

Debra

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

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

MINUTES

March 13, 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 Lusk, John Parker, and Everette Sullivan. Ex officio members in attendance were Stephen King, Executive Director of the CNA; Debra Bensey, Director of Operations of the CNA; Chris Miller, CPA, Director of Financial Services of the CNA; and Dick Estill, Executive Secretary of the Committee. Guest in attendance was: Tim Urbanic, Shawnee Hills DBG;

The minutes of the meeting of February 11, 1997, were approved as submitted.

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

Old Business. Steve King gave the Committee an update on the Tamarack/WVARF/Wyoming County Workshop agreement/memorandum of understanding which he did an excellent job in summarizing in correspondence from him to David Abrahms, General Counsel for the Parkways Authority, dated March 3, 1997. One point summarized in this letter was that a properly executed amended agreement between and among the three parties is not in the hands of either the CNA, the Wyoming County Workshop, or the Committee--at least an agreement carrying a signature from Parkways Authority or Tamarack officials. Committee members indicated to Mr. King their willingness to move forward with this process and to finalize this contract.

Mr. King invited all Committee members to WVARF's annual meeting to be held at Fairmont on April 17-18. WVARF will hold its annual awards

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

banquet at Muriale's from 7 to 9 p.m., and would like for all Committee members to plan to attend. Two Committee members will be in attendance, and others have indicated a desire to attend. Mr. Greening asked if it would be appropriate for the Committee to host a modest reception prior to WVARF's awards banquet. John Parker indicated that he felt Committee funds could be used appropriately for this purpose. The Committee voted unanimously to sponsor this reception from 6 to 7 p.m. at a cost not to exceed \$100. MSP

The Chairman's report consisted of a broad discussion of pending changes within the Workers Compensation process and a review by Workers Compensation of all employer accounts and probable across the board fee increases. Everette Sullivan, in addition to serving our Committee, sits on the Workers Compensation Performance Council. In short, there are many employers (none involved in State Use business nor any work centers) who are in default of Workers Compensation premiums, and many of these employers will never pay the premiums owed to the state. Therein lies one of the financial problems of Workers Compensation. Mr. Sullivan assured the members that he would share with the Council the Committee members' concerns over fee increases, which if applied to rehabilitation facilities, would need to be added back into State Use contracts.

Somewhat related to the Workers Compensation topic, Dick Estill discussed the process of modification of State Use contracts after they have been already negotiated and approved annually. Most recently the Committee has dealt with increases to the minimum wage on a pass-through basis, with another increase to \$5.15 per hour to take effect September 1, 1997. Mr. Estill indicated a continuing interest within his department in making a blanket allocation to the Committee or some other entity from various state agencies through inter-governmental funds transfer. This would greatly simplify the invoicing process from all the state agencies to WVARF and, in turn, to subcontracting work centers. There are many, many hurdles to implementation of such a process; however, there was strong interest both from the Committee and the CNA in entering into substantive discussions of ways to make this come about.

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

CUSTOMER: Department of Highways—Michigan Avenue VENDOR: Goodwill Industries of Kanawha Valley				
Contract Period: April 1, 1997, to March 31, 1998				
Staffing Plan: One working supervisor; one worker	2 workers	4 hours each per day	5 days weekly	40 worker hours weekly
Total Square Feet: 15,888	Cost per square foot: \$1.40	Monthly Cost to Agency: 4/1/97 to 8/31/97--\$1,767.88; 9/1/97 to 3/31/98--\$1,848.63	Annualized Cost: \$21,779.81	Two deluxe floor cleanings per year: \$3,965.52

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

CUSTOMER: State Office Building, Parkersburg VENDOR: SW Resources				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	8 hours each per day	5 days weekly	80 worker hours weekly
Total Square Feet: 38,506	Cost per square foot: \$1.16	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$3,571.22; 9/1/97 to 6/30/98--\$3,726.85	Annualized Cost: \$44,410.94	Two deluxe floor cleaning per year: \$9,611.10

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

CUSTOMER: State Office Building—Fairmont VENDOR: The Op Shop, Inc.				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and 1.75 workers	3 workers	8 hours each per day—two workers; six hours per day—one worker	5 days weekly	110 worker hours weekly
Total Square Feet: 51,621	Cost per square foot: \$1.15	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$4,722.32; 9/1/97 to 6/30/98--\$4,960.19	Annualized Cost: \$59,046.54	Two deluxe floor cleanings per year: \$11,810.88

