Bensey

Committee for the Purchase of
Commodities and Services from the Handicapped
Room E-102
State Capitol Building
Charleston, West Virginia 25305-0139

MINUTES
April 10, 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 Joyce Brown. 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.

The minutes of the meeting of March 13, 1997 were approved as submitted.

John Parker gave the financial report which showed a beginning balance of $2,662.80, with various expenditures from January, February, and March which totaled $930.97. The ending balance is $1,731.83. All expenditures were routine Committee business except a WVARF invoice for $395.14 to the Committee for printing and mailing its Annual Report.

The Chairman reviewed the upcoming WVARF Annual Meeting at which one training session will be the responsibility of our Committee. He will be chiefly responsible for the presentation with assistance from Debra Bensey and John Parker. Both Q. J. Humphreys and Everette Sullivan have indicated plans to attend WVARF's annual awards presentations. John Parker moved that the expenses of Mr. Sullivan and Mr. Humphreys be covered from the Committee's budget. MSP.

The Executive Secretary's report consisted of a further discussion of the impact of the credit card purchasing process and how it might affect purchases under the State Use Program and other smaller-volume transactions. John Parker

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

asked Mr. Estill if invoices for janitorial services for less than $500 per month might be handled as a credit card purchase transaction. Mr. Estill mentioned that there will be a formal media launch of credit card purchases on April 28 at 10 a.m. either from the Governor's Office or the Cultural Center to publicize this program which has already been successfully field tested. Credit card purchases are one of Mr. Estill's responsibilities within the Department of Purchasing.

Under old business, a long discussion occurred regarding the soon-to-be-published Procurement List of the Committee and how to best fit it into Purchasing Seminars later this month and in October. Committee members concluded that a Procurement List will be done for fiscal year 1997 as soon after the end of FY'97 as possible. In addition, a more modest Procurement List will be published for FY'96 with a much more limited distribution. John Parker moved that the Committee would reimburse WVARF for all expenses incurred in printing and mailing the Procurement List twice. MSP

Under new business, Steve King reported on some recent trends and in some State Use Programs, such as New York, in which a State Use provider and private business partnership is developed, usually around the production of a commodity. He indicated that this very topic surfaced spontaneously at a WVARF membership strategic planning retreat. The Committee urged him to further study this issue and report back to it, keeping in mind its 75/25 handicapped worker direct labor rule and other Committee rules regarding labor and value-added restrictions that exist when work centers partner with other state's work centers or with other commodity manufacturers.

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

CUSTOMER: I S & C Office—Kanawha City VENDOR: Shawnee Hills DBG				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker-supvr 1 worker	2 workers	4.5 hours each per day	5 days weekly	45 worker hours weekly
Total Square Feet: 22,400	Cost per square foot: $1.17	Monthly Cost to Agency: $2,093.33 7/1/97to8/31/97 $2,186.31 9/1/97to6/30/98	Annualized Cost: $26,049.76	2 deluxe floor cleanings per year: $4,659.20

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

CUSTOMER: Southern WVa Community College VENDOR: Wyoming County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker-supvr. 1 worker	2 workers	5 hours each per day	5 days weekly	50 worker hours weekly
Total Square Feet:22,000	Cost per square foot: $1.23	Monthly Cost to Agency: $2142.45 7/1/97to8/31/97 $2255.09 9/1/97to6/30/98	Annualized Cost: $26,835.80	2 deluxe floor cleanings per year: $3660.80

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

CUSTOMER: Chief Medical Examiner Morgantown VENDOR: Pace-Tec				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 Supvr-Worker 1 Worker	2 workers	1 hours each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 1008	Cost per square foot: $2.85	Monthly Cost to Agency: $227.42 7/1/97to8/31/97 $239.02 9/1/97to6/30/98	Annualized Cost: $2845.04	2 deluxe floor cleanings per year: $251.60

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

CUSTOMER: Child Advocate Office Charleston VENDOR: Goodwill Charleston				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 Worker-Supvr 1 Worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 8270	Cost per square foot: $1.34	Monthly Cost to Agency: $881.06 7/1/97to8/31/97 $920.89 9/1/97to6/30/98	Annualized Cost: $10971.02	2 deluxe floor cleanings per year: $2064.07

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

CUSTOMER:Child Advocate Office 2 Charleston VENDOR: Goodwill Charleston				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker-supvr 1 worker	2 workers	2 hours each per day	5 days weekly	10 worker hours weekly
Total Square Feet: 8270	Cost per square foot: $1.34	Monthly Cost to Agency: $881.06 7/1/97to8/31/97 $920.89 9/1/97to6/30/98	Annualized Cost: $10971.02	2 deluxe floor cleanings per year: $2064.07

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

CUSTOMER: Child Advocate Office Morgantown VENDOR: Pace-Tec				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1 worker	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
Total Square Feet: 3325	Cost per square foot: $1.29	Monthly Cost to Agency: $345.86 7/1/97to8/31/97 $356.41 9/1/97to6/30/98	Annualized Cost: $4255.82	2 deluxe floor cleanings per year: $829.92

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

CUSTOMER: Child Advocate Office Sutton VENDOR: Precision Services				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	1.5hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 5200	Cost per square foot: $1.56	Monthly Cost to Agency: $655.41 7/1/97to8/31/97 $677.33 9/1/97to6/30/98	Annualized Cost: $8084.12	2 deluxe floor cleanings per year: $1297.92

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

CUSTOMER: DHHR Medical Services Charleston VENDOR: Shawnee Hills DBG				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	5 hours each per day	5 days weekly	50 worker hours weekly
Total Square Feet: 20000	Cost per square foot: $1.55	Monthly Cost to Agency: $2507.17 7/1/97to8/31/97 $2581.96 9/1/97to6/30/98	Annualized Cost: $30833.94	2 deluxe floor cleaning per year: $6307.02

