnee Hills	5.00%	\$108.92
FULLY BURDENED COST		\$2,450.65

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5.07%	\$124.19
WVARF Fee Rate and Monthly Fee	4.00%	\$102.99

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

MONTHLY		\$2,677.83
ANNUALLY		\$32,134.01
Total Annual Square Foot Cost-Standard		\$0.95 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		\$10.00 cents/sq foot
*Number of Floor Cleanings Per Year		\$0.00 cleanings/year
Total Delux Floor Care Charge		\$0.00
WVARF Fee		\$0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$0.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$32,134.01
TOTAL MONTHLY BILLING AMOUNT		\$2,677.83
Total Annual Square Foot Cost-Delux		\$0.95 per square foot

**January 1, 1996 - September 30, 1996 \$2,541.71      \$22,875.39**  
**October 1, 1996 - December 31, 1996 \$2,677.83      \$8,033.49**  
  
**Contract Year 1/1/96 - 12/31/96      \$30,908.88**

**J. CONTRACT**

Vendor  
Contract Period

Shawnee Hills  
January 1, 1996 - December 31, 1996

Small Business Impact: None, work currently being done by occupants.

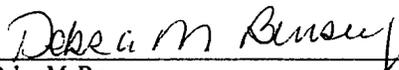
Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTER: Public Service Commission  
LOCAON: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	43,850	43850.00
*	0.0	0	0.00
*	0.0	0	0.00
*	0.0	0	0.00
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>43,850</b>	

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	43,850 square feet
Cleaning hours per day	20.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	12.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	192.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$1,235.00 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,712.83</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$271.28
*DBG Overhead Rate	7.50%	\$223.81
*Shawnee Hills Overhead Rate	5.00%	\$149.21
<b>FULLY BURDENED COST</b>		<b>\$3,207.92</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	6.52%	\$209.08
WVARF Fee Rate and Monthly Fee	4.00%	\$136.68

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

MONTHLY	\$3,553.69
ANNUALLY	\$42,644.25
Total Annual Square Foot Cost-Standard	\$0.97 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$0.00
WVARF Fee	0.04	\$0.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$0.00</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$42,644.25
TOTAL MONTHLY BILLING AMOUNT		\$3,553.69
Total Annual Square Foot Cost-Delux		\$0.97 per square foot
	<b>Monthly</b>	
<b>July 1, 1996 - September 30, 1996</b>	<b>\$3,335.42</b>	<b>\$10,006.26</b>
<b>October 1, 1996 - June 30, 1997</b>	<b>\$3,553.69</b>	<b>\$31,983.21</b>
<b>Fiscal Year 7/1/96 - 6/30/97</b>		<b>\$41,989.47</b>

**J. CONTRACT**

Vendor  
 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: DHHR Medical Services**

**LOCATION: Charleston**

## A. BUILDING DESCRIPTION

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

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.75
*Wage Rate (Supervisor-Non-client)	\$5.75
*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	20,000 square feet
Cleaning hours per day	10.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.00 hours/day
*Time allocation-Client Workers (hours)	5.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	80.00 hours/year
Annual relief (Workers)	80.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		\$622.92 Wages/month
Relief-Supervision		\$38.33 Wages/month
Client workers		\$514.58 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$31.67 Wages/month
Monthly Burdened Direct Labor Costs		\$1,337.88 per month
Standard chemical cost	6.00%	\$80.27 of burdened DL
Standard equipment cost	4.00%	\$53.52 of burdened DL
Monthly Chemical and Equipment Costs		\$133.79 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,471.67</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$147.17
	7.00%	\$113.32
	5.50%	\$89.04
<b>FULLY BURDENED COST</b>		<b>\$1,732.16</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$173.22
WVARF Fee Rate and Monthly Fee	4.00%	\$76.21

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

MONTHLY	\$1,981.59
ANNUALLY	\$23,779.04
Total Annual Square Foot Cost-Standard	\$1.19 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>		<b>\$30,086.05</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>		<b>\$2,507.17</b>
Total Annual Square Foot Cost-Delux		\$1.50 per square foot
July 1, 1996 - September 30, 1996	\$2,469.78	\$7,409.34
October 1, 1996 - June 30, 1997	\$2,507.17	\$22,564.53
Fiscal Year July 1, 1996 - June 30, 1997		\$29,973.87

**J. CONTRACT**

Vendor  
Contract Period

Shawnee Hills  
July 1, 1996 - June 30, 1997

Small Business Impact:

None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER:** DHHR  
**LOCATION:** Support Services  
Charleston, WV

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,522	9,522
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>9,522</b>	

**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	9,522 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	6.00%	\$29.80	of burdened DL
Standard equipment cost	4.00%	\$19.87	of burdened DL
Monthly Chemical and Equipment Costs		\$49.66	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$546.30</b>	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$109.26
		\$0.00
		\$0.00
FULLY BURDENED COST		\$655.56

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$65.56
WVAF Fee Rate and Monthly Fee	4.00%	\$28.84

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$749.96
ANNUALLY	\$8,999.48
Total Annual Square Foot Cost-Standard	\$0.95 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot	15.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Delux Floor Care Charge	\$2,856.60
WVAF Fee	4.00% \$114.26
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$2,970.86

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$11,970.34
TOTAL MONTHLY BILLING AMOUNT	\$997.53
Total Annual Square Foot Cost-Delux	\$1.26 per square foot

July 1, 1996 - September 30, 1996	\$959.40	\$2,878.20
October 1, 1996 - June 30, 1997	\$997.53	\$8,977.77
Fiscal Year July 1, 1996 - June 30, 1997		\$11,855.97

J. CONTRACT

Vendor	Goodwill Charleston
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact: None, Goodwill has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M Bensey*

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

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

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

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

**CUSTOMER:** WV Regional Jail & Correctional Authority  
**LOCATION:** 307 Jefferson Street  
Charleston, WV 25305

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
Old Area	1	5050	5050
New Floor	1	2246	2246
*	0	0	0
*	0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>7296</b>	

**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	7,296 square feet
Cleaning hours per day	3 hours/day
*Time allocation-Working Client Supervisor	0 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 hours/day
Annual relief (Supervisor)	24 hours/year
Annual relief (Workers)	24 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	0.06
Standard equipment cost	0.04
Monthly Chemical and Equipment Costs	37.25 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>409.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	0.1	40.97
*DBG Overhead Rate	0.07	31.55
*Shawnee Hills Overhead Rate	0.055	24.79
FULLY BURDENED COST		482.24

