

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

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

MINUTES

January 22, 1997

**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, and Everette Sullivan. Ex officio members in attendance were Debra Bensey, Director of Operations of the CNA, and Steve King, CEO, WVARF. Guests in attendance were: Mike Tassos, Shawnee Hills DBG and Tim Urbanic, Clay County Workshop.

John Parker gave the financial report which showed a beginning balance of \$3,865.77, expenditures of \$956.46, \$111.24, \$59.99, and \$61.78 for expense accounts; and, \$13.50 for refreshments, for a balance of \$2,662.80..

There was no formal report from the Chairman except he noted the outstanding work and effort made by Debra Bensey in preparing the Annual State Use Committee report to the Governor and legislative leadership.

Under old business, a long discussion ensued regarding the written agreement between the Tamarack Corp., the CNA, and the Wyoming County Workshop. An update of the Tamarack management contract between the Parkways Authority and Tamarack, Wyoming County Workshop and WVARF acting in its capacity as the CNA was given to the committee by Steve King. At its most recent quarterly membership meeting, WVARF members voted to remove WVARF and by implication the CNA from developing any contractual relationship for management services with the Parkways Authority. John Parker, who was in attendance at the membership meeting of WVARF, questioned the legality of such a move. Nonetheless, WVARF's membership opposition is a matter record. Committee members on the other hand are very much interested in exploring other contractual possibilities with the Parkways Authority including the contract in question. A long discussion ensued with all members and guests exploring the positive and negative

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

aspects of such a contract. The discussion concluded with the understanding that Craig Greening and any other committee members of his choosing would meet with the WVARF Executive Committee members in an attempt to seek an amicable resolution of this problematic situation.

Recorder's note: At the conclusion of the Committee's meeting on February 11, 1997, a meeting is scheduled with WVARF's Executive Committee and as many committee members who can attend in an attempt to resolve this issue of contracting authority and the ultimate placement of services and commodities on the procurement list.

The next item of new business involved an attempt to clarify what is and what is not state use work. Small dollar purchases that often go unreported to the CNA and purchases made by colleges and political subdivision from certified work centers are the area where questions arise. The Committee voiced the opinion that all purchases made from a qualified work center without any other bid are covered under the law. The CNA will direct all approved work centers and other CRPs to report all work of this nature to it.

Debra Bensey reviewed with the Committee a sample of its procurement list and updates to WVARF's catalog. A motion was made by Everette Sullivan and seconded by Crystal Moody to allocate necessary committee funds for printing and postage of the annual report and printing and distribution of the procurement list. Motion passed without opposition.

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

CUSTOMER: Grievance Board, 808 Greenbrier St., Charleston VENDOR: Shawnee Hills				
Contract Period: Feb. 1, 1997 - Jan. 31, 1998				
Staffing Plan: 1 worker 1 Worker - supvr.	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
Total Square Feet: 3150	Cost per square foot: \$.1.23	Monthly Cost to Agency: 2/1/97-8/31/97 \$308.60 9/1/97-1/31/98 \$324.10	Annualized Cost: \$ 3,780.70	1 deluxe floor cleanings per year: \$393.12

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

CUSTOMER: WVA Regional Jail & Correction Authority - 301 Jefferson St., Charleston VENDOR: Shawnee Hills				
Contract Period: April 1, 1997 - March 31, 1998				
Staffing Plan: 1 worker 1 worker supvr.	2 Workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7,296	Cost per square foot: \$ 1.00	Monthly Cost to Agency: \$ 577.40 5/1/97-8/31/97 9/1/97-3/31/98 \$604.84	Annualized Cost: \$ 7,155.88	No deluxe floor cleaning per year:

The attached bed making and maid service contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee: According to the enclosed price list, the total contract is not to exceed \$40,000.

CUSTOMER: Adjutant General's Department - Camp Dawson				
VENDOR: Preston County CRP				
Contract Period: Jan. 1, 1997 - Dec. 31, 1997				
Staffing Plan:	workers	hours each per day	days weekly	worker hours weekly
Total Square Feet:	Cost per square foot: \$	Monthly Cost to Agency: \$	Annualized Cost: \$	deluxe floor cleanings per year:

The following billeting contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee according to the enclosed price list. The yearly cost of this contract is not to exceed \$20,064.

CUSTOMER: Adjutant General's Department				
VENDOR: Preston County CRP				
Contract Period: Jan. 1, 1997 to Dec. 31, 1997				
Staffing Plan:	workers	hours each per day	days weekly	worker hours weekly
Total Square Feet:	Cost per square foot: \$	Monthly Cost to Agency: \$	Annualized Cost: \$	deluxe floor cleanings per year:

WEST VIRGINIA ASSOCIATION OF
WVARE
 REHABILITATION FACILITIES, INC.