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

CUSTOMER: DHHR Support Services Charleston VENDOR: Goodwill Charleston				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	2 hours each per day	5 days weekly	20 worker hours weekly
Total Square Feet: 9522	Cost per square foot: $1.31	Monthly Cost to Agency: $997.53 7/1/97to8/31/97 $1039.66 9/1/97to6/30/98	Annualized Cost: $12391.66	2 deluxe floor cleanings per year: $2970.86

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

CUSTOMER: DOH Barbour County VENDOR: Taylor County Workshop/WVARF				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr.	1 workers	.50 hours each per day	5 days weekly	2.5 worker hours weekly
Total Square Feet: 1000	Cost per square foot: $2.90	Monthly Cost to Agency: $241.90	Annualized Cost: $2902.80	2 deluxe floor cleanings per year: $353.60

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

CUSTOMER: DOH Braxton County VENDOR: Precision Services				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 1267	Cost per square foot: $3.24	Monthly Cost to Agency: $336.86 7/1/97to8/31/97 $342.10 9/1/97to6/30/98	Annualized Cost: $4094.72	No deluxe floor cleanings per year:

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

CUSTOMER: DOH Buckhannon VENDOR: Buckhannon-Upshur WAC				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker	1 worker	8 hours per day	5 days weekly	40 worker hours weekly
Total Square Feet: 11100	Cost per square foot: $1.65	Monthly Cost to Agency: $1408.16 7/1/97to8/3197 $1523.50 8/1/97to6/30/98	Annualized Cost: $18051.32	1 deluxe floor cleaning per year: 461.76

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

CUSTOMER: DOH Burnsville VENDOR: Precision Services				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker	1 worker	1 hours per day	5 days weekly	5 worker hours weekly
Total Square Feet: 1000	Cost per square foot: $3.47	Monthly Cost to Agency: $288.98	Annualized Cost: $3467.76	2 deluxe floor cleanings per year: $353.60

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

CUSTOMER: DOH Central Avenue VENDOR: Shawnee Hills DBG				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6700	Cost per square foot: $1.56	Monthly Cost to Agency: $840.28 7/1/97to8/31/97 $871.42 9/1/97to6/30/98	Annualized Cost: $10394.76	2 deluxe floor cleaning per year: $1393.60

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

CUSTOMER: DOH Clarksburg VENDOR: Harrison County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	.50 hours each per day	5 days weekly	5 worker hours weekly
Total Square Feet: 1200	Cost per square foot: $2.26	Monthly Cost to Agency: $218.95 7/1/97to8/31/97 $226.09 9/1/97to6/30/98	Annualized Cost: $2698.80	1 deluxe floor cleaning per year: $149.76

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

CUSTOMER: DOH Heaters VENDOR: Precision Services				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	.75 hours each per day	2 days weekly	3 worker hours weekly
Total Square Feet: 768	Cost per square foot: $2.48	Monthly Cost to Agency: $155.25 7/1/97to8/31/97 $158.67 9/1/97to6/30/98	Annualized Cost: $1897.20	No deluxe floor cleaning:

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

CUSTOMER: DOH Huntington VENDOR: Goodwill- KYOWVA				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 3workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
Total Square Feet: 76000	Cost per square foot: $1.19	Monthly Cost to Agency: $7088.16 7/1/97to8/31/97 $7532.22 9/1/97to6/30/98	Annualized Cost: $89498.52	2 deluxe floor cleanings per year: $15808.00

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

CUSTOMER: DOH Glenville VENDOR: WVARF/DRS Client				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker	1 worker	2 hours per day	5 days weekly	10 worker hours weekly
Total Square Feet: 810	Cost per square foot: $6.26	Monthly Cost to Agency: $385.57 7/1/97to8/31/97 $422.33 9/1/97to6/30/98	Annualized Cost: $4994.44	2 deluxe floor cleanings per year: $202.18

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

CUSTOMER: DOH New Creek VENDOR: Developmental Center				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	1.25 hours each per day	/ days weekly	2.50 worker hours weekly
Total Square Feet: 755	Cost per square foot: $2.73.	Monthly Cost to Agency: $166.91 7/1/97to8/31/97 $171.83 9/1/97to6/30/98	Annualized Cost: $2052.12	2 deluxe floor cleanings per year: $188.45

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

CUSTOMER: DOH Princeton VENDOR: Mercer County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker	1 worker	6 hours per day	5 days weekly	30 worker hours weekly
Total Square Feet:17900	Cost per square foot: $.93	Monthly Cost to Agency: $1367.49 7/1/97to8/31/9 $1381.20 9/1/97to6/30/98	Annualized Cost: $16546.98	2 deluxe floor cleaning per year: $3723.20

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

CUSTOMER: DOH Princeton District Lab VENDOR: Mercer County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	4 hours each per day	1 day weekly	8 worker hours weekly
Total Square Feet: 2220	Cost per square foot: $2.15	Monthly Cost to Agency: $384.63 7/1/97to8/31/97 $398.33 9/1/97to6/30/98	Annualized Cost: $4752.56	2 deluxe floor cleanings per year: $369.41

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

CUSTOMER: DOH Princeton District Sign Shop VENDOR: Mercer County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	4 hours each per day	2 days weekly	16 worker hours weekly
Total Square Feet: 2700	Cost per square foot: $3.05	Monthly Cost to Agency: $661.34 7/1/97to8/31/97 $685.48 9/1/97to6/30/98	Annualized Cost: $8177.48	2 deluxe floor cleanings per year: $449.28

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

CUSTOMER: DOH Romney VENDOR: Developmental Center				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	1.5 hours each per day	1 day weekly	3 worker hours weekly
Total Square Feet: 1000	Cost per square foot: $2.46	Monthly Cost to Agency: $171.96 7/1/97to8/31/97 $205.02 9/1/97to6/30/98	Annualized Cost: $2394.12	2 deluxe floor cleanings per year: $312.00