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	0.15127	72.95
WVARF Fee Rate and Monthly Fee	0.04	22.21

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

<b>MONTHLY</b>		<b>\$577.40</b>
<b>ANNUALLY</b>		<b>\$6,928.80</b>
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$0.95 per square foot</b>

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		<b>\$6,928.80</b>
TOTAL MONTHLY BILLING AMOUNT		<b>\$577.40</b>
Total Annual Square Foot Cost-Deluxe		<b>\$0.95 per square foot</b>
	Monthly	
April 1, 1996 - September 30, 1996	548.05	<b>\$3,288.30</b>
October 1, 1996 - March 31, 1997	577.4	<b>\$3,464.40</b>
Contract Year April 1, 1996 - March 31, 1997		<b>\$6,752.70</b>

**J. CONTRACT**

**Vendor**

**Shawnee Hills - Diversified Business Group**

**Contract Period**

**April 1, 1996 - March 31, 1997**

Small Business Impact: None, WVARF currently has contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*  
 \_\_\_\_\_  
 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 Quality Control

LOCATION:

Keyser

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	768	768
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>768</b>	

## 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	12%
*Other Benefits	0%

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	768 square feet
Cleaning hours per day	0.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.25 hours/day
*Time allocation-Client Workers (hours)	0.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	4.00 hours/year
Annual relief (Workers)	4.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		27.08 Wages/month
Relief-Supervision		1.67 Wages/month
Client workers		25.73 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		1.58 Wages/month
Monthly Burdened Direct Labor Costs		62.08 per month
Standard chemical cost	6%	3.72 of burdened DL
Standard equipment cost	4%	2.48 of burdened DL
Monthly Chemical and Equipment Costs		6.21 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$68.29</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20%	\$13.66
*DBG Overhead Rate	0	\$0.00
*Shawnee Hills Overhead Rate	0	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$81.94</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	39%	\$32.00
WVARF Fee Rate and Monthly Fee	4%	\$4.56

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

MONTHLY		\$118.50
ANNUALLY		\$1,422.02
Total Annual Square Foot Cost-Standard		\$1.85 per square foot

**H. DELUX 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		153.60
WVARF Fee	4.00%	6.14
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>159.74</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,581.76
TOTAL MONTHLY BILLING AMOUNT		\$131.81
Total Annual Square Foot Cost-Delux		\$2.06 per square foot
February 1, 1996 - September 30, 1996	\$125.79	\$1,006.32
October 1, 1996 - January 31, 1997	\$131.81	\$527.24
Contract Year 2/1/96 - 1/31/97		\$1,533.56

**J. CONTRACT**

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

Small Business Impact: None.

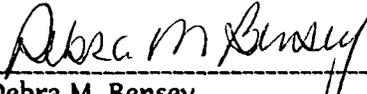
**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

  
 \_\_\_\_\_  
 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: WV Educational Broadcasting Authority  
LOCATION: 600 Capitol Street  
Charleston, WV 25301

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	5,000	7,500
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>7,500</b>	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*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	7,500 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$167.38	Wages/month
Relief-Supervision		\$10.30	Wages/month
Client workers		\$154.38	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$9.50	Wages/month
Monthly Burdened Direct Labor Costs		\$378.25	per month
Standard chemical cost	6.00%	\$22.70	of burdened DL
Standard equipment cost	4.00%	\$15.13	of burdened DL
Monthly Chemical and Equipment Costs		\$37.83	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$416.08</b>	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$83.22
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$499.29</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$49.93
WVARF Fee Rate and Monthly Fee	4.00%	\$21.97

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$571.19
ANNUALLY		\$6,854.31
Total Annual Square Foot Cost-Standard		\$0.91 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$1,800.00
WVARF Fee	4.00%	\$72.00
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$1,872.00</b>

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$8,726.31
TOTAL MONTHLY BILLING AMOUNT		\$727.19
Total Annual Square Foot Cost-Delux		\$1.16 per square foot
May 1, 1996 - September 30, 1996	\$706.03	\$3,530.15
October 1, 1996 - April 30, 1997	\$727.19	\$5,090.33
Contract Year 5/1/96 - 4/30/97		\$8,620.48

J. CONTRACT

Vendor	Goodwill of Kanawha Valley
Contract Period	May 1, 1996 - April 30, 1997

Small Business Impact: None, CRP has had contract.

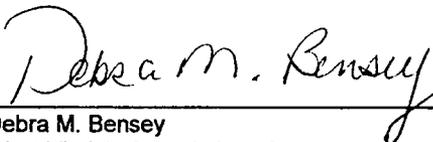
Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.25
*Wage Rate (Supervisor-Non-client)	\$5.25
*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	7,713 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	1.50 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$170.63 Wages/month
Relief-Supervision		\$10.50 Wages/month
Client workers		\$154.38 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$9.50 Wages/month
Monthly Burdened Direct Labor Costs		\$382.11 per month
Standard chemical cost	6.00%	\$22.93 of burdened DL
Standard equipment cost	4.00%	\$15.28 of burdened DL
Monthly Chemical and Equipment Costs		\$38.21 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$420.32</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$42.03
	7.50%	\$2.87
	5.00%	\$23.12
<b>FULLY BURDENED COST</b>		<b>\$465.21</b>

**F. MONTHLY PROFIT AND FEES**

Profit Rate and Monthly Profit	10.00%	\$46.52
WVARF Fee Rate and Monthly Fee	4.00%	\$20.47

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

MONTHLY		\$532.20
ANNUALLY		\$6,386.44
Total Annual Square Foot Cost-Standard		\$0.83 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$7,364.59
TOTAL MONTHLY BILLING AMOUNT		\$613.72
Total Annual Square Foot Cost-Deluxe		\$0.95 per square foot
July 1, 1996 - September 30, 1996	\$587.34	\$1,762.02
October 1, 1996 - June 30, 1997	\$613.72	\$5,523.48
Fiscal Year July 1, 1996 - June 30, 1997		\$7,285.50

**J. CONTRACT**

Vendor **SHAWNEE HILLS**  
 Contract Period **July 1, 1996 - June 30, 1997**

Small Business Impact: **None, CRP has had contract**

**Notes:**

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

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: Tax Dept.  
LOCATION: Charleston

