

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

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

**MINUTES
February 11, 1997
R & T CONFERENCE ROOM
"C" Building
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA**

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were: Crystal Lusk, John Parker, and Everette Sullivan. Ex-officio members in attendance were: Steve King, Executive Director of the CNA, Debra Bensey, Director of Operations of the CNA, and Chris Miller, CPA, Director of Financial Services of the CNA. Guest in attendance was: Tim Urbanic, newly appointed product line manager for Shawnee Hills Diversified Business Group.

John Parker gave the financial report which is unchanged from the January 22, 1997, indicating a balance of \$2,662.80.

Under old business, there was a discussion of the contract for management services between the Tamarack Division of the Parkways Authority, the Wyoming County Workshop and the CNA. Craig Greening summarized the history and issues surrounding this project, which culminated in the action taken by the WVARF membership during its January quarterly conference. A meeting between the WVARF Executive Committee and State Use Committee members was scheduled at the conclusion at today's meeting; however, only Mr. Urbanic of the Executive Committee could attend. One Executive Committee member was hospitalized and another was not notified in time. This meeting has been rescheduled at 10:30 a.m. on Tuesday, February 25 at the R & T Conference Room. All members in attendance were fully supportive of the contract and want to see it moved forward to approval status. Hopefully some resolution will occur with the confusion and misunderstanding involved in the respective roles of the Governor's Committee, the CNA, and WVARF's Executive Committee and membership.

Steve King briefed committee members regarding a meeting he attended on January 30-31, 1997 at Nashville, Tennessee, of central non-profit agency executives of State Use

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

Program committee members who also belong to the American Rehabilitation Association. Mr. King related that the American Rehabilitation Association is undertaking a project to develop a generic brochure to be used in all of the states with state use programs. The agenda was diverse dealing with strategic planning issues for State Use Programs across the country.

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

CUSTOMER: WV Broadcasting Authority -600 Capitol St., Charleston VENDOR: Goodwill-Kanawha Valley				
Contract Period: May 1, 1997 - April 30, 1998				
Staffing Plan: 1 worker supvr. 1 worker	2 workers	1.50 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7500	Cost per square foot: \$.125	Monthly Cost to Agency: 5/1/97-8/31/97 \$2908.76 9/1/97-4/30/98 \$6233.20	Annualized Cost: \$ 9,349.80	2 deluxe floor cleanings per year: \$1,872.00

A janitorial contract was presented by the CNA. It was tabled by the Committee awaiting information from the customer - Department of Energy.

The following new janitorial contract was presented by the CNA. It was moved, seconded, and approved by the Committee. There is no small business impact as this location had no previous janitorial service.

CUSTOMER: Department of Highways - Braxton County VENDOR: Precision Services				
Contract Period: May 1, 1997 to June 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 1,267	Cost per square foot: \$3.19	Monthly Cost to Agency: \$336.86	Annualized Cost: \$4,042.33	No deluxe floor cleanings per year

The following new janitorial contract was presented by the CNA. It was moved, seconded, and approved by the Committee. There is no small business impact as this location had no previous janitorial service.

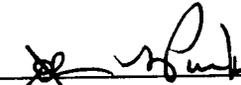
CUSTOMER: Dept. of Highways - Heaters, WV VENDOR: Precision Services				
Contract Period: May 1, 1997 to June 30, 1997				
Staffing Plan: 1 worker 1 worker supvr.	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
Total Square Feet: 768	Cost per square foot: \$2.43	Monthly Cost to Agency: \$155.25	Annualized Cost: \$1,862.96	No deluxe floor cleanings per year:

The following janitorial contract additions/changes was presented by the CNA. It was moved, seconded, and approved by the Committee. This contract adds 2600 sq. ft. to the existing Workers Compensation Big Chimney location.

CUSTOMER: Workers Compensation - Big Chimney				
VENDOR: Shawnee Hills				
Contract Period: Nov. 1, 1996 to Jan. 31, 1997 & Feb. 1, 1997 to June 30, 1997				
Staffing Plan: 1 worker supvr 1 worker	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 13106 <u>2600 add</u> 15,706	Cost per square foot: \$ 1.35	Monthly Cost to Agency: \$1,500.84 11/1/96 to 1/31/97 \$1,761.79 2/1/97 to 6/30/97	Annualized Cost: \$13,311.47	2 deluxe floor cleanings per year: \$4,900.21

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meetings on Thursday, March 13, at 9:30 a.m., and Thursday, April 10, 1997, also at 9:30 a.m., in the Small Conference Room, P & P Building, WV Rehabilitation Center Complex, Institute, WV.