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

CUSTOMER: State Office Building—Beckley VENDOR: FMRS				
Contract Period: May 1, 1997, to April 30, 1998				
Staffing Plan: One working supervisor and 1.375 workers	3 workers	8 hours each per day—two workers; 3 hours per day—one worker	5 days weekly	95 worker hours weekly
Total Square Feet: 45,100	Cost per square foot: \$1.19	Monthly Cost to Agency: 5/1/97 to 8/31/97--\$4,244.34; 9/1/97 to 4/30/98--\$4,453.75	Annualized Cost: \$52,607.36	Two deluxe floor cleanings per year: \$9,380.80

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

CUSTOMER: State Office Building, Clarksburg VENDOR: Harrison County ARC				
Contract Period: June 1, 1997, to May 31, 1998				
Staffing Plan: One working supervisor and 2.25 workers	4 workers	8 hours each per day—three workers; 2 hours per day—one worker	5 days weekly	130 worker hours weekly
Total Square Feet: 62,627	Cost per square foot: \$1.09	Monthly Cost to Agency: 6/1/97 to 8/31/97--\$5,409.70; 9/1/97 to 5/31/98--\$5,698.26	Annualized Cost: \$67,513.44	Two deluxe floor cleanings per year: \$13,026.42

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

CUSTOMER: Central Stockroom, Charleston VENDOR: Shawnee Hills, Inc.				
Contract Period: March 1, 1997, to February 28, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	7.50 worker hours weekly
Total Square Feet: 3,000	Cost per square foot: \$1.15	Monthly Cost to Agency: 3/1/97 to 8/31/97--\$271.18; 9/1/97 to 2/28/98--\$286.42	Annualized Cost: \$3,345.60	No deluxe floor cleanings

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

CUSTOMER: General Services Revolving Fund VENDOR: Shawnee Hills DBG				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker at .75 FTE	2 workers	8 hours each per day—one worker; 6 hours per day—one worker	5 days weekly	70 worker hours weekly
Total Square Feet: 35,000	Cost per square foot: \$.99	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$2,756.28; 9/1/97 to 6/30/98--\$2,888.75	Annualized Cost: \$34,400.06	No deluxe floor cleanings

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

CUSTOMER: Bureau of Employment Programs, Weirton VENDOR: Hancock County Sheltered Workshop				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 10,000	Cost per square foot: \$1.08	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$859.37; 9/1/97 to 6/30/98--\$897.91	Annualized Cost: \$10,697.84	Two deluxe floor cleaning per year: \$2,080.00

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

CUSTOMER: Bureau of Employment Programs, Parkersburg VENDOR: SW Resources				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,300	Cost per square foot: \$1.15	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$853.77; 9/1/97 to 6/30/98--\$892.68	Annualized Cost: \$10,634.34	Two deluxe floor cleanings per year: \$1,934.40

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

CUSTOMER: Bureau of Employment Programs, Ronceverte VENDOR: Gateway Industries				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,000	Cost per square foot: \$1.29	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$618.53; 9/1/97 to 6/30/98--\$647.44	Annualized Cost: \$7,711.46	Two deluxe floor cleanings per year: \$1,248.00

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

CUSTOMER: Bureau of Employment Programs, Beckley VENDOR: Wyoming County Workshop				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,000	Cost per square foot: \$1.14	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$812.31; 9/1/97 to 6/30/98--\$852.69	Annualized Cost: \$10,151.52	One deluxe floor cleaning per year: \$1,123.20

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

CUSTOMER: Bureau of Employment Programs (Judges), Beckley VENDOR: Wyoming County Workshop				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1 hour each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 4,600	Cost per square foot: \$1.11	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$406.42; 9/1/97 to 6/30/98--\$424.77	Annualized Cost: \$5,060.54	Two deluxe floor cleanings per year: \$956.80

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

CUSTOMER: Bureau of Employment Programs, 4401 MacCorkle Ave., Charleston VENDOR: Shawnee Hills, Inc. DBG				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.25 hours each per day	5 days weekly	12.5 worker hours weekly
Total Square Feet: 5,940	Cost per square foot: \$1.04	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$494.39; 9/1/97 to 6/30/98--\$514.19	Annualized Cost: \$6,130.68	No deluxe floor cleanings

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

CUSTOMER: Bureau of Employment Programs, Job Service, Bluefield VENDOR: Mercer County Opportunity Center				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,314	Cost per square foot: \$1.36	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$682.08; 9/1/97 to 6/30/98--\$713.02	Annualized Cost: \$8,494.36	2 deluxe floor cleanings per year: \$1,575.97