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

CUSTOMER: DOH Smith Street VENDOR: Shawnee Hills DBG				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 2workers	3 workers	8 hours each per day	5 days weekly	120 worker hours weekly
Total Square Feet: 41215	Cost per square foot: $1.38	Monthly Cost to Agency: $4519.26 7/1/97to8/31/97 $4739.07 9/1/97to6/30/98	Annualized Cost: $56429.22	No deluxe floor cleanings per year:

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

CUSTOMER: Fairmont State College VENDOR: The Op Shop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 2.125 workers	4 workers	3 workers 8 hrs each per day and 1 worker at one hr per day	5 days weekly	125 worker hours weekly
Total Square Feet: 60000	Cost per square foot: $.91	Monthly Cost to Agency: $4281.69 7/1/97to8/31/97 $4544.17 9/1/97to6/30/98	Annualized Cost: $54005.08	No deluxe floor cleanings per year:

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

CUSTOMER: Office of Miners Health, Safety, & Training-Charleston VENDOR: Shawnee Hills DBG				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 7713	Cost per square foot: $.99	Monthly Cost to Agency: $613.72 7/1/97to8/31/97 $634.81	Annualized Cost: $7575.54	1 deluxe floor cleaning per year: $978.14

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

CUSTOMER: Public Service Commission Charleston VENDOR: Goodwill-Charleston				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 1.5workers	3 workers	2 workers 8hrs. per day and 1 worker at 4hrs. per day	5 days weekly	100 worker hours weekly
Total Square Feet: 43850	Cost per square foot: $1.03	Monthly Cost to Agency: $3553.69 7/1/97to8/31/97 $3772.71 9/1/97to6/30/98	Annualized Cost: $44834.48	No deluxe floor cleanings per year:

The following janitorial contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee. The hours of service on this contract are increased from two to five hours weekly. MSP

CUSTOMER: DOH Tennerton-Upshur County VENDOR: Buckhannon-Upshur WAC				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1 worker	1 worker	1 hour per day	5 days weekly	5 worker hours weekly
Total Square Feet: 940	Cost per square foot: $3.30	Monthly Cost to Agency: $243.03 7/1/97to8/31/97 $258.30 9/1/97to6/30/98	Annualized Cost: $3069.06	2 deluxe floor cleanings per year: $293.28

The following rest stop contract renewal was presented by the CNA. It was moved, seconded, and approved by the Committee. The days of service for this contract are increased from two to five weekly and worker wages increase to $5.50. Extra work requested by the customer will be invoiced at $9.68 per hour from 7/1/97 to 8/31/97 and at $9.75 from 9/1/97 to 6/30/98. MSP

CUSTOMER: WVA Parkways Authority I-77 Rest Stop VENDOR: Goodwill-Charleston				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1worker-supvr. 2workers	3 workers	1worker at 5.75 hrs, 1worker at 8hrs per day and1 worker at 5.05hrs per day	5 days weekly	94 worker hours weekly
Total Square Feet: N/A	Cost per square foot: N/A	Monthly Cost to Agency: $5288.46 7/1/97to8/31/97 $5560.58 9/1/97to6/30/98	Annualized Cost: $66182.72	

The next contract renewal was a rest stop-welcome area. This contract increases worker wages from $5.05 to $5.50 per hour and increases the work center's overhead by 2 %. MSP

CUSTOMER: WVA Parkways Authority VENDOR: Mercer County Workshop				
Contract Period: 7/1/97 to 6/30/98				
Staffing Plan: 1.5worker-supvrs. 3 workers	4 workers	8 hours each per day and an extra .32hours daily	7 days weekly	254.24 worker hours weekly
Total Square Feet: N/A	Cost per square foot: N/A	Monthly Cost to Agency: $9797.19	Annualized Cost: $117566.23	

The next contract presented by the CNA is a contract renewal for janitorial services statewide for the Department of Health and Human Resources. This contract includes a change order effective 4/1/97 because of an increase in worker health insurance and to move the Martinsburg DHHR office effective 6/1/97. The committee approved the yearly contract amount of $968,947.59 as per the attached cost sheet. MSP

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 *Wednesday, May 7, 1997, at 9:30 at the Conference Room at SW Resources, 1007 Mary Street, Parkersburg, West Virginia.*

The June meeting will be held in the Small Conference Room of the P&P Building, Rehabilitation Center complex, on Thursday, June 19, 1997, at 9:30 a.m.

Craig A. Greening, Chairman

~~John~~ L. Parker, Recorder

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

1997-1998

WITH INSURANCE CHANGE

JULY	$81,032.67	$81,032.67
AUGUST	$76,623.38	$76,623.38
SEPTEMBER	$78,893.75	$78,893.75
OCTOBER	$78,893.75	$78,893.75
NOVEMBER	$78,498.77	$78,498.77
DECEMBER - JUNE	$78,498.77	$549,491.39
	CONTRACT TOTAL:	$943,433.71

WITHOUT INSURANCE CHANGE

JULY	$81,032.67	$81,032.67
AUGUST	$80,268.22	$76,623.38
SEPTEMBER	$82,538.59	$78,893.75
OCTOBER	$82,538.59	$78,893.75
NOVEMBER	$82,143.61	$78,498.77
DECEMBER - JUNE	$82,143.61	$575,005.27
	CONTRACT TOTAL:	$968,947.59

Committee Approves
Affirmo

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

as of 3/26/97

CURRENT MONTHLY RATE: $77,491.39

Variables:

- Health Insurance Increase
- Martinsburg new office
- Parkersburg Detention Center request ?
- Janitors retiring
- Minimum Wage Increase 1/,
- Insurance Decrease
- Co-payments for insurance ?