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

CAMP DAWSON
 BEDMAKING AND MAID SERVICE

WORK PERFORMED BY: PRESTON COUNTY SHELTERED WORKSHOP
 JANUARY 1, 1997 - DECEMBER 31, 1997

Pay Rate		\$5.05
Fringes	12.00%	\$0.61
Relief	12.69%	\$0.64
Relief Fringes	12.00%	\$0.08
Burdened Direct Labor		\$6.37
Overhead	42.50%	\$2.71
Profit	10.00%	\$0.91
WVARE fee	4.00%	\$0.40

\$10.39 Cost of Staff per hour

Clean room	\$3.46
Beds stripped and remake	\$4.50
Beds remade	\$3.77
Linen left on bed (Bldg. 301)	\$3.58
Linen left on bed (Bldg. 305)	\$3.50

TOTAL CONTRACT NOT TO EXCEED \$40,000.00

SCOPE OF WORK
HOUSEKEEPING SERVICES
CAMP DAWSON

A. HOUSEKEEPING DUTIES OF OCCUPIED ROOMS

1. DAILY - (must be completed by 4:00 p.m.)

	Bldg. 106	Bldg. 301	Bldg. 305
a. Showers and toilets cleaned and sanitized.	X	X	X
b. Sink basin and top cleaned and sanitized.	X	X	X
c. Mirrors cleaned.	X	X	X
d. Furniture dusted.	X	X	X
e. Floors swept and damp mop to include corners around doors.	X	X	X
f. Empty trash cans and replace liners.	X	X	X
g. Sweep floor mats.	X		
h. Re-make bed.	X	X	X
i. Replace toilet tissue and bath soap as needed, check daily.	X	X	X
j. Replace dirty towels and wash cloths.			
k. Inventory all linens -report shortages to ATS Logistics and Billeting Office.	X	X	X
l. Notify ATS Logistics of any mechanical problems.	X	X	X
m. Do a daily visual inspection of room.	X	X	X

2. WEEKLY- (must be completed by 4:00 p.m.)

	Bldg. 106	Bldg. 301	Bldg. 305
a. Check for and remove any dust or spider webs.	X	X	X
b. On the exterior overhand check for and remove any bird nests or spider webs.	X	X	X
c. Clean windows inside and outside as needed.	X	X	X
d. Clean window ledges.	X		
e. Change linen as directed. Normally once during a one week stay and two times during a two week stay.	X		

**SCOPE OF WORK-HOUSEKEEPING
PAGE 2**

**B. HOUSEKEEPING DUTIES
OF CHECKOUT OF OCCUPANTS**

1. DAILY - (must be completed by 4:00 p.m.)

- 1. Maintenance same as daily occupied rooms.
- 2. Strip and re-make bed with fresh linens.
- 3. Wipe down and clean/empty refrigerators
- 4. Dispose of used soap.

Bldg. 106	Bldg. 301	Bldg. 305
X	X	X
X		
X	X	
X	X	X

C. ON CALL MAINTENANCE

- 1. Same as daily room cleaning.
- 2. Strip and wax floors as required. (minimum of once every year.)

Bldg. 106	Bldg. 301	Bldg. 305
X	X	X
X		

D. LOUNGE

- 1. Floors swept and damp mopped.
- 2. Furniture dusted.
- 3. Buff Floors

Bldg. 106	Bldg. 301	Bldg. 305
X		
X		
X		

E. LAUNDRY ROOMS

- 1. Laundering of wash cloths and towels daily.
- 2. Floors swept and damp mopped.
- 3. Washer and dryers kept clean and lint traps empty.
- 4. Clean sinks.
- 5. Maintain security/accountability of items.

SCOPE OF WORK-HOUSEKEEPING
PAGE 3

F. HALLWAYS, VESTIBULES DAILY

1. Clean and empty trash.
2. Clean and empty butt cans.
3. Sweep and pick-up leaves.

G. FACILITIES COVERED

1. Building 101,104,302,303,304 only in the absence of the Dawson Maid.

H. ITEMS SPECIFICALLY EXCLUDED.

1. Washing of bedspreads and mattress covers.
2. Removing blankets except as a part of regular re-make in Bldg. 106.
3. All snow related work.
4. Conference room in Building 301.
5. No activities associated with vending machines.
6. Replacement of light bulbs-ceiling/exterior.
7. Overhead work exceeding the normal reach of a person.
8. All activities involving the Billeting office - Bldg. 305.