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

CUSTOMER: Bureau of Employment Services, Moorefield				
VENDOR: Special Services Sheltered Workshop				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	7.50 worker hours weekly
Total Square Feet: 2,847	Cost per square foot: \$1.64	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$377.71; 9/1/97 to 6/30/98--\$388.66	Annualized Cost: \$4,642.02	Two deluxe floor cleanings per year: \$967.98

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

CUSTOMER: Bureau of Employment Programs, Job Service, Huntington				
VENDOR: Goodwill Industries of KYOWVA Area				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7,685	Cost per square foot: \$1.12	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$693.92; 9/1/97 to 6/30/98--\$715.84	Annualized Cost: \$8,546.24	Two deluxe floor cleanings per year: \$1,758.33

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

CUSTOMER: Employment Security, Huntington				
VENDOR: Goodwill Industries of KYOWVA Area				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,160	Cost per square foot: \$1.25	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$611.50; 9/1/97 to 6/30/98--\$639.86	Annualized Cost: \$7,621.60	Two deluxe floor cleanings per year: \$1,281.28

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

CUSTOMER: Employment Security, Summersville				
VENDOR: Sheltered Workshop of Nicholas County				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9,000	Cost per square foot: \$1.14	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$817.54; 9/1/97 to 6/30/98--\$854.70	Annualized Cost: \$10,182.08	Two deluxe floor cleanings per year: \$1,872.00

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

CUSTOMER: Bureau of Employment Programs, Lewis Street, Charleston VENDOR: Shawnee Hills, Inc. DBG				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and 1.25 workers	3 workers	8 hours each per day—2 workers; 2 hours per day—one worker	5 days weekly	90 worker hours weekly
Total Square Feet: 44,055	Cost per square foot: \$.95	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$3,310.04; 9/1/97 to 6/30/98--\$3,505.99	Annualized Cost: \$41,679.98	No deluxe floor cleanings

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

CUSTOMER: Environmental Protection Agency, Oak Hill VENDOR: FMRS				
Contract Period: May 1, 1997, to April 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	3.7 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 17,340	Cost per square foot: \$.96	Monthly Cost to Agency: 5/1/97 to 8/31/97--\$1,323.51; 9/1/97 to 4/30/98--\$1,388.58	Annualized Cost: \$16,402.68	One deluxe floor cleaning per year: \$1,983.70

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

CUSTOMER: Workers Compensation, Big Chimney VENDOR: Shawnee Hills, Inc. DBG				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 15,706	Cost per square foot: \$1.40	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$1,761.79; 9/1/97 to 6/30/98--\$1,837.83	Annualized Cost: \$21,901.88	Two deluxe floor cleanings per year: \$4,900.27

The final contract presentation was a grounds maintenance contract between the Job Squad, Inc., and Weston State Hospital/Sharp Memorial Hospital at Weston for the period of April 1, 1997, through October 15, 1997, as per the attached Grounds Maintenance Contract packet. Contract was approved subject to Job Squad's furnishing appropriate documentation to the Committee to qualify it to participate in the State Use Program and final approval of the proposal in its present form by the Director of Purchasing:

CUSTOMER: Weston State Hospital/Sharp Memorial Hospital— Grounds Maintenance				
VENDOR: Job Squad, Inc.				
Contract Period: April 1, 1997, to October 15, 1997				
Staffing Plan: One working supervisor and one worker	2.5 workers	8 hours each per day for 2 workers; 4 hours per day for one worker	5 days weekly	100 worker hours weekly
Total Square Feet: N/A	Cost per square foot: N/A	Monthly Cost to Agency: 4/1/97 to 8/31/97--\$4,264.44; 9/1/97 to 10/15/97--\$4,323.24	Cost--6 1/2 months: \$27,797.06	

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Thursday, April 10, 1997, at 9:30 at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

The May meeting will be at 9:30 a.m., Wednesday, May 7, 1997, in the Conference Room at SW Resources, 1007 Mary Street, Parkersburg, West Virginia 26101.