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.00	3.33
*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	63,297 square feet
Cleaning hours per day	24.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$1,646.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$101.33 Wages/month
Monthly Burdened Direct Labor Costs		\$2,945.89 per month
Standard chemical cost	6.00%	\$176.75 of burdened DL
Standard equipment cost	4.00%	\$117.84 of burdened DL
Monthly Chemical and Equipment Costs		\$294.59 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$3,240.48</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$324.05
*DBG Overhead Rate	5.00%	\$178.23
*Shawnee Hills Overhead Rate	7.50%	\$267.34
<b>FULLY BURDENED COST</b>		<b>\$3,742.75</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$374.28
WVARF Fee Rate and Monthly Fee	4.00%	\$164.68

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

MONTHLY	\$4,281.71
ANNUALLY	\$51,380.49
Total Annual Square Foot Cost-Standard	\$0.81 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$14,918.85
WVARF Fee	4.00%	\$596.75
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$15,515.60</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$66,896.10
TOTAL MONTHLY BILLING AMOUNT		\$5,574.67
Total Annual Square Foot Cost-Deluxe		\$1.06 per square foot
July 1, 1996 - September 30, 1997	\$5,281.12	\$15,843.36
October 1, 1996 - June 30, 1997	\$5,574.67	\$50,172.03
Fiscal Year 7/1/96 - 6/30/97		\$66,015.39

**J. CONTRACT**

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

Small Business Impact: None.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey  
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: Tax & Revenue

LOCATION:

Clarksburg

### A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,000	2,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>2,000</b>	

### 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	2,000 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

### D. MONTHLY DIRECT COSTS

Supervision		\$54.17 Wages/month
Relief-Supervision		\$3.33 Wages/month
Client workers		\$51.46 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$3.17 Wages/month
Monthly Burdened Direct Labor Costs		\$124.16 per month
Standard chemical cost	6.00%	\$7.45 of burdened DL
Standard equipment cost	4.00%	\$4.97 of burdened DL
Monthly Chemical and Equipment Costs		\$12.42 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$136.57</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	17.59%	\$24.02
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$160.60</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$16.06
WVARF Fee Rate and Monthly Fee	4.00%	\$7.07

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

MONTHLY	\$183.72
ANNUALLY	\$2,204.68
Total Annual Square Foot Cost-Standard	\$1.10 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	\$400.00
WVARF Fee	4.00% \$16.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$416.00</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,620.68
TOTAL MONTHLY BILLING AMOUNT	\$218.39
Total Annual Square Foot Cost-Deluxe	\$1.31 per square foot
	Monthly
February 1, 1996 - September 30, 1996	\$209.05 \$1,672.40
October 1, 1996 - January 31, 1997	\$218.39 \$873.56
Contract Year 2/1/96 - 1/31/97	\$2,545.96

**J. CONTRACT**

Vendor ARC of Harrison County  
 Contract Period February 1, 1996 - January 31, 1995

Small Business Impact: None, ARC 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  
 Director of Operations

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

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

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Tax & Revenue

LOCATION:

Martinsburg

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,750	1,750
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,750</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Benefits	0.00

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	1,750 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$89.38 Wages/month
Relief-Supervision		\$5.50 Wages/month
Client workers		\$77.19 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$4.75 Wages/month
Monthly Burdened Direct Labor Costs		\$195.87 per month
Standard chemical cost	6.00%	\$11.75 of burdened DL
Standard equipment cost	4.00%	\$7.83 of burdened DL
Monthly Chemical and Equipment Costs		\$19.59 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$215.45</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$43.09
*DBG Overhead Rate	0.00	\$0.00
*Shawnee Hills Overhead Rate	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$258.54</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$25.85
WVARF Fee Rate and Monthly Fee	4.00%	\$11.38

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

MONTHLY	\$295.78
ANNUALLY	\$3,549.31
Total Annual Square Foot Cost-Standard	\$2.03 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	10.0 cents/sq foot	
*Number of Floor Cleanings Per Year	2 cleanings/year	
Total Deluxe Floor Care Charge	\$350.00	
WVARF Fee	4.00%	\$14.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$364.00</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,913.31
TOTAL MONTHLY BILLING AMOUNT		\$326.11
Total Annual Square Foot Cost-Deluxe		\$2.24 per square foot
	Monthly	
February 1, 1996 - September 30, 1996	\$318.96	\$2,551.68
October 1, 1996 - January 31, 1997	\$326.11	\$1,304.44
Contract Year 2/1/96 - 1/31/97		\$3,856.12

**J. CONTRACT**

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

Small Business Impact: None, EPTC has had contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: OFFICE OF CHIEF MEDICAL EXAMINER  
LOCATION: MORGANTOWN**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	672.0	1008.0
*	0.0	0.0	0.0
*	0.0	0.0	0.0
*	0.0	0.0	0.0
Number of days per week cleaned	2.0		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1008.0</b>	

**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	1,008 square feet
Cleaning hours per day	2.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	16.00 hours/year
Annual relief (Workers)	16.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		43.33 Wages/month
Relief-Supervision		6.67 Wages/month
Client workers		41.17 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		6.33 Wages/month
Monthly Burdened Direct Labor Costs		108.04 per month
Standard chemical cost	MINIMUM	10.00 of burdened DL
Standard equipment cost	MINIMUM	10.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>108.04</b>

### E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	0.25	27.01
*DBG Overhead Rate	0.00	0.00
*Shawnee Hills Overhead Rate	0.00	0.00
FULLY BURDENED COST		135.04

### F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	0.47	63.47
WVARF Fee Rate and Monthly Fee	0.04	7.94

### G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	206.46
ANNUALLY	2477.47
Total Annual Square Foot Cost-Standard	\$2.46 per square foot

### H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		\$12.00 cents/sq foot
*Number of Floor Cleanings Per Year		\$2.00 cleanings/year
Total Deluxe Floor Care Charge		\$241.92
WVARF Fee	0.04	\$9.68
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$251.60

### I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,729.06
TOTAL MONTHLY BILLING AMOUNT		\$227.42
Total Annual Square Foot Cost/Deluxe		\$2.71 per square foot
July 1, 1996 - September 30, 1997	\$216.92	\$650.76
October 1, 1996 - June 30, 1997	\$227.42	\$2,046.78
Fiscal Year 7/1/96 - 6/30/97		\$2,697.54

### J. CONTRACT

Vendor

PACE TEC

Contract Period

July 1, 1996 - June 30, 1997

Small Business Impact:

None, have had 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: IS&C Office**  
**LOCATION: Kanawha City**