		Increase	Decrease	Monthly
	Current			$77,491.39
2/1/97	Health Insurance Increase	$1,805.77		$79,297.16
6/1/97	Martinsburg Proposal	$1,735.51		$81,032.67
7/1/96				$81,032.67
8/1/97	Shiflett Retires CRP takes over Randolph Co.		↓$764.45	$80,268.22
8/1/97	New Insurance		↓$3,644.84	$76,623.38
9/1/97	Minimum Wage Increase	↑$2,270.37		$78,893.75
	Pentecost Retires CRP takes over Mercer Co.		↑$394.98	$78,498.77

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

APRIL 1, 1997 change order

Change order due to:

Insurance Increase	2/1/97
Martinsburg new office	6/1/97

	Monthly	Five Months
Insurance	$1,805.77	$9,028.85

	Monthly	One Month
Martinsburg	$1,735.51	$1,735.51

TOTAL CHANGE ORDER INCREASE: $10,764.37

April	$77,491.39
	$3,009.62
April Total	$80,501.01

May	$77,491.39
	$3,009.62
May Total	$80,501.01

June	$77,491.39
	$3,009.62
	$1,735.51
June Total	$82,236.52

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

April 10, 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. WVARF's Annual Banquet
B. Status of Procurement List

VII. New Business

VIII. Contract Presentation from CNA

A. Renewals
Minimum Wage Increase
IS&C - Janitorial
SWVCC
Chief Medical Examiner

Child Advocate - Charleston
Child Advocate 2 - Charleston
Child Advocate - Morgantown
Child Advocate - Sutton
DHHR Medical Services - Charleston
DHHR Support Services - Charleston
DOH - Barbour County
Braxton County
Buckhannon
Burnsville
Central Avenue
Clarksburg
Heaters
Huntington
Glenville
New Creek
Princeton
Princeton District Lab
Princeton District Sign Shop
Romney
Smith Street
Fairmont State College
Miners Health
Public Service Commission

B. Renewals - Minimum Wage increase plus other changes

DOH - Upshur County
Parkway Authority - Princeton
Parkway Authority - Rest Area
DHHR - Statewide Contract

B. New Contracts

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: IS&C Office
LOCATION: Kanawha City

A. BUILDING DESCRIPTION

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

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

D. MONTHLY DIRECT COSTS

Supervision		$502.13 Wages/mont
Relief-Supervision		$30.90 Wages/mont
Client workers		$502.13 Wages/mont
Non-client Workers		$0.00 Wages/mont
Relief-Workers		$30.90 Wages/mont
Monthly Burdened Direct Labor Costs		$1,180.20 per month
Standard chemical cost	6.00%	$70.81 of burdened
Standard equipment cost	4.00%	$47.21 of burdened
Monthly Chemical and Equipment Costs		$118.02 per month
TOTAL MONTHLY DIRECT COSTS		$1,298.22

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$129.82
*DBG Overhead Rate	7.00%	$99.96
*Shawnee Hills Overhead Rate	5.50%	$78.54
FULLY BURDENED COST		$1,528.01

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$152.80
WVARF Fee Rate and Monthly Fee	4.00%	$67.23

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$1,748.04
ANNUALLY	$20,976.49
Total Annual Square Foot Cost-Standard	$0.94 per square fc

H. DELUX FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$26,235.69
TOTAL MONTHLY BILLING AMOUNT		$2,186.31
Total Annual Square Foot Cost-Delux		$1.17 per square fc
July 1, 1997 - August 31, 1997	$2,093.33	$4,186.66
September 1, 1997 - June 30, 1998	$2,186.31	$21,863.10
Fiscal Year 7/1/96 - 6/30/97		$26,049.76

J. CONTRACT

Vendor	Shawnee Hills - Diversified Business Group
Contract Period	July 1, 1997 - June 30, 1998

Small Business Impact: None. Shawnee currently has contract.

Notes:
1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Southern WV Community College
LOCATION:
Pineville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	22,000	22,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		22,000	

B. STAFFING DATA

*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	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	22,000	square feet
Cleaning hours per day	10.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	5.00	hours/day
*Time allocation-Client Workers (hours)	5.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	80.00	hours/year
Annual relief (Workers)	80.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$650.00	Wages/month
Relief-Supervision		$40.00	Wages/month
Client workers		$557.92	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$34.33	Wages/month
Monthly Burdened Direct Labor Costs		$1,420.47	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		$1,420.47	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$284.09	
*DBG Overhead Rate	0.00%	$0.00	
*Shawnee Hills Overhead Rate	0.00%	$0.00	
FULLY BURDENED COST		$1,704.57	

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$170.46	
WVARF Fee Rate and Monthly Fee	4.00%	$75.00	

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$1,950.03	
ANNUALLY		$23,400.32	
Total Annual Square Foot Cost-Standard		$1.06	per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		8.0	cents/sq foot
*Number of Floor Cleanings Per Year		2	cleanings/year
Total Delux Floor Care Charge		$3,520.00	
WVARF Fee	4.00%	$140.80	
TOTAL ANNUAL DELUX FLOOR CARE FEE		$3,660.80	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$27,061.12
TOTAL MONTHLY BILLING AMOUNT			$2,255.09
Total Annual Square Foot Cost-Delux		$1.23	per square foot
July 1, 1997 - August 31, 1997		$2,142.45	$4,284.90
September 1, 1997 - June 30, 1998		$2,255.09	$22,550.90
Fiscal Year July 1, 1997 - June 30, 1998			$26,835.80

J. CONTRACT

Vendor	Wyoming County Sheltered Workshop
Contract Period	Fiscal Year July 1, 1997 - June 30, 1998

Small Business Impact: None.