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CAMP DAWSON BILLETING CONTRACT

WORK PERFORMED BY PRESTON COUNTY

JANUARY 1, 1997 - DECEMBER 31, 1997

Pay Rate		\$5.31
Fringes	12.00%	\$0.64
Relief	12.69%	\$0.67
Relief Fringes	12.00%	\$0.08
Burdened Direct Labor		\$6.70
Overhead	20.00%	\$1.34
Profit	10.00%	\$0.80
WVARE fee	4.00%	\$0.35
		\$9.20 Cost of Staff per hour

NOT TO EXCEED: \$20,064.00 PER CONTRACT YEAR

SCOPE OF WORK

BILLETING

CAMP DAWSON

BILLETING DUTIES

1. Register guests. If guests were registered the previous evening by the Security Guards, the billeting clerk must obtain the registration form from security and register that guest on the previous days' date.
2. Enter group rooming lists.
3. Account for non-official and non-military users.
 - a. The "reservations" report and "future available rooms report" for the upcoming weekend is due to the Operations Officer the Tuesday prior to the weekend.
 - b. The ATS Form 3, Non-Official Bed Nights Report, is due to the Operations Officer on the first of each month.
4. Account for and issue room keys.
5. Make Individual Reservations by telephone.
6. Block rooms for maintenance.
7. Maintain cleanliness of general work area, computers, terminals, screens, printers and other equipment.
8. Prepare valid Statements of Non-Availability.
9. Submit work orders for room repairs based upon customer comments.

SCOPE OF WORK - BILLETING
PAGE 2

10. Prepare registration forms and keys for guests to be registered after hours by the security personnel.
11. File daily, monthly, and annual billeting reports and administrative paperwork.
12. Reconcile the night audit. While the night audit is running, the clerk will total the currency and cash in his cash box. Upon completion of the night audit, the clerk will log his port onto the system and open his cashier shift. When the clerk opens his cashier shift, he must ensure that the total amount of the currency and checks in his cash box was entered into the system.
13. Print an in-house guest list for the cleaning service personnel.
14. Print registration cards for that day.
15. Prepare daily billeting deposits.

BILLETING PERSONNEL REQUIREMENTS

Maintain an appropriate appearance and follow acceptable military protocol and customs. Must present a congenial, cooperative attitude at all times.

Personnel must possess a basic knowledge of Personal Computers and be able to learn the Software used at the Camp Dawson Billeting Office. Camp Dawson personnel can provide an initial 30 days of training on the Billeting Office equipment and software. Current system hardware are Intell 286 with WYSE monitor; software is the Xenix 02 Homes Billeting program.

The following presort mail contract renewal for the Metro Charleston Area was presented by the CNA. It was moved, seconded, and approved by the Committee according to the enclosed price list. Prices may be revised with any change in postal regulations.

CUSTOMER: Various State Agencies				
VENDOR: Shawnee Hills				
Contract Period: Jan 1, 1997 to Dec. 31, 1997				
Staffing Plan:	workers	hours each per day	days weekly	worker hours weekly
Total Square Feet:	Cost per square foot: \$	Monthly Cost to Agency: \$	Annualized Cost: \$	deluxe floor cleanings per year:

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

CUSTOMER: Dept. of Highways - Burnsville				
VENDOR: Precision Services				
Contract Period: Jan. 6, 1997 to June 30, 1997				
Staffing Plan: 1 worker	1 worker	1 hour each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 1,000	Cost per square foot: \$3.47	Monthly Cost to Agency: \$288.98	Annualized Cost: \$3,467.75	2 deluxe floor cleanings per year: \$353.60

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WVARE

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PRESORT MAIL
METRO CHARLESTON AREA

VENDOR: SHAWNEE HILLS
DATES OF CONTRACT: JANUARY 1, 1997 - DECEMBER 31, 1997

1.	Presort: Random Sequence, 1st Class	0.01
2.	Postage: Affix & Reimburse Actual Cost, 1st Class	
3.	Postage: Hand Sort Residual, 1st Class <i>del/10R</i>	0.042
4.	Mail: Bulk with zip code summary, 3rd-class <i>5 + no. no. & no.)</i>	0.0188
5.	Mail: Bulk without zip code summary, 3rd-class "	0.035
6.	Mail: Bulk with/without zip summary 4th-class "	0.05
7.	Labor: Per hour	\$6.25
8.	Label/Hand Stamp	0.017
9.	Postage: Add imprint by meter	0.017
10.	Inserting	0.017
11.	Postage: Insufficient, metering fee	6.0000

Prices may be revised with any changes in postal regulations.

total volume 75K ±

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

CUSTOMER: Dept. of Highways - District Lab Princeton VENDOR: Mercer County Workshop				
Contract Period: Jan. 1, 1997 to June 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	4 hours each per day	1 day weekly	8 worker hours weekly
Total Square Feet: 2,220	Cost per square foot: \$ 2.08	Monthly Cost to Agency: \$384.63	Annualized Cost: \$4,615.54	2 deluxe floor cleanings per year: \$369.41

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

CUSTOMER: Dept. of Highways - District Sign Shop, Princeton VENDOR: Mercer County Workshop				
Contract Period: Jan. 1, 1997 to June 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	4 hours each per day	2 days weekly	16 worker hours weekly
Total Square Feet: 2,700	Cost per square foot: \$2.94	Monthly Cost to Agency: \$661.34	Annualized Cost: \$7,936.06	2 deluxe floor cleaning per year: 449.28

The next janitorial contract presented by the CAN is a new contract addition.