## A. BUILDING DESCRIPTION

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

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

## D. MONTHLY DIRECT COSTS

Supervision		\$487.50 Wages/month
Relief-Supervision		\$30.00 Wages/month
Client workers		\$463.13 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$28.50 Wages/month
Monthly Burdened Direct Labor Costs		\$1,117.43 per month
Standard chemical cost	6.00%	\$67.05 of burdened DL
Standard equipment cost	4.00%	\$44.70 of burdened DL
Monthly Chemical and Equipment Costs		\$111.74 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,229.17</b>

### E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$122.92
*DBG Overhead Rate	7.00%	\$94.65
*Shawnee Hills Overhead Rate	5.50%	\$74.36
FULLY BURDENED COST		\$1,446.73

### F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$144.67
WVARF Fee Rate and Monthly Fee	4.00%	\$63.66

### G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,655.06
ANNUALLY	\$19,860.72
Total Annual Square Foot Cost-Standard	\$0.89 per square foot

### H. DELUX FLOOR CARE FEE

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

### I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$25,119.92
TOTAL MONTHLY BILLING AMOUNT		\$2,093.33
Total Annual Square Foot Cost-Delux		\$1.12 per square foot

July 1, 1996 - September 30, 1996	\$2,009.19	\$6,027.57
October 1, 1996 - June 30, 1997	\$2,093.33	\$18,839.97
Fiscal Year 7/1/96 - 6/30/97		\$24,867.54

### J. CONTRACT

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

Small Business Impact: None. Shawnee currently has contract.

#### Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Quality Control  
LOCATION: Charleston

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor	Square Feet	Adjusted Square Feet
	(.5 to 1.5)		
*	1.0	11,000	11,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>11,000</b>	

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	12%
*Other Benefits	0%

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	11,000 square feet
Cleaning hours per day	5.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.50 hours/day
*Time allocation-Client Workers (hours)	2.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	40.00 hours/year
Annual relief (Workers)	40.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		278.96 Wages/month
Relief-Supervision		17.17 Wages/month
Client workers		257.29 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		15.83 Wages/month
Monthly Burdened Direct Labor Costs		630.42 per month
Standard chemical cost	6%	37.83 of burdened DL
Standard equipment cost	4%	25.22 of burdened DL
Monthly Chemical and Equipment Costs		63.04 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$693.46</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10%	\$69.35
*DBG Overhead Rate	7.00%	\$53.40
*Shawnee Hills Overhead Rate	5.50%	\$41.95
<b>FULLY BURDENED COST</b>		<b>\$816.21</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	13%	\$102.50
WVARF Fee Rate and Monthly Fee	4%	\$36.75

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

MONTHLY		\$955.45
ANNUALLY		\$11,465.46
Total Annual Square Foot Cost-Standard		\$1.04 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		15.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		3300.00
WVARF Fee	4.00%	132.00
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>3432.00</b>

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>		<b>\$14,897.46</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>		<b>\$1,241.45</b>
Total Annual Square Foot Cost-Delux		\$1.35 per square foot
September 1, 1996 - September 30, 1996	\$1,206.06	\$1,206.06
October 1, 1996 - August 31, 1997	\$1,241.45	\$1,241.45
Contract Year 9/1/96 - 8/31/97		\$2,447.51

**J. CONTRACT**

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

Small Business Impact: None.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*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 Quality Control  
LOCATION: Wheeling

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,734	1,734
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,734</b>	

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.00
*Wage Rate (Supervisor-Non-client)	\$5.00
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	12%
*Other Benefits	0%

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,734 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		54.17 Wages/month
Relief-Supervision		3.33 Wages/month
Client workers		51.46 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.17 Wages/month
Monthly Burdened Direct Labor Costs		124.16 per month
Standard chemical cost	6%	7.45 of burdened DL
Standard equipment cost	4%	4.97 of burdened DL
Monthly Chemical and Equipment Costs		12.42 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$136.57</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20%	\$27.31
*DBG Overhead Rate	0	\$0.00
*Shawnee Hills Overhead Rate	0	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$163.89</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	\$16.39
WVARF Fee Rate and Monthly Fee	4%	\$7.21

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

MONTHLY		\$187.49
ANNUALLY		\$2,249.87
Total Annual Square Foot Cost-Standard		\$1.30 per square foot

**H. DELUX 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		346.80
WVARF Fee	4.00%	13.87
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>360.67</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,610.54
TOTAL MONTHLY BILLING AMOUNT		\$217.55
Total Annual Square Foot Cost-Delux		\$1.51 per square foot
April 1, 1996 - September 30, 1996	\$208.01	\$1,248.06
October 1, 1996 - March 30, 1997	\$217.55	\$1,305.30
Contract Year 4/1/96 - 3/30/97		\$2,553.36

**J. CONTRACT**

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

Small Business Impact: None.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
 STANDARD JANITORIAL PRICE ESTIMATE

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

A. BUILDING DESCRIPTION

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

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	6,700 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$409.72</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$40.97
*DBG Overhead Rate	7.50%	\$33.80
*Shawnee Hills Overhead Rate	5.00%	\$22.53
FULLY BURDENED COST		\$484.50

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$48.45
WVARF Fee Rate and Monthly Fee	4.00%	\$21.32

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

PAPER PRODUCTS		\$169.88
MONTHLY		\$724.14
ANNUALLY		\$8,689.74
Total Annual Square Foot Cost-Standard		\$1.30 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$10,083.34
TOTAL MONTHLY BILLING AMOUNT		\$840.28
Total Annual Square Foot Cost-Deluxe		\$1.50 per square foot

<b>JULY 1, 1996 - SEPTEMBER 30, 1996</b>	<b>\$812.10</b>	<b>\$2,436.30</b>
<b>OCTOBER 1, 1996 - JUNE 30, 1997</b>	<b>\$840.28</b>	<b>\$7,562.52</b>

Fiscal Year July 1, 1996 - June 30, 1997 **\$9,998.82**

J. CONTRACT

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

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

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*  
 \_\_\_\_\_  
 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: Buckhannon

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.50	7,400	11,100
*	1.00	0	0
*	1.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>11,100</b>	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$0.00
*Wage Rate (Supervisor-Non-client)	\$0.00
*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	11,100 square feet
Cleaning hours per day	8.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	128.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$0.00 Wages/month
Relief-Supervision		\$0.00 Wages/month
Client workers		\$823.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$50.67 Wages/month
Monthly Burdened Direct Labor Costs		\$959.35 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	4.00%	\$38.37 of burdened DL
Monthly Chemical and Equipment Costs		\$38.37 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$997.73</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$199.55
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$1,197.27