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

February 11, 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
- VII. New Business
- VIII. Contract Presentation from CNA
 - A. Renewals
 1. WV Educational Broadcasting Authority
 2. DOE-Oak Hill
 - B. New Contracts
 1. DOH-Braxton County
 2. DOH-Heaters
 - C. Additions/Changes
 1. Workers Comp - Big Chimney

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

**CUSTOMER: WV Broadcasting Authority
LOCATION: 600 Capitol Street
Charleston**

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		
TOTAL ADJUSTED SQUARE FEET		7,500	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.65
*Wage Rate (Supervisor-Non-client)	\$5.65
*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	7,500 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		\$183.63 Wages/month
Relief-Supervision		\$11.30 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		\$412.66 per month
Standard chemical cost	6.00%	\$24.76 of burdened DL
Standard equipment cost	4.00%	\$16.51 of burdened DL
Monthly Chemical and Equipment Costs		\$41.27 per month
TOTAL MONTHLY DIRECT COSTS		\$453.93

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$90.79]
		\$0.00
		\$0.00
FULLY BURDENED COST		\$544.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$54.47
WVARF Fee Rate and Monthly Fee	4%	\$23.97

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$623.15
ANNUALLY	\$7,477.80
Total Annual Square Foot Cost-Standard	\$1.00 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	1800.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1872.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,349.80
TOTAL MONTHLY BILLING AMOUNT	\$779.15
Total Annual Square Foot Cost-Delux	\$1.25 per square foot

May 1, 1997 - August 31, 1997	\$727.19	\$2,908.76
Sept. 1, 1997 - April 30, 1998	\$779.15	\$6,233.20
May 1, 1997 - April 30, 1998	_____	\$9,141.96

J. CONTRACT

Vendor: Goodwill of Kanawha Valley
 Contract Period: May 1, 1997 - April 30, 1998

Small Business Impact: None.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

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

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

**CUSTOMER: EPA
LOCATION: Oak Hill**

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.65
*Wage Rate (Supervisor-Non-client)	\$5.65
*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	17,340 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$428.46 Wages/month
Relief-Supervision		\$26.37 Wages/month
Client workers		\$390.54 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$24.03 Wages/month
Monthly Burdened Direct Labor Costs		\$962.87 per month
Standard chemical cost	6.00%	\$57.77 of burdened DL
Standard equipment cost	4.00%	\$38.51 of burdened DL
Monthly Chemical and Equipment Costs		\$96.29 per month
TOTAL MONTHLY DIRECT COSTS		\$1,059.16

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.94%	\$115.89
		\$0.00
		\$0.00
FULLY BURDENED COST		\$1,175.06

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$58.75
WVARF Fee Rate and Monthly Fee	4%	\$49.35

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,283.16
ANNUALLY	\$15,397.92
Total Annual Square Foot Cost-Standard	\$0.89 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	11.00 cents/sq foot
*Number of Floor Cleanings Per Year	1.00 cleanings/year
Total Deluxe Floor Care Charge	1907.40
WVARF Fee	4.00% 76.30
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1983.70

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$17,381.62
TOTAL MONTHLY BILLING AMOUNT	\$1,448.47
Total Annual Square Foot Cost-Delux	\$1.00 per square foot

May 1, 1997 - August 31, 1997	\$1,323.51	\$5,294.04
Sept. 1, 1997 - April 30, 1998	\$1,448.47	\$11,587.76
May 1, 1997 - April 30, 1998	_____	\$16,881.80

J. CONTRACT

Vendor: FMRS
 Contract Period: May 1, 1997 - April 30, 1998

Small Business Impact: None.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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: Braxton County

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	5		
TOTAL ADJUSTED SQUARE FEET		1,267	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,267 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	\$54.17 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$3.33 Wages/month
Monthly Burdened Direct Labor Costs	\$127.31 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	\$157.31

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$31.46
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$188.78

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$18.88
WVARF Fee Rate and Monthly Fee	4.00%	\$8.31
Mileage between locations		\$120.90

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$336.86
ANNUALLY	\$4,042.33
Total Annual Square Foot Cost-Standard	\$3.19 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	15 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	\$4,042.33
TOTAL MONTHLY BILLING AMOUNT	\$336.86
Total Annual Square Foot Cost-Deluxe	\$3.19 per square foot

J. CONTRACT

Vendor Precision Services
 Contract Period

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

CUSTOMER: Department of Highways
LOCATION: Heaters

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	2		
TOTAL ADJUSTED SQUARE FEET		768	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	768 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	\$32.50 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$5.00 Wages/month
Monthly Burdened Direct Labor Costs	\$83.09 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	\$113.09

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$22.62
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$135.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$13.57
WVARF Fee Rate and Monthly Fee	4.00%	\$5.97

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$155.25
ANNUALLY	\$1,862.96
Total Annual Square Foot Cost-Standard	\$2.43 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	15 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	\$1,862.96
TOTAL MONTHLY BILLING AMOUNT	\$155.25
Total Annual Square Foot Cost-Deluxe	\$2.43 per square foot

CONTRACT

Vendor Precision Services
 Contract Period

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
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**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
*	1.0	2,600	2,600
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		15,706	

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	15,706 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$95.60
	7.50%	\$78.87
	5.00%	\$52.58
FULLY BURDENED COST		\$1,183.07

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$118.31
WVARF Fee Rate and Monthly Fee	4%	\$52.06

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,353.44
ANNUALLY	\$16,241.24
Total Annual Square Foot Cost-Standard	\$1.03 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	\$4,711.80
WVARF Fee	4.00% \$188.47
TOTAL ANNUAL DELUXE FLOOR CARE FEE	4900.27

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$21,141.52
TOTAL MONTHLY BILLING AMOUNT	\$1,761.79
Total Annual Square Foot Cost-Delux	\$1.35 per square foot
	MONTHLY
11/1/96-1/31/97	\$1,500.84 \$4,502.52
2/1/97-6/30/97	\$1,761.79 \$8,808.95
TOTAL CONTRACT PERIOD	\$13,311.47

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

Contract Year Amount: \$13,311.47

J. CONTRACT

Vendor Shawnee Hills
 Contract Period November 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
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