There is no small business impact. This is a new building. It was moved, seconded, and approved by the Committee:

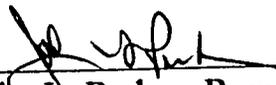
CUSTOMER: Workers Compensation - Big Chimney				
VENDOR: Shawnee Hills				
Contract Period: Nov. 1, 1996 to June 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	3 hours each per day	5 days weekly	30 worker hours weekly
Total Square Feet: 13,106	Cost per square foot: \$2.94	Monthly Cost to Agency: \$1,500.84	Annualized Cost: \$12,006.72	2 deluxe floor cleanings per year: 4,089.07

The next janitorial contract presented by the CAN is a modification contract to add an additional 950 sq. ft. of floor space. It was moved, seconded, and approved by the Committee:

CUSTOMER: Dept. of Highways - Weston				
VENDOR: Precision Services				
Contract Period: Oct. 1, 1996 to Sept. 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	6 hours each per day	5 days weekly	60 worker hours weekly
Total Square Feet: 19,972	Cost per square foot: \$1.60	Monthly Cost to Agency: \$2,322.28 10/1-31/96 \$2,533.87 11/1/96 to 8/30/97 \$2,655.48 9/1-30/97	Annualized Cost: \$30,316.46	2 deluxe floor cleanings per year: 4,154.18

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 February 11, 1997 at the R & T Conference Room, "C" Building at 9:30 am, and on March 13, 1997 at 9:30 am in the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

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

January 21, 1997

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
 - A. Fringe Rate Survey
 - B. Clarification to CRP's on (What is State Use Work?)
 - C. Sample of Procurement List/Update on Catalog
- VIII. Contract Presentation from CNA
 - A. Renewals
 - 1. Grievance Board
 - 2. Regional Jail
 - 3. Camp Dawson
 - 4. Presort
 - B. New Contracts
 - 1. DOH-Burnsville

2. DOH-Princeton - District Lab
3. DOH-Princeton - District Sign
4. Workers Comp. - Big Chimney

C. Additions/Changes

1. DOH - Weston

FRINGE RATE SURVEY

1	ADENA INDUSTRIES-MARSHALL CO.	8.72%	plus direct reimbursement
2	ADENA INDUSTRIES-WETZEL CO.	8.72%	plus direct reimbursement
3	ARC IN HARRISON COUNTY	11.76%	
4	BOONE COUNTY WORKSHOP	12.37%	
5	BROOKE COUNTY OPPORTUNITY CTR.	9.96%	
6	BUCKHANNON-UPSHUR WORK ADJ. CENTER	10.84%	
7	CLAY COUNTY SHELTERED WORKSHOP	12.37%	
8	DEVELOPMENTAL CENTER AND WORKSHOP	12.17%	
9	EASTERN PANHANDLE TRAINING CENTER	10.07%	plus direct reimbursement
10	FRMS MENTAL HEALTH CENTER		
11	GOODWILL INDUSTRIES OF KANAWHA	12.97%	
12	GOODWILL INDUSTRIES OF KYOWVA	12.37%	
13	GREEN ACRES REGIONAL CENTER		
14	HANCOCK COUNTY SHELTERED WORKSHOP	12.37%	
15	HARRISON COUNTY SHELTERED WORKSHOP	11.77%	
16	JACKSON COUNTY DEVELOPMENTAL CENTER	12.37%	
17	MARION COUNTY OPPORTUNITY WORKSHOP	13.77%	
19	MERCER COUNTY OPPORTUNITY WORKSHOP	13.97%	
20	SHELTERED WORKSHOP OF NICHOLAS CO.	12.57%	
21	PACE TRAINING AND EVALUATION CENTER		
22	PRECISION SERVICES, INC.	12.17%	
23	PRESTON COUNTY SHELTERED WORKSHOP	13.00%	
24	RALEIGH COUNTY SHELTERED WORKSHOP	11.57%	
25	RANDOLPH COUNTY SHELTERED WORKSHOP		
26	SHAWNEE HILLS INDUSTRIES	12.37%	
27	SOUTHEASTERN REGIONAL WORKSHOP	13.57%	
28	SPECIAL SERVICES SHELTERED WORKSHOP	12.37%	
29	TAYLOR COUNTY WORKSHOP		
30	WHEELING AREA TRAINING CENTER	13.77%	
31	SHELTERED WORKSHOP OF WOOD COUNTY	11.80%	
32	WYOMING COUNTY OPPORTUNITY COUNCIL	13.37%	
33	WVARF	14.33%	