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$119.73
WVARF Fee Rate and Monthly Fee	4.00%	\$52.68

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,369.68
ANNUALLY	\$16,436.18
Total Annual Square Foot Cost-Standard	\$1.48 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$444.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$461.76

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$16,897.94
TOTAL MONTHLY BILLING AMOUNT	\$1,408.16
Total Annual Square Foot Cost-Deluxe	\$1.52 per square foot

	MONTHLY	
July 1, 1996 - September 30, 1996	\$1,344.72	\$4,034.16
October 1, 1996 - June 30, 1997	\$1,408.16	\$12,673.44
Fiscal Year July 1, 1996 - June 30, 1997		\$16,707.60

J. CONTRACT

Vendor	Buckhannon/Upshur
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact: None, CRP has had contract

Notes:

1. Disposables and cleaning chemicals 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: Clarksburg

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$4.75
*Wage Rate (Worker-Non-client)	\$4.75
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.50 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$55.79 Wages/month
Relief-Supervision		\$3.43 Wages/month
Client workers		\$51.46 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$3.17 Wages/month
Monthly Burdened Direct Labor Costs		\$126.08 per month
Standard chemical cost	minimum	\$10.00 of burdened DL
Standard equipment cost	minimum	\$10.00 of burdened DL
Monthly Chemical and Equipment Costs		\$20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$146.08</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$29.22
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$175.30</b>

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	13.25%	\$23.23
WVARF Fee Rate and Monthly Fee	4.00%	\$7.94

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$206.47
ANNUALLY	\$2,477.64
Total Annual Square Foot Cost-Standard	\$2.06 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$144.00
WVARF Fee	4.00%
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$5.76</b>
	<b>\$149.76</b>

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,627.40
TOTAL MONTHLY BILLING AMOUNT		\$218.95
Total Annual Square Foot Cost-Deluxe		\$2.19 per square foot
	MONTHLY	
July 1, 1996 - September 30, 1996	\$212.35	\$637.05
October 1, 1996 - June 30, 1997	\$218.95	\$1,970.55
Fiscal year July 1, 1996 - June 30, 1997		\$2,607.60

J. CONTRACT

Vendor	Harrison County Sheltered Workshop
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact:

None, CRP has had contract

Notes:

1. Disposables and cleaning chemicals 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: Glenville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	810	810
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>810</b>	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	810 square feet
Cleaning hours per day	2.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	0.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$205.83 Wages/month
Relief-Supervision		\$12.67 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		\$243.96 per month
Standard chemical cost	6.00%	\$14.64 of burdened DL
Standard equipment cost	minimum	\$10.00 of burdened DL
Monthly Chemical and Equipment Costs		\$24.64 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$268.59</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$53.72
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$322.31</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$32.23
WVWARF Fee Rate and Monthly Fee	4.00%	\$14.18

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

MONTHLY	\$368.72
ANNUALLY	\$4,424.69
Total Annual Square Foot Cost-Standard	\$5.46 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	\$194.40
WVWARF Fee	4.00% \$7.78
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$202.18</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,626.86
TOTAL MONTHLY BILLING AMOUNT	\$385.57
Total Annual Square Foot Cost-Deluxe	\$5.71 per square foot

<b>JULY 1, 1996 - SEPTEMBER 30, 1996</b>	<b>\$348.20</b>	<b>\$1,044.60</b>
<b>OCTOBER 1, 1996 - JUNE 30, 1997</b>	<b>\$385.57</b>	<b>\$3,470.13</b>
		<b>\$4,514.73</b>

**J. CONTRACT**

Vendor	WVWARF
Contract Period	JULY 1, 1996 - JUNE 30, 1997

Small Business Impact:

Notes:

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

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: Department of Highways  
 LOCATION: New Creek

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	755.00	755.00
*	0.00	0.00	0.00
*	0.00	0.00	0.00
*	0.00	0.00	0.00
Number of days per week cleaned	1.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>755.00</b>	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*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	755 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$29.79 Wages/month
Relief-Supervision		\$9.17 Wages/month
Client workers		\$25.73 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$7.92 Wages/month
Monthly Burdened Direct Labor Costs		\$80.55 per month
Standard chemical cost	6.00%	\$4.83 of burdened DL
Standard equipment cost	4.00%	\$3.22 of burdened DL
Monthly Chemical and Equipment Costs		\$8.05 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$88.60</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$17.72
*Mileage - 832 miles per year * .29 cents a mile	0.00%	\$20.10
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$126.42</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	15.00%	\$18.96
WVARF Fee Rate and Monthly Fee	4.00%	\$5.82

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

PAPER PRODUCTS		\$0.00
MONTHLY		\$151.20
ANNUALLY		\$1,814.43
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$2.40 per square foot</b>

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		\$12.00 cents/sq foot
*Number of Floor Cleanings Per Year		\$2.00 cleanings/year
Total Deluxe Floor Care Charge		\$181.20
WVARF Fee	4.00%	\$7.25
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$188.45</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,002.88
TOTAL MONTHLY BILLING AMOUNT		\$166.91
Total Annual Square Foot Cost-Deluxe		\$2.65 per square foot

JULY 1, 1996 - SEPTEMBER 30, 1996	\$163.83	\$491.49
OCTOBER 1, 1996 - JUNE 30, 1997	\$166.91	\$1,502.19

**Fiscal Year July 1, 1996 - June 30, 1997** **\$1,993.68**

**J. CONTRACT**

Vendor Developmental Center  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None. No one does at this time.