Notes:
1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: OFFICE OF CHIEF MEDICAL EXAMINER
LOCATION: MORGANTOWN

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	672	1008.0
*	0.0	0	0.0
*	0.0	0	0.0
*	0.0	0	0.0
Number of days per week cleaned	2.0		
TOTAL ADJUSTED SQUARE FEET		1,008	

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

D. MONTHLY DIRECT COSTS

Supervision		$44.63 Wages/month
Relief-Supervision		$6.87 Wages/month
Client workers		$44.63 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$6.87 Wages/month
Monthly Burdened Direct Labor Costs		$114.11 per month
Standard chemical cost	MINIMUM	$10.00 of burdened DL
Standard equipment cost	MINIMUM	$10.00 of burdened DL
Monthly Chemical and Equipment Costs		$0.00 per month
TOTAL MONTHLY DIRECT COSTS		$114.11

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	25.00%	$28.53
*DBG Overhead Rate	0.00%	$0.00
*Shawnee Hills Overhead Rate	0.00%	$0.00
FULLY BURDENED COST		$142.63

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	47.00%	$67.04
WVARF Fee Rate and Monthly Fee	4.00%	$8.39

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$218.06
ANNUALLY	$2,616.70
Total Annual Square Foot Cost-Standard	$2.60 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$241.92
WVARF Fee	4.00%	$9.68
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$251.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$2,868.29
TOTAL MONTHLY BILLING AMOUNT		$239.02
Total Annual Square Foot Cost/Deluxe		$2.85 per square foot
July 1, 1997 - August 31, 1997	$227.42	$454.84
September 1, 1997 - June 30, 1998	$239.02	$2,390.20
Fiscal Year 7/1/97 - 6/30/98		$2,845.04

J. CONTRACT

Vendor: PACE TEC

Contract Period: July 1, 1997 - June 30, 1998

Small Business Impact: None, have had contract.

Notes:

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

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

Prepared and submitted by:

Debra M Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Child Advocates Office
LOCATION: Charleston

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.15
*Wage Rate (Supervisor-Non-client)	$5.15
*Wage Rate (Worker-Client)	$5.15
*Wage Rate (Worker-Non-client)	$5.15
*Wage Benefits	11.6500%
*Other Benefits	$0.00

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

Supervision		$223.17 Wages/month
Relief-Supervision		$13.73 Wages/month
Client workers		$223.17 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$13.73 Wages/month
Monthly Burdened Direct Labor Costs		$524.53 per month
Standard chemical cost	0.00%	$0.00 of burdened DL
Standard equipment cost	4.00%	$20.98 of burdened DL
Monthly Chemical and Equipment Costs		$20.98 per month
TOTAL MONTHLY DIRECT COSTS		$545.52

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$109.10
	0.00	$0.00
	0.00	$0.00
FULLY BURDENED COST		$654.62

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$65.46
WVARF Fee Rate and Monthly Fee	4.00%	$28.80

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$748.88	
ANNUALLY	$8,986.61	
Total Annual Square Foot Cost-Standard	$1.09	per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$11,050.68
TOTAL MONTHLY BILLING AMOUNT			$920.89
Total Annual Square Foot Cost-Delux		$1.34	per square foot
July 1, 1997 - August 31, 1997	$881.06	$1,690.02	
September 1, 1997 - June 30, 1998	$920.89	$8,810.60	
Annual Cost of Contract		$10,500.62	

J. ADDITIONAL WORK

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

K. CONTRACT

Vendor — **Goodwill of Kanawha Valley**

Contract Period — **July 1, 1997 - June 30, 1998**

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Debra M Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Child Advocates Office
Second Floor
LOCATION: Charleston

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.15
*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	8,270	square feet
Cleaning hours per day	4.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	2.00	hours/day
*Time allocation-Client Workers (hours)	2.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	32.00	hours/year
Annual relief (Workers)	32.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$223.17	Wages/month
Relief-Supervision		$13.73	Wages/month
Client workers		$223.17	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$13.73	Wages/month
Monthly Burdened Direct Labor Costs		$524.53	per month
Standard chemical cost	0.00%	$0.00	of burdened DL
Standard equipment cost	4.00%	$20.98	of burdened DL
Monthly Chemical and Equipment Costs		$20.98	per month
TOTAL MONTHLY DIRECT COSTS		$545.52	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$109.10
	0.00	$0.00
	0.00	$0.00
FULLY BURDENED COST		$654.62

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$65.46
WVARF Fee Rate and Monthly Fee	4.00%	$28.80

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$748.88
ANNUALLY		$8,986.61
Total Annual Square Foot Cost-Standard		$1.09 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$11,050.68
TOTAL MONTHLY BILLING AMOUNT			$920.89
Total Annual Square Foot Cost-Delux		$1.34	per square foot
July 1, 1997 - August 31, 1997	$881.06	$1,762.12	
September 1, 1997 - June 30, 1998	$920.89	$9,208.90	
Contract Year 9/1/96-6/30/97		$10,971.02	

ADDITIONAL WORK

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

K. CONTRACT

Vendor — **Goodwill of Kanawha Valley**
Contract Period — **July 1, 1997 - June 30, 1998**

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Debra M. Bensey

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

Accepted and approved by:

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: CHILD ADVOCATE OFFICE
LOCATION: MORGANTOWN

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	3,325	3,325
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		3,325	

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	3,325	square feet
Cleaning hours per day	1.50	hours/day
*Time allocation-Working Client Supervisor	0.75	hours/day
*Time allocation-Working Non-client Supervisor	0.00	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 MINIMUM	$10.00	of burdened DL
Monthly Chemical and Equipment Costs	$21.80	per month
TOTAL MONTHLY DIRECT COSTS	$218.50	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15%	$32.59
	0.00	$0.00
	0.00	$0.00
FULLY BURDENED COST		$251.10

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	$25.11
WVARF Fee Rate and Monthly Fee	4.00%	$11.05