26 313.13
Average 12.04

27 327.44
12.13

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	Adjusted
		Feet	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		
TOTAL ADJUSTED SQUARE FEET		3,150	

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	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		\$83.69 Wages/month
Relief-Supervision		\$5.15 Wages/month
Client workers		\$83.69 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$5.15 Wages/month
Monthly Burdened Direct Labor Costs		\$196.70 per month
Standard chemical cost	6.00%	\$11.80 of burdened DL
Standard equipment cost	4.00%	\$7.87 of burdened DL
Monthly Chemical and Equipment Costs		\$19.67 per month
TOTAL MONTHLY DIRECT COSTS		\$216.37

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$21.64
*DBG Overhead Rate	7.00%	\$16.66
*Shawnee Hills Overhead Rate	5.50%	\$13.09
FULLY BURDENED COST		\$254.67

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$25.47
WVARF Fee Rate and Monthly Fee	4.00%	\$11.21

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$291.34
ANNUALLY	\$3,496.08
Total Annual Square Foot Cost-Standard	\$1.11 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot	12.00 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$378.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$393.12

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,889.20
TOTAL MONTHLY BILLING AMOUNT	\$324.10
Total Annual Square Foot Cost-Deluxe	\$1.23 per square foot

February 1, 1997 - August 31, 1997	\$308.60	\$2,160.20
September 1, 1997 - January 31, 1998	\$324.10	\$1,620.50
Contract Period 2/1/96 - 1/31/97		\$3,780.70

J. CONTRACT

Vendor: Shawnee Hills - Diversified Business Group
 Contract Period: February 1, 1997 - January 31, 1998

Small Business Impact: None, Shawnee has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

Governor's Committee for the Purchase of
 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		
TOTAL ADJUSTED SQUARE FEET		7296	

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	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		\$167.38 Wages/month
Relief-Supervision		\$10.30 Wages/month
Client workers		\$167.38 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$10.30 Wages/month
Monthly Burdened Direct Labor Costs		\$393.40 per month
Standard chemical cost	6.00%	\$23.60 of burdened DL
Standard equipment cost	4.00%	\$15.74 of burdened DL
Monthly Chemical and Equipment Costs		\$39.34 per month
TOTAL MONTHLY DIRECT COSTS		\$432.74

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$43.27
*DBG Overhead Rate	7.00%	\$33.32
*Shawnee Hills Overhead Rate	5.50%	\$26.18
FULLY BURDENED COST		\$509.34

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.13%	\$77.05
WVARF Fee Rate and Monthly Fee	4.00%	\$23.46

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$609.84
ANNUALLY	\$7,318.06
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%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,318.06
TOTAL MONTHLY BILLING AMOUNT	\$609.84
Total Annual Square Foot Cost-Deluxe	\$1.00 per square foot

	Monthly	
April 1, 1997 - August 31, 1997	\$577.40	\$2,887.00
September 1, 1997 - March 31, 1998	\$609.84	\$4,268.88
Contract Year April 1, 1997 - March 31, 1998		\$7,155.88

J. CONTRACT

Vendor **Shawnee Hills**
 Contract Period **April 1, 1996 - March 31, 1997**

Small Business Impact: None, WVARF currently has contract.

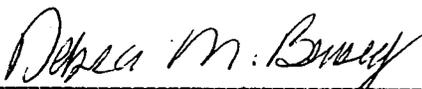
Notes:

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
 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: Burnsville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
		*	1.0
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 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	0.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	16.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$0.00 Wages/month
Relief-Supervision	\$0.00 Wages/month
Client workers	\$130.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$8.00 Wages/month
Monthly Burdened Direct Labor Costs	\$151.48 per month
Standard chemical cost	minimum \$15.00 of burdened DL
Standard equipment cost	minimum \$15.00 of burdened DL
Monthly Chemical and Equipment Costs	\$30.00 per month
TOTAL MONTHLY DIRECT COSTS	\$181.48

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	25.00%	\$45.37
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$226.85

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$22.68
WVARF Fee Rate and Monthly Fee	4.00%	\$9.98

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$259.51
ANNUALLY	\$3,114.15
Total Annual Square Foot Cost-Standard	\$3.11 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	\$2.00 cleanings/year
Total Deluxe Floor Care Charge	\$340.00
WVARF Fee	4.00% \$13.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$353.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,467.75
TOTAL MONTHLY BILLING AMOUNT	\$288.98
Total Annual Square Foot Cost-Deluxe	\$3.47 per square foot