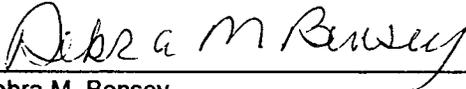
**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

**CUSTOMER:** Department of Highways  
**LOCATION:** Smith Street  
Charleston

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	41,215	41,215
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>41,215</b>	

**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	

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	41,215 square feet
Cleaning hours per day	18.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	10.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	160.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$866.67 Wages/month
Relief-Supervision		\$53.33 Wages/month
Client workers		\$1,029.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$63.33 Wages/month
Monthly Burdened Direct Labor Costs		\$2,226.37 per month
Standard chemical cost	6.00%	\$133.58 of burdened DL
Standard equipment cost	4.00%	\$89.05 of burdened DL
Monthly Chemical and Equipment Costs		\$222.64 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,449.01</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$244.90
	7.00%	\$188.57
	5.50%	\$148.17
<b>FULLY BURDENED COST</b>		<b>\$2,882.49</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	3.62%	\$104.26
WVARF Fee Rate and Monthly Fee	4.00%	\$119.47

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

MONTHLY	\$3,106.21	2817.40
ANNUALLY	\$37,274.57	33808.79
Total Annual Square Foot Cost-Standard	\$0.90 per square foot	0.82

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$37,274.57
TOTAL MONTHLY BILLING AMOUNT	\$3,106.21
Total Annual Square Foot Cost-Deluxe	\$0.90 per square foot
JULY 1, 1996 - SEPTEMBER 30, 1996	\$2,930.10 \$8,790.30
OCTOBER 1, 1996 - JUNE 30, 1997	\$3,106.21 \$27,955.89

Fiscal Year July 1, 1996 - June 30, 1997 \$36,746.19

**J. CONTRACT**

Vendor Shawnee Hills  
 Contract Period July 1, 1995 - June 30, 1996

**Small Business Impact:**

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

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

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	16,722	16,722
*	1.00	1,450	1,450
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>18,172</b>	

**B. STAFFING DATA**

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

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	18,172 square feet
Cleaning hours per day	11.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.50 hours/day
*Time allocation-Client Workers (hours)	5.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	88.00 hours/year
Annual relief (Workers)	88.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$613.71 Wages/month
Relief-Supervision		\$37.77 Wages/month
Client workers		\$613.71 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$37.77 Wages/month
Monthly Burdened Direct Labor Costs		\$1,442.47 per month
Standard chemical cost	6.00%	\$86.55 of burdened DL
Standard equipment cost	4.00%	\$57.70 of burdened DL
Monthly Chemical and Equipment Costs		\$144.25 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,586.72</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.46%	\$245.26
	0.00%	\$20.10
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$1,852.08</b>

**F. MONTHLY PROFIT AND FEES**

Profit Rate and Monthly Profit	10.00%	\$185.21
WVARF Fee Rate and Monthly Fee	4.00%	\$81.49

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

MONTHLY	\$2,118.77
ANNUALLY	\$25,425.29
Total Annual Square Foot Cost-Standard	\$1.40 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	\$3,634.40
WVARF Fee	4.00% \$145.38
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$3,779.78</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$29,205.06
TOTAL MONTHLY BILLING AMOUNT	\$2,433.76
Total Annual Square Foot Cost-Deluxe	\$1.61 per square foot

	Monthly	
October 1, 1996 - August 31, 1997	\$2,322.28	\$25,545.08
September 1, 1997 - September 30, 1997	\$2,433.76	\$2,433.76

Contract Year October 1, 1996 - Sept. 1, 1997 **\$27,978.84**

**J. CONTRACT**

Vendor **Precision Services**  
 Contract Period **October 1, 1996 - September 30, 1997**

Small Business Impact:

None, Precision 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  
 Director of Operations

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

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

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

**CUSTOMER: Department of Highways  
LOCATION: Michigan Avenue**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.50	6,875	10,313
*	1.00	450	450
*	1.00	5,125	5,125
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>15,888</b>	

**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	15,888 square feet
Cleaning hours per day	8.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	4.00 hours/day
*Time allocation-Client Workers (hours)	4.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	64.00 hours/year
Annual relief (Workers)	64.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$433.33 Wages/month
Relief-Supervision		\$26.67 Wages/month
Client workers		\$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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,092.59</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$163.89
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$1,256.48</b>

**F. MONTHLY PROFIT AND FEES**

Profit Rate and Monthly Profit	10.00%	\$125.65
WVARF Fee Rate and Monthly Fee	4.00%	\$55.29

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

MONTHLY	\$1,437.42
ANNUALLY	\$17,249.00
Total Annual Square Foot Cost-Standard	\$1.09 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	\$12.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	\$3,813.00
WVARF Fee	4.00% \$152.52
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$3,965.52</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$21,214.52
TOTAL MONTHLY BILLING AMOUNT	\$1,767.88
Total Annual Square Foot Cost-Deluxe	\$1.34 per square foot

	Monthly	
July 1, 1996 - September 30, 1996	\$1,694.81	\$5,084.43
October 1, 1996 - June 30, 1997	\$1,767.88	\$15,910.92

Fiscal Year July 1, 1996 - June 30, 1997 **\$20,995.35**

**J. CONTRACT**

Vendor Goodwill - Charleston  
 Contract Period July 1, 1996 - June 30, 1997

Small Business Impact: None, Goodwill 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: Department of Highways  
LOCATION: Huntington**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	76,000	76,000
*	1.00	0	0
*	1.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>76,000</b>	

**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	12%
*Other Benefits	0%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	76,000 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		\$1,040.00 Wages/month
Relief-Supervision		\$64.00 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		\$4,110.68 per month
Standard chemical cost	0%	\$0.00 of burdened DL
Standard equipment cost	4%	\$164.43 of burdened DL
Monthly Chemical and Equipment Costs		\$164.43 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$4,275.11</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20%	\$855.02
	0%	\$0.00
	0%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$5,130.13</b>

**F. MONTHLY PROFIT AND FEES**

Profit Rate and Monthly Profit	10%	\$513.01
WVWARF Fee Rate and Monthly Fee	4%	\$225.73

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

MONTHLY	\$5,868.87
ANNUALLY	\$70,426.39
Total Annual Square Foot Cost-Standard	\$0.93 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	\$9.26 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	\$14,068.83
WVWARF Fee	4% \$562.75
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$14,631.59</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$85,057.98
TOTAL MONTHLY BILLING AMOUNT	\$7,088.16
Total Annual Square Foot Cost-Deluxe	\$1.12 per square foot

	Monthly	
July 1, 1996 - September 30, 1996	\$6,958.41	\$20,875.23
October 1, 1996 - June 30, 1997	\$7,088.16	\$63,793.44
 Fiscal Year July 1, 1996 - June 30, 1997		 \$84,668.67

**J. CONTRACT**

**Vendor** Goodwill - Huntington  
**Contract Period** July 1, 1996 - June 30, 1997

Small Business Impact: None, Goodwill has had contract.