 Craig A. Greening, Chairman

 John L. Parker, Recorder

Attachment

GROUNDS MAINTENANCE CONTRACT

VENDOR: WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

WORK PERFORMED BY: JOB SQUAD

CONTRACT PERIOD: APRIL 1, 1997 - OCTOBER 15, 1997

WESTON STATE HOSPITAL

April 1, 1997 - August 31, 1997

\$764.64 per mowing cycle
mowing cycle will take 4 days
work on this site will be done every 10-14 days

September 1, 1997 - October 31, 1997

\$775.20 per mowing cycle (after minimum wage increase)
mowing cycle will take 4 days
work on this site will be done every 10-14 days

SHARPE MEMORIAL HOSPITAL

April 1, 1997 - August 31, 1997

\$573.48 per mowing cycle
mowing cycle will take 3 days
work on this site will be done every 7-10 days

September 1, 1997 - October 31, 1997

\$581.40 per mowing cycle (after minimum wage increase)
mowing cycle will take 3 days
work on this site will be done every 7-10 days

Page 2
Grounds Maintenance Contract
Weston State and Sharpe Memorial Hospitals

Notes:

1. Prices given reflect the minimum wage increase which takes place September 1, 1997, only those making below \$5.15 per hour will be increased.
2. Weston State Hospital - a complete mowing, trimming, weed eating, and clean up will take four days.
3. Sharpe Memorial Hospital - a complete mowing, trimming, weed eating, and clean up will take three days.
4. Work will be completed on consecutive days at each site before moving on to next site.
5. Work will be continuous from one site until another Monday through Friday weather permitting.
6. Number of cycles needed may be adjusted by the Management of Sharpe Memorial as weather circumstance dictate through out the summer. (EX. -DROUGHT OR CONDITIONS TO WET.)
7. The Job Squad will furnish all equipment and materials needed.
8. Both hospitals will have rest room facilities available for workers as well as a place to eat lunch.
9. There will be a storage area available at Weston State Hospital for equipment.
10. Crews will not be working on Memorial Day, July 4, Labor Day or weekends.

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

Prepared and submitted by:

Debra M. Bensey

Debra M. Bensey
Director of Operations
WVAF

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

**CUSTOMER: WESTON STATE HOSPITAL/SHARPE MEMORIAL
LOCATION: WESTON**

A. STAFFING DATA

Number of days per week mowed	5.00
*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	16.60%

B. DAILY STAFFING PLAN

Mowing hours per day	20.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	12.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	0.00 hours/year

C. MONTHLY DIRECT COSTS

Supervision	\$1,040.00 Wages/month
Relief-Supervision	\$0.00 Wages/month
Client workers	\$1,339.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$0.00 Wages/month
Monthly Burdened Direct Labor Costs	\$2,747.13 per month
Equipment: 2 riding mowers	
1 push mower	
3 weed eaters	
1 trailer	\$429.00
Supplies: Gasoline, Oil, Gas Containers	
Water Coolers, Weed Eater Strings	
Repair & Maint. supplies	\$110.00
Monthly Chemical and Equipment Costs	\$539.00 per month
Travel: Crew - 10 miles a week	163.80 \$13.65
Job Squad Staff - 60 miles a week	982.80 \$81.90
TOTAL MONTHLY DIRECT COSTS	\$3,286.13

D. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$492.92
FULLY BURDENED COST		\$3,779.05

E. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$377.91
WVARF Fee Rate and Monthly Fee	4.00%	\$166.28

F. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER (BEFORE MINIMUM WAGE)

MONTHLY	\$4,323.24	\$4,264.44
ANNUALLY	\$28,101.05	\$27,718.85
WEEKLY	\$969.00	\$955.82
EACH DAY	\$193.80	\$191.16
WESTON STATE HOSPITAL MOWING CYCLE	\$775.20	\$764.64
SHARPE MEMORIAL MOWING CYCLE	\$581.40	\$573.48

G. CONTRACT

Vendor
Contract Period

Job Squad
April 1, 1997 - October 15, 1997

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

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

9/1/97 to 10/15/97
\$6,484.86

4/1/97 - 8/31/97
21,312.20 = \$27,797.06

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

March 13, 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
 - A. WVARF Reception and Annual Banquet
 - B. FRINGE Benefit Dis.
- VIII. Contract Presentation from CNA
 - A. Renewals
 1. DOH
Michigan Avenue *mailed*
 2. General Services
 - Parkersburg
 - Fairmont
 - Beckley
 - Clarksburg
 - Central Stock
 - Revolving Fund

C. Women's Camp

3. BEP

Weirton
Parkersburg
Ronceverte
Beckley
Judges - Beckley
4401 MacCorkle
Bluefield
Moorefield
Job Service - Huntington
Huntington
Summersville
Lewis Street
Big Chimney

4. EPA

Oak Hill

B. New Contracts

1. Grounds Maintenance - Sharpe Memorial and Weston State
Hospital. Mailed

C. Additions/Changes

1. Workers Comp - Big Chimney