J. CONTRACT

Vendor: Precision Services
 Contract Period: January 6, 1997 - June 30, 1997

Small Business Impact: No present cleaning

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: District Lab
Princeton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
		*	1.0
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		2,220	

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	2,220 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		\$95.33 Wages/month
Relief-Supervision		\$29.33 Wages/month
Client workers		\$82.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$25.33 Wages/month
Monthly Burdened Direct Labor Costs		\$257.75 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		\$257.75

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$51.55
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$309.30

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$30.93
WVARF Fee Rate and Monthly Fee	4.00%	\$13.61

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$353.84
ANNUALLY	\$4,246.13
Total Annual Square Foot Cost-Standard	\$1.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	8 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$355.20
WVARF Fee	4.00% \$14.21
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$369.41

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,615.54
TOTAL MONTHLY BILLING AMOUNT	\$384.63
Total Annual Square Foot Cost-Deluxe	\$2.08 per square foot

J. CONTRACT

Vendor Mercer County Opportunity Workshop
 Contract Period January 1, 1997 - June 30, 1997

Small Business Impact: None, service has not been provided.

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: District Sign Shop
Princeton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,700	2,700
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		2,700	

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	2,700 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		\$190.67 Wages/month
Relief-Supervision		\$29.33 Wages/month
Client workers		\$164.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$25.33 Wages/month
Monthly Burdened Direct Labor Costs		\$454.47 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
TOTAL MONTHLY DIRECT COSTS		\$454.47

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$90.89
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$545.36

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$54.54
WVARF Fee Rate and Monthly Fee	4.00%	\$24.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$623.90
ANNUALLY	\$7,486.78
Total Annual Square Foot Cost-Standard	\$2.77 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	8 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$432.00
WVARF Fee	4.00% \$17.28
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$449.28

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,936.06
TOTAL MONTHLY BILLING AMOUNT	\$661.34
Total Annual Square Foot Cost-Deluxe	\$2.94 per square foot

J. CONTRACT

Vendor Mercer County Opportunity Workshop
 Contract Period January 1, 1997 - June 30, 1997

Small Business Impact: None, service has not been provided.

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: Workers Compensation
LOCATION: Big Chimney

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	13,106	13,106
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		13,106	

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	13,106 square feet
Cleaning hours per day	6.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.00 hours/day
*Time allocation-Client Workers (hours)	3.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	48.00 hours/year
Annual relief (Workers)	48.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$325.00 Wages/month
Relief-Supervision		\$20.00 Wages/month
Client workers		\$308.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$19.00 Wages/month
Monthly Burdened Direct Labor Costs		\$744.95 per month
Standard chemical cost	6.00%	\$44.70 of burdened DL
Standard equipment cost	4.00%	\$29.80 of burdened DL
Monthly Chemical and Equipment Costs		\$74.50 per month
TOTAL MONTHLY DIRECT COSTS		\$819.45

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$81.94
	7.50%	\$67.60
	5.00%	\$45.07
FULLY BURDENED COST		\$1,014.06

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$101.41
WVARF Fee Rate and Monthly Fee	4%	\$44.62

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,160.09
ANNUALLY	\$13,921.07
Total Annual Square Foot Cost-Standard	\$1.06 per square foot

H. DELUXE 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	\$3,931.80
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	4089.07

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$18,010.14
TOTAL MONTHLY BILLING AMOUNT	\$1,500.84
Total Annual Square Foot Cost-Delux	\$1.37 per square foot

Period of Contract: November 1, 1996 - June 30, 1997

Contract Year Amount: \$12,006.72

J. CONTRACT

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

Small Business Impact: None, New bldg.

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
		*	1.0
*	1.0	1,450	1,450
*	1.0	850	850
*	1.0	950	950
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		19,972	

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	19,972 square feet
Cleaning hours per day	12.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	6.00 hours/day
*Time allocation-Client Workers (hours)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	96.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$669.50 Wages/month
Relief-Supervision	\$41.20 Wages/month
Client workers	\$669.50 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$41.20 Wages/month
Monthly Burdened Direct Labor Costs	\$1,573.60 per month
Standard chemical cost	6.00% \$94.42 of burdened DL
Standard equipment cost	4.00% \$62.94 of burdened DL
Monthly Chemical and Equipment Costs	\$157.36 per month
TOTAL MONTHLY DIRECT COSTS	\$1,730.96

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	16.62%	\$287.66
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$2,018.62

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$201.86
WVARF Fee Rate and Monthly Fee	4.00%	\$88.82