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$287.25	
ANNUALLY		$3,447.05	
Total Annual Square Foot Cost-Standard		$1.04	per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12	cents/sq foot
*Number of Floor Cleanings Per Year		2	cleanings/year
Total Deluxe Floor Care Charge		$798.00	
WVARF Fee	4.00%	$31.92	
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$829.92	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$4,276.97
TOTAL MONTHLY BILLING AMOUNT			$356.41
Total Annual Square Foot Cost-Deluxe		$1.29	per square foot
Monthly Cost July 1, 1997-August 31, 1997	**$345.86**	**$691.72**	
Monthly Cost September 1, 1997 - June 30, 1998	**$356.41**	**$3,564.10**	
Total Contract Price			
		$4,255.82	

J. CONTRACT

Vendor: PACE TEC

Contract Period: JULY 1, 1997 - JUNE 30, 1998

Small Business Impact: None, CRP has had contract

Notes:
1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: CHILD ADVOCATE OFFICE
LOCATION: SUTTON

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	4,000	4,000
*	1.00	1,200	1,200
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		5,200	

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		5,200 square feet
Cleaning hours per day		3.00 hours/day
*Time allocation-Working Client Supervisor		1.50 hours/day
*Time allocation-Working Non-client Supervisor		0.00 hours/day
*Time allocation-Client Workers (hours)		1.50 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		24.00 hours/year
Annual relief (Workers)		24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$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

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	14.97%	$64.78
	0.00	$0.00
	0.00	$0.00
FULLY BURDENED COST		$497.52

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	$49.75
WVARF Fee Rate and Monthly Fee	4.00%	$21.89

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$569.17	
ANNUALLY		$6,829.98	
Total Annual Square Foot Cost-Standard		$1.31	per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12	cents/sq foot
*Number of Floor Cleanings Per Year		2	cleanings/year
Total Deluxe Floor Care Charge		$1,248.00	
WVARF Fee	4.00%	$49.92	
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$1,297.92	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$8,127.90
TOTAL MONTHLY BILLING AMOUNT			$677.33
Total Annual Square Foot Cost-Deluxe		$1.56	per square foot
Monthly Cost July 1, 1997-August 31, 1997	**$655.41**	**$1,310.82**	
Monthly Cost September 1, 1997 - June 30, 1998	**$677.33**	**$6,773.30**	
Total Contract Price			
		$8,084.12	

J. CONTRACT

Vendor: PRECISION SERVICES
Contract Period: July 1, 1997 - June 30, 1998

Small Business Impact: None, CRP has had contract

Notes:
1. Disposibles 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:

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

Accepted and approved by:

_____
Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DHHR Medical Services
LOCATION: Charleston

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

D. MONTHLY DIRECT COSTS

Supervision		$622.92	Wages/month
Relief-Supervision		$38.33	Wages/month
Client workers		$557.92	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$34.33	Wages/month
Monthly Burdened Direct Labor Costs		$1,388.37	per month
Standard chemical cost	6.00%	$83.30	of burdened DL
Standard equipment cost	4.00%	$55.53	of burdened DL
Monthly Chemical and Equipment Costs		$138.84	per month
TOTAL MONTHLY DIRECT COSTS		$1,527.21	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$152.72
	7.00%	$117.60
	5.50%	$92.40
FULLY BURDENED COST		$1,797.53

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$179.75
WVARF Fee Rate and Monthly Fee	4.00%	$79.09

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$2,056.37	
ANNUALLY	$24,676.47	
Total Annual Square Foot Cost-Standard	$1.23	per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$30,983.49
TOTAL MONTHLY BILLING AMOUNT			$2,581.96
Total Annual Square Foot Cost-Delux		$1.55	per square foot
July 1, 1997 - August 31, 1997	$2,507.17	$5,014.34	
September 1, 1997 - June 30, 1998	$2,581.96	$25,819.60	
Fiscal Year July 1, 1997 - June 30, 1998		$30,833.94	

J. CONTRACT

Vendor **Shawnee Hills**

Contract Period **July 1, 1997 - June 30, 1998**

Small Business Impact: None, Currently have contract.

Notes:

1. Disposibles 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:

Debra M Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DHHR
LOCATION: Support Services
Charleston, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	9,522	9,522
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		9,522	

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	9,522	square feet
Cleaning hours per day	4.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	2.00	hours/day
*Time allocation-Client Workers (hours)	2.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	32.00	hours/year
Annual relief (Workers)	32.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$223.17	Wages/month
Relief-Supervision		$13.73	Wages/month
Client workers		$223.17	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$13.73	Wages/month
Monthly Burdened Direct Labor Costs		$524.53	per month
Standard chemical cost	6.00%	$31.47	of burdened DL
Standard equipment cost	4.00%	$20.98	of burdened DL
Monthly Chemical and Equipment Costs		$52.45	per month
TOTAL MONTHLY DIRECT COSTS		$576.99	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$115.40
		$0.00
		$0.00
FULLY BURDENED COST		$692.39

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$69.24
WVARF Fee Rate and Monthly Fee	4.00%	$30.46

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$792.09
ANNUALLY		$9,505.07
Total Annual Square Foot Cost-Standard		$1.00 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		$2,856.60
WVARF Fee	4.00%	$114.26
TOTAL ANNUAL DELUX FLOOR CARE FEE		$2,970.86

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$12,475.93
TOTAL MONTHLY BILLING AMOUNT			$1,039.66
Total Annual Square Foot Cost-Delux		$1.31	per square foot
July 1, 1997 - August 31, 1997	$997.53	$1,995.06	
September 1, 1997 - June 30, 1998	$1,039.66	$10,396.60	
Fiscal Year July 1, 1997 - June 30, 1998		$12,391.66	

J. CONTRACT

Vendor — Goodwill Charleston
Contract Period — July 1, 1997 - June 30, 1998

Small Business Impact: None, Goodwill has had contract.