Notes:

1. Disposables and cleaning chemicals 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: Department of Highways  
LOCATION: Romney

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	5.50
*Wage Rate (Supervisor-Non-client)	5.50
*Wage Rate (Worker-Client)	4.75
*Wage Rate (Worker-Non-client)	4.75
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$35.75 Wages/month
Relief-Supervision		\$11.00 Wages/month
Client workers		\$30.88 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$9.50 Wages/month
Monthly Burdened Direct Labor Costs		\$96.66 per month
Standard chemical cost	6.00%	\$5.80 of burdened DL
Standard equipment cost	4.00%	\$3.87 of burdened DL
Monthly Chemical and Equipment Costs		\$9.67 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$106.32</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$21.26
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$127.59

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$12.76
WVARF Fee Rate and Monthly Fee	4.00%	\$5.61

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$145.96
ANNUALLY	\$1,751.53
Total Annual Square Foot Cost-Standard	\$1.75 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		15 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$300.00
WVARF Fee	4.00%	\$12.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$312.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,063.53
TOTAL MONTHLY BILLING AMOUNT		\$171.96
Total Annual Square Foot Cost-Deluxe		\$2.06 per square foot
	Monthly	
July 1, 1996 - September 30, 1996	\$168.43	\$505.29
October 1, 1996 - June 30, 1997	\$171.96	\$1,547.64
Fiscal Year July 1, 1996 - June 30, 1997		\$2,052.93

J. CONTRACT

Vendor	Developmental Center
Contract Period	July 1, 1996 - June 30, 1997

Small Business Impact: None, have had service.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways  
LOCATION: Lewisburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	2808.00	2808.00
*	1.00	2600.00	2600.00
*	1.00	0.00	0.00
*	0.00	0.00	0.00
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>5408.00</b>	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	5.75
*Wage Rate (Supervisor-Non-client)	5.75
*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	5408.00 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		249.17 Wages/month
Relief-Supervision		15.33 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		535.15 per month
Standard chemical cost	0.00	0.00 of burdened DL
Standard equipment cost	0.04	21.41 of burdened DL
Monthly Chemical and Equipment Costs		21.41 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>556.56</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	0.20	111.31
	0.00	0.00
	0.00	0.00
FULLY BURDENED COST		667.87

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	0.10	66.67
WVWARF Fee Rate and Monthly Fee	0.04	29.38

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

PAPER PRODUCTS		0.00
MONTHLY		763.93
ANNUALLY		9167.12
Total Annual Square Foot Cost-Standard		1.70 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
WVWARF Fee	0.04	0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		9167.12
TOTAL MONTHLY BILLING AMOUNT		763.93
Total Annual Square Foot Cost-Delux		1.70 per square foot

<b>January 1, 1996 - September 30, 1996</b>	<b>\$731.49</b>	<b>\$6,583.41</b>
<b>October 1, 1996 - December 31, 1996</b>	<b>\$763.93</b>	<b>\$2,291.79</b>

Fiscal Year July 1, 1996 - June 30, 1997 **\$8,875.20**

J. CONTRACT

Vendor SRW  
Contract Period January 1, 1996 - December 31, 1996

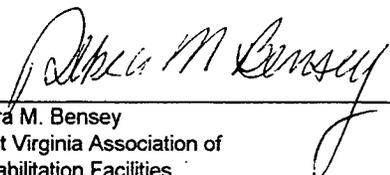
Small Business Impact: None, SRW has had contract.

- Notes: Chemicals supplied by the State of West Virginia.
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  
 West Virginia Association of  
 Rehabilitation Facilities  
 Director of Operations

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

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

**CUSTOMER: General Services**  
**LOCATION: Central Stock**  
**Charleston**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	3,000	3,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		3,000	

**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	11.65%
*Other Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	3,000 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision	81.25 Wages/month
Relief-Supervision	5.00 Wages/month
Client workers	77.19 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	4.75 Wages/month
Monthly Burdened Direct Labor Costs	186.24 per month
Standard chemical cost	6.00% \$11.17 of burdened DL
Standard equipment cost	4.00% \$7.45 of burdened DL
Monthly Chemical and Equipment Costs	18.62 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$204.86</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$20.49
*DBG Overhead	7.00%	\$15.77
*Shawnee Hills Overhead	5.50%	\$12.39
FULLY BURDENED COST		\$241.12

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	12.47%	\$30.06
WVARF Fee Rate and Monthly Fee	4.00%	\$10.85

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

MONTHLY	\$282.03
ANNUALLY	\$3,384.39
Total Annual Square Foot Cost-Standard	\$1.13

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		12.0
*Number of Floor Cleanings Per Year		0
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-Deluxe		\$1.13
March 1, 1996 - September 30, 1996	\$267.70	\$1,873.90
October 1, 1996 - February 28, 1997	\$282.03	\$1,410.15
Contract Year March 1, 1996 - February 28, 1997		\$3,284.05

**J. CONTRACT**

Vendor Shawnee Hills  
 Contract Period March 1, 1996 - February 28, 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

**DHHR JANITORIAL PROGRAM  
MINIMUM WAGE INCREASE**

REGION I	MONTHLY COST 7/1/96 - 9/30/96	MONTHLY COST 10/1/96 - 6/30/97	FISCAL YEAR 7/1/96 - 6/30/97
Clarksburg	\$2,638.96	\$2,714.93	\$32,351.25
Glenville	\$1,046.28	\$1,046.28	\$12,555.36
Grantsville	\$2,447.72	\$2,447.72	\$29,372.64
Harrisville	\$1,109.29	\$1,140.63	\$13,593.54
Middlebourne	\$295.51	\$303.21	\$3,615.42
Morgantown	\$1,310.75	\$1,348.48	\$16,068.57
Moundsville	\$796.09	\$816.98	\$9,741.09
New Martinsville	\$2,129.00	\$2,129.00	\$25,548.00
Weirton	\$752.75	\$773.64	\$9,221.01
West Union	\$315.01	\$323.99	\$3,860.94
Wheeling	\$2,621.18	\$2,696.64	\$32,133.30

REGION II

	MONTHLY COST 7/1/96 - 9/30/96	MONTHLY COST 10/1/96 - 6/30/97	FISCAL YEAR 7/1/96 - 6/30/97
Charleston	\$5,876.13	\$6,047.99	\$72,060.30
Clay	\$683.87	\$703.56	\$8,383.65
Danville	\$1,863.57	\$1,863.57	\$22,362.84
Hamlin	\$3,592.55	\$3,592.55	\$43,110.60
Huntington	\$2,621.51	\$2,696.98	\$32,137.35
Logan	\$1,615.91	\$1,615.91	\$19,390.92
Pt. Pleasant	\$1,066.53	\$1,066.53	\$12,798.36
Ripley	\$2,409.26	\$2,409.26	\$28,911.12
Teays	\$1,882.56	\$1,929.16	\$23,010.12
Wayne	\$1,545.92	\$1,550.44	\$18,591.72
Williamson	\$1,654.56	\$1,696.35	\$20,230.83