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,309.31
ANNUALLY	\$27,711.72
Total Annual Square Foot Cost-Standard	\$1.39 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	\$3,994.40	
WVARF Fee	4.00%	\$159.78
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$4,154.18

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$31,865.90
TOTAL MONTHLY BILLING AMOUNT	\$2,655.49
Total Annual Square Foot Cost-Deluxe	\$1.60 per square foot

October 1, 1996 - October 30, 1996	\$2,322.28	\$2,322.28
November 1, 1996 - August 30, 1997	\$2,533.87	\$25,338.70
September 1, 1997 - September 30, 1997	\$2,655.48	\$2,655.48
Contract Year October 1, 1996 - September 30, 1997		\$30,316.46

J. CONTRACT

Vendor Precision Services
 Contract Period October 1, 1996 - September 30, 1997

Small Business Impact: None, Precision has had contract.

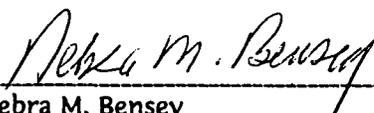
Notes:

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

WV ARF

REHABILITATION FACILITIES, INC.

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

CAMP DAWSON
BEDMAKING AND MAID SERVICE

WORK PERFORMED BY: PRESTON COUNTY SHELTERED WORKSHOP

JANUARY 1, 1997 - DECEMBER 31, 1997

Pay Rate		\$5.05
Fringes	12.00%	\$0.61
Relief	12.69%	\$0.64
Relief Fringes	12.00%	\$0.08
Burdened Direct Labor		\$6.37
Overhead	42.50%	\$2.71
Profit	10.00%	\$0.91
WV ARF fee	4.00%	\$0.40

\$10.39 Cost of Staff per hour

Clean room	\$3.46
Beds stripped and remake	\$4.50
Beds remade	\$3.77
Linen left on bed (Bldg. 301)	\$3.58
Linen left on bed (Bldg. 305)	\$3.50

TOTAL CONTRACT NOT TO EXCEED \$40,000.00

SCOPE OF WORK
HOUSEKEEPING SERVICES
CAMP DAWSON

**A. HOUSEKEEPING DUTIES
OF OCCUPIED ROOMS**

	Bldg. 106	Bldg. 301	Bldg. 305
1. DAILY - (must be completed by 4:00 p.m.)			
a. Showers and toilets cleaned and sanitized.	X	X	X
b. Sink basin and top cleaned and sanitized.	X	X	X
c. Mirrors cleaned.	X	X	X
d. Furniture dusted.	X	X	X
e. Floors swept and damp mop to include corners around doors.	X	X	X
f. Empty trash cans and replace liners.	X	X	X
g. Sweep floor mats.	X	X	X
h. Re-make bed.	X		
i. Replace toilet tissue and bath soap as needed, check daily.	X	X	X
j. Replace dirty towels and wash cloths.	X	X	X
k. Inventory all linens -report shortages to ATS Logistics and Billeting Office.	X	X	X
l. Notify ATS Logistics of any mechanical problems.	X	X	X
m. Do a daily visual inspection of room.	X	X	X
2. WEEKLY- (must be completed by 4:00 p.m.)			
a. Check for and remove any dust or spider webs.	X	X	X
b. On the exterior overhand check for and remove any bird nests or spider webs.	X	X	X
c. Clean windows inside and outside as needed.	X	X	X
d. Clean window ledges.	X	X	X
e. Change linen as directed. Normally once during a one week stay and two times during a two week stay.	X		

SCOPE OF WORK-HOUSEKEEPING
PAGE 2

**B. HOUSEKEEPING DUTIES
OF CHECKOUT OF OCCUPANTS**

1. DAILY - (must be completed by 4:00 p.m.)

- | |
|--|
| 1. Maintenance same as daily occupied rooms. |
| 2. Strip and re-make bed with fresh linens. |
| 3. Wipe down and clean/empty refrigerators |
| 4. Dispose of used soap. |

Bldg. 106	Bldg. 301	Bldg. 305
X	X	X
X		
X	X	
X	X	X

C. ON CALL MAINTENANCE

- | |
|--|
| 1. Same as daily room cleaning. |
| 2. Strip and wax floors as required. (minimum of once every year.) |

Bldg. 106	Bldg. 301	Bldg. 305
X	X	X
X		

D. LOUNGE

- | |
|----------------------------------|
| 1. Floors swept and damp mopped. |
| 2. Furniture dusted. |
| 3. Buff Floors |

Bldg. 106	Bldg. 301	Bldg. 305
X		
X		
X		

E. LAUNDRY ROOMS

- | |
|---|
| 1. Laundering of wash cloths and towels daily. |
| 2. Floors swept and damp mopped. |
| 3. Washer and dryers kept clean and lint traps empty. |
| 4. Clean sinks. |
| 5. Maintain security/accountability of items. |