Notes:
1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Barbour County

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$7.00
*Wage Rate (Supervisor-Non-client)	$7.00
*Wage Rate (Worker-Client)	$0.00
*Wage Rate (Worker-Non-client)	$0.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000	square feet
Cleaning hours per day	0.50	hours/day
*Time allocation-Working Client Supervisor	0.50	hours/day
*Time allocation-Working Non-client Supervisor	0.00	hours/day
*Time allocation-Client Workers (hours)	0.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	8.00	hours/year
Annual relief (Workers)	0.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$75.83	Wages/month
Relief-Supervision		$4.67	Wages/month
Client workers		$0.00	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$0.00	Wages/month
Monthly Burdened Direct Labor Costs		$89.88	per month
Standard chemical cost	minimum	$10.00	of burdened DL
Standard equipment cost	minimum	$10.00	of burdened DL
Monthly Chemical and Equipment Costs		$20.00	per month
TOTAL MONTHLY DIRECT COSTS		$109.88	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	$32.96
	30.00%	$42.85
	0.00%	$0.00
FULLY BURDENED COST		$185.69

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$18.57
WVARF Fee Rate and Monthly Fee	4.00%	$8.17

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$212.43
ANNUALLY		$2,549.21
Total Annual Square Foot Cost-Standard		$2.55 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		17 cents/sq foot
*Number of Floor Cleanings Per Year		2 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		$2,902.81
TOTAL MONTHLY BILLING AMOUNT		$241.90
Total Annual Square Foot Cost-Deluxe		$2.90 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$241.90	$483.80
September 1, 1997 - June 30, 1998	$241.90	$2,419.00
FISCAL YEAR July 1, 1997 - June 30, 1998		$2,902.80

J. CONTRACT

Vendor — Taylor County/WVARF
Contract Period — July 1, 1997 - June 30, 1998

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

Notes:
1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____
Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Braxton County

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,267	1,267
*	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)	$5.15
*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	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		$55.79 Wages/month
Relief-Supervision		$3.43 Wages/month
Client workers		$55.79 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$3.43 Wages/month
Monthly Burdened Direct Labor Costs		$131.13 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		$161.13

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$32.23
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$193.36

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$19.34
WVARF Fee Rate and Monthly Fee	4.00%	$8.51
Mileage between locations		$120.90

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$342.10
ANNUALLY	$4,105.25
Total Annual Square Foot Cost-Standard	$3.24 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%	$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$4,105.25
TOTAL MONTHLY BILLING AMOUNT		$342.10
Total Annual Square Foot Cost-Deluxe		$3.24 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$336.86	$673.72
September 1, 1997 - June 30, 1998	$342.10	$3,421.00
FISCAL YEAR - July 1, 1997 - June 30, 1998		$4,094.72

J. CONTRACT

Vendor — Precision Services

Contract Period — July 1, 1997 - June 30, 1998

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

Notes:

1. Disposibles 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:

Debra M Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Buckhannon

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	7,400	11,100
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		11,100	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$0.00
*Wage Rate (Supervisor-Non-client)	$0.00
*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	11,100	square feet
Cleaning hours per day	8.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	0.00	hours/day
*Time allocation-Client Workers (hours)	8.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	0.00	hours/year
Annual relief (Workers)	128.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$0.00	Wages/month
Relief-Supervision		$0.00	Wages/month
Client workers		$892.67	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$54.93	Wages/month
Monthly Burdened Direct Labor Costs		$1,040.14	per month
Standard chemical cost	0.00%	$0.00	of burdened DL
Standard equipment cost	4.00%	$41.61	of burdened DL
Monthly Chemical and Equipment Costs		$41.61	per month
TOTAL MONTHLY DIRECT COSTS		$1,081.75	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$216.35
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$1,298.10

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$129.81
WVARF Fee Rate and Monthly Fee	4.00%	$57.12

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$1,485.02
ANNUALLY		$17,820.28
Total Annual Square Foot Cost-Standard		$1.61 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		$444.00
WVARF Fee	4.00%	$17.76
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$461.76

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$18,282.04
TOTAL MONTHLY BILLING AMOUNT		$1,523.50
Total Annual Square Foot Cost-Deluxe		$1.65 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$1,408.16	$2,816.32
September 1, 1997 - June 30, 1998	$1,523.50	$15,235.00
FISCAL YEAR - July 1, 1997 - June 30, 1998		$18,051.32

J. CONTRACT

Vendor — Buckhannon Upshur Work Adjustment Center
Contract Period — July 1, 1997 - June 30, 1998

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

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

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

Prepared and submitted by:

Debra M. Bensey

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

Accepted and approved by:

_____
Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Burnsville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,000	1,000
*	1.0	0	0
*	1.0	0	0
*	1.0	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	

E. 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
		$0.00

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 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
	MONTHLY	
July 1, 1997 - August 31, 1997	$288.98	$577.96
September 1, 1997 - June 30, 1998	$288.98	$2,889.80
FISCAL YEAR - July 1, 1997 - June 30, 1998		$3,467.76

J. CONTRACT

Vendor — Precision Services

Contract Period — July 1, 1997 - June 30, 1998

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

Notes:

1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Central Avenue

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	6,700	6,700
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,700	

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	6,700 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$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
	7.50%	$35.70
	5.00%	$23.80
FULLY BURDENED COST		$511.72

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$51.17
WVARF Fee Rate and Monthly Fee	4.00%	$22.52
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

Paper Products	$169.88
MONTHLY	$755.28
ANNUALLY	$9,063.40
Total Annual Square Foot Cost-Standard	$1.35 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$1,340.00
WVARF Fee	4.00%	$53.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$1,393.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$10,457.00
TOTAL MONTHLY BILLING AMOUNT		$871.42
Total Annual Square Foot Cost-Deluxe		$1.56 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$840.28	$1,680.56
September 1, 1997 - June 30, 1998	$871.42	$8,714.20
FISCAL YEAR - July 1, 1997 - June 30, 1998		$10,394.76