REGION III

	MONTHLY COST 7/1/96 - 9/30/96	MONTHLY COST 10/1/96 - 6/30/97	FISCAL YEAR 7/1/96 - 6/30/97
Berkeley Springs	\$316.37	\$387.15	\$4,433.46
Buckhannon	\$683.87	\$703.56	\$8,383.65
Charles Town	\$319.49	\$328.68	\$3,916.59
Elkins	\$1,843.85	\$1,843.85	\$22,126.20
Franklin	\$405.57	\$416.01	\$4,960.80
Grafton	\$1,715.72	\$1,715.72	\$20,588.64
Keyser	\$751.44	\$771.81	\$9,200.61
Kingwood	\$764.93	\$784.66	\$9,356.73
Martinsburg	\$1,747.53	\$1,791.13	\$21,362.76
Moorefield	\$851.99	\$876.52	\$10,444.65
Petersburg	\$667.57	\$684.66	\$8,164.65
Philippi	\$539.81	\$539.81	\$6,477.72
Romney	\$762.84	\$783.73	\$9,342.09
Weston	\$1,310.75	\$1,348.48	\$16,068.57

REGION IV	MONTHLY COST 7/1/96 - 9/30/96	MONTHLY COST 10/1/96 - 6/30/97	FISCAL YEAR 7/1/96 - 6/30/97
Fayetteville	\$1,539.38	\$1,581.16	\$18,848.58
Hinton	\$974.65	\$974.65	\$11,695.80
Lewisburg	\$3,685.84	\$3,721.20	\$44,548.32
Marlinton	\$270.85	\$270.85	\$3,250.20
Princeton	\$2,621.52	\$2,696.99	\$32,137.47
Pineville	\$1,528.90	\$1,570.68	\$18,722.82
Summersville	\$1,645.03	\$1,686.81	\$20,116.38
Webster Springs	\$635.15	\$650.82	\$7,762.83
Welch	\$2,691.65	\$2,691.65	\$32,299.80

	MONTHLY COST 7/1/96 - 9/30/96	MONTHLY COST 10/1/96 - 6/30/97	FISCAL YEAR 7/1/96 - 6/30/97
<b>Detention Centers</b>			
Eastern - Martinsburg	\$1,878.29	\$1,963.69	\$23,308.08
Western-Parkersburg	\$1,878.29	\$1,960.81	\$23,282.16
Southern-Princeton	\$3,159.65	\$3,185.59	\$38,149.26
<b>Relief</b>			
	\$646.90	\$646.92	
<b>Monthly Totals</b>	\$76,112.74	\$77,491.39	
<b>Fiscal Year Total 7/1/96 - 6/30/97</b>		-----	\$925,760.73

WEST VIRGINIA ASSOCIATION OF

# WVAREF

REHABILITATION FACILITIES, INC.

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

## Billiting and Bed Making Contract

**VENDOR:** WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

**WORK PERFORMED BY:** Preston County

**CONTRACT SITE:** Camp Dawson

**CUSTOMER CONTACT:**

**PERIOD OF CONTRACT:** January 1, 1995 - December 31, 1996

January 1, 1996 - September 30, 1996

\$9.20 \_\_\_\_\_ per hour for billiting  
\$4.50 \_\_\_\_\_ beds - strip and remake  
\$3.77 \_\_\_\_\_ beds - remake only

October 1, 1996 - December 31, 1996

\$9.51 \_\_\_\_\_ per hour for billiting  
\$5.07 \_\_\_\_\_ beds - strip and remake  
\$4.44 \_\_\_\_\_ beds - remake only

Increase due to minimum wage increase. Only workers making under new minimum wage of \$4.75 were increased.

Vendor may use a crew to provide labor.  
WVAREF 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

9/23/96

Date

## Bed Making

Pay Rate		\$4.25
Fringes	11.80%	\$0.50
Relief	12.69%	\$0.54
Relief Fringes	11.80%	\$0.06
Burdened Direct Labor		\$5.35
Overhead	39.00%	\$2.09
Profit	10.00%	\$0.74
WVARF Fee	4.00%	\$0.33

\$8.51 Cost of Staff per hour

\$8.51 divided by 60 minutes

0.1418 cost per minute

Cost to remake one bed	4 minutes to remake 1 bed 0.5672		
Cost to strip & make one bed	6 minutes to strip and make bed 0.8507		
Cost to clean common area	20 minutes to clean \$2.84		
		Contract Price	Difference in contract and our figures
One bedroom equals two beds			
Cost for 1 bedroom - Remake-only**	\$3.97	\$3.77	\$0.20
Cost for 1 bedroom-Strip & remake	\$4.54	\$4.50	\$0.04

\*\* John had on his calculation \$4.26 for bedroom remake only, I think that he took the common area and added one remake and one strip. He should have added common area and two remakes.

## Bed Making

Pay Rate		\$4.75
Fringes	11.80%	\$0.56
Relief	12.69%	\$0.60
Relief Fringes	11.80%	\$0.07
Burdened Direct Labor		\$5.98
Overhead	39.00%	\$2.33
Profit	10.00%	\$0.83
WVAF Fee	4.00%	\$0.37

\$9.51 Cost of Staff per hour

\$9.51 divided by 60 minutes

0.1585 cost per minute

Cost to remake one bed	4 minutes to remake 1 bed 0.6339	
Cost to strip & make one bed	6 minutes to strip and make bed 0.9508	
Cost to clean common area	20 minutes to clean \$3.17	
		Difference in contract and our last year figures
One bedroom equals two beds		
Cost for 1 bedroom - Remake-only**	\$4.44	\$0.20
Cost for 1 bedroom-Strip & remake	\$5.07	\$0.04
New adjusted price		\$4.24 Remake only
		\$5.03 Strip and Make

# 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		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>8,270</b>	

## 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$516.50</b>

**E. OVERHEAD RATES AND FEES**

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

**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
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>2064.07</b>

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>		<b>\$10,572.65</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>		<b>\$881.05</b>
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