SCOPE OF WORK-HOUSEKEEPING
PAGE 3

F. HALLWAYS, VESTIBULES DAILY

- | |
|-------------------------------|
| 1. Clean and empty trash. |
| 2. Clean and empty butt cans. |
| 3. Sweep and pick-up leaves. |

G. FACILITIES COVERED

- | |
|---|
| 1. Building 101,104,302,303,304 only in the absence of the Dawson Maid. |
|---|

H. ITEMS SPECIFICALLY EXCLUDED.

- | |
|--|
| 1. Washing of bedspreads and mattress covers. |
| 2. Removing blankets except as a part of regular re-make in Bldg. 106. |
| 3. All snow related work. |
| 4. Conference room in Building 301. |
| 5. No activities associated with vending machines. |
| 6. Replacement of light bulbs-ceiling/exterior. |
| 7. Overhead work exceeding the normal reach of a person. |
| 8. All activities involving the Billeting office - Bldg. 305. |

WEST VIRGINIA ASSOCIATION OF

WVAREF

REHABILITATION FACILITIES, INC.

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

CAMP DAWSON
BILLETING CONTRACT

WORK PERFORMED BY PRESTON COUNTY

JANUARY 1, 1997 - DECEMBER 31, 1997

Pay Rate		\$5.31
Fringes	12.00%	\$0.64
Relief	12.69%	\$0.67
Relief Fringes	12.00%	\$0.08
Burdened Direct Labor		\$6.70
Overhead	20.00%	\$1.34
Profit	10.00%	\$0.80
WVAREF fee	4.00%	\$0.35
		\$9.20 Cost of Staff per hour

NOT TO EXCEED: \$20,064.00 PER CONTRACT YEAR

SCOPE OF WORK

BILLETING

CAMP DAWSON

BILLETING DUTIES

1. Register guests. If guests were registered the previous evening by the Security Guards, the billeting clerk must obtain the registration form from security and register that guest on the previous days' date.
2. Enter group rooming lists.
3. Account for non-official and non-military users.
 - a. The "reservations" report and "future available rooms report" for the upcoming weekend is due to the Operations Officer the Tuesday prior to the weekend.
 - b. The ATS Form 3, Non-Official Bed Nights Report, is due to the Operations Officer on the first of each month.
4. Account for and issue room keys.
5. Make Individual Reservations by telephone.
6. Block rooms for maintenance.
7. Maintain cleanliness of general work area, computers, terminals, screens, printers and other equipment.
8. Prepare valid Statements of Non-Availability.
9. Submit work orders for room repairs based upon customer comments.

SCOPE OF WORK - BILLETING

PAGE 2

10. Prepare registration forms and keys for guests to be registered after hours by the security personnel.
11. File daily, monthly, and annual billeting reports and administrative paperwork.
12. Reconcile the night audit. While the night audit is running, the clerk will total the currency and cash in his cash box. Upon completion of the night audit, the clerk will log his port onto the system and open his cashier shift. When the clerk opens his cashier shift, he must ensure that the total amount of the currency and checks in his cash box was entered into the system.
13. Print an in-house guest list for the cleaning service personnel.
14. Print registration cards for that day.
15. Prepare daily billeting deposits.

BILLETING PERSONNEL REQUIREMENTS

Maintain an appropriate appearance and follow acceptable military protocol and customs. Must present a congenial, cooperative attitude at all times.

Personnel must possess a basic knowledge of Personal Computers and be able to learn the Software used at the Camp Dawson Billeting Office. Camp Dawson personnel can provide an initial 30 days of training on the Billeting Office equipment and software. Current system hardware are Intell 286 with WYSE monitor; software is the Xenix 02 Homes Billeting program.

PRESORT MAIL METRO CHARLESTON AREA

VENDOR: SHAWNEE HILLS
DATES OF CONTRACT: JANUARY 1, 1997 - DECEMBER 31, 1997

1.	Presort: Random Sequence, 1st Class	0.01
2.	Postage: Affix & Reimburse Actual Cost, 1st Class	
3.	Postage: Hand Sort Residual, 1st Class	0.042
4.	Mail: Bulk with zip code summary, 3rd class	0.0188
5.	Mail: Bulk without zip code summary, 3rd class	0.035
6.	Mail: Bulk with/without zip summary 4th class	0.05
7.	Labor: Per hour	\$6.25
8.	Label/Hand Stamp	0.017
9.	Postage: Add imprint by meter	0.017
10.	Inserting	0.017
11.	Postage: Insufficient, metering fee	6.0000

Call
this
standard
mail

Prices may be revised with any changes in postal regulations.

100% disabled
around \$75,000 / year
15 people
2 supervisors