J. CONTRACT

Vendor — Shawnee Hills
Contract Period — July 1, 1997 - June 30, 1998

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

Notes:
1. Use of crew labor authorized.
2. Relief based on 5 vacation days, 5 sick days, and 6 holidays
3. Price based on a standard work week of 40 hours

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

Prepared and submitted by:

Debra M. Bensey

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

Accepted and approved by:

_____
Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Clarksburg

A. BUILDING DESCRIPTION

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

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	1,200	square feet
Cleaning hours per day	1.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	0.50	hours/day
*Time allocation-Client Workers (hours)	0.50	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	8.00	hours/year
Annual relief (Workers)	8.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$55.79	Wages/month
Relief-Supervision		$3.43	Wages/month
Client workers		$55.79	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$3.43	Wages/month
Monthly Burdened Direct Labor Costs		$131.13	per month
Standard chemical cost	minimum	$10.00	of burdened DL
Standard equipment cost	minimum	$10.00	of burdened DL
Monthly Chemical and Equipment Costs		$20.00	per month
TOTAL MONTHLY DIRECT COSTS		$151.13	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$30.23
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$181.36

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	13.25%	$24.03
WVARF Fee Rate and Monthly Fee	4.00%	$8.22
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$213.61
ANNUALLY		$2,563.27
Total Annual Square Foot Cost-Standard		$2.14 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		$144.00
WVARF Fee	4.00%	$5.76
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$149.76

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$2,713.03
TOTAL MONTHLY BILLING AMOUNT		$226.09
Total Annual Square Foot Cost-Deluxe		$2.26 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$218.95	$437.90
September 1, 1997 - June 30, 1998	$226.09	$2,260.90
FISCAL YEAR - July 1, 1997 - June 30, 1998		$2,698.80

J. CONTRACT

Vendor — Shawnee Hills

Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Heaters

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	768	768
*	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)	$5.15
*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	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		$33.48 Wages/month
Relief-Supervision		$5.15 Wages/month
Client workers		$33.48 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$5.15 Wages/month
Monthly Burdened Direct Labor Costs		$85.58 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		$115.58

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$23.12
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$138.70

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$13.87
WVARF Fee Rate and Monthly Fee	4.00%	$6.10
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$158.67
ANNUALLY	$1,904.02
Total Annual Square Foot Cost-Standard	$2.48 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%	$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$1,904.02
TOTAL MONTHLY BILLING AMOUNT		$158.67
Total Annual Square Foot Cost-Deluxe		$2.48 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$155.25	$310.50
September 1, 1997 - June 30, 1998	$158.67	$1,586.70
FISCAL YEAR - July 1, 1997 - June 30, 1998		$1,897.20

J. CONTRACT

Vendor: Precision Services

Contract Period: July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	76,000	76,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		76,000	

B. STAFFING DATA

*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	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	76,000	square feet
Cleaning hours per day	32.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	8.00	hours/day
*Time allocation-Client Workers (hours)	24.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	128.00	hours/year
Annual relief (Workers)	384.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$1,040.00	Wages/month
Relief-Supervision		$64.00	Wages/month
Client workers		$2,678.00	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$164.80	Wages/month
Monthly Burdened Direct Labor Costs		$4,353.04	per month
Standard chemical cost	0.00%	$0.00	of burdened DL
Standard equipment cost	4.00%	$174.12	of burdened DL
Monthly Chemical and Equipment Costs		$174.12	per month
TOTAL MONTHLY DIRECT COSTS		$4,527.16	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$905.43
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$5,432.60

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$543.26
WVARF Fee Rate and Monthly Fee	4.00%	$239.03
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$6,214.89	
ANNUALLY	$74,578.69	
Total Annual Square Foot Cost-Standard	$0.98	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	$15,200.00	
WVARF Fee 4.00%	$608.00	
TOTAL ANNUAL DELUXE FLOOR CARE FEE	$15,808.00	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$90,386.69
TOTAL MONTHLY BILLING AMOUNT			$7,532.22
Total Annual Square Foot Cost-Deluxe		$1.19	per square foot
	MONTHLY		
July 1, 1997 - August 31, 1997	$7,088.16	$14,176.32	
September 1, 1997 - June 30, 1998	$7,532.22	$75,322.20	
FISCAL YEAR - July 1, 1997 - June 30, 1998		$89,498.52	

J. CONTRACT

Vendor — Goodwill KYOWVA

Contract Period — July 1, 1997 - June 30, 1998

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

Notes:

1. Disposables and cleaning supplies 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Glenville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	810	810
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		810	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	810	square feet
Cleaning hours per day	2.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	2.00	hours/day
*Time allocation-Client Workers (hours)	0.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	32.00	hours/year
Annual relief (Workers)	0.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$223.17	Wages/month
Relief-Supervision		$13.73	Wages/month
Client workers		$0.00	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$0.00	Wages/month
Monthly Burdened Direct Labor Costs		$264.50	per month
Standard chemical cost	6.00%	$15.87	of burdened DL
Standard equipment cost	minimum	$15.00	of burdened DL
Monthly Chemical and Equipment Costs		$30.87	per month
TOTAL MONTHLY DIRECT COSTS		$295.37	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$59.07
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$354.44

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$35.44
WVARF Fee Rate and Monthly Fee	4.00%	$15.60
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$405.48
ANNUALLY		$4,865.79
Total Annual Square Foot Cost-Standard		$6.01 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$194.40
WVARF Fee	4.00%	$7.78
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$202.18

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$5,067.96
TOTAL MONTHLY BILLING AMOUNT		$422.33
Total Annual Square Foot Cost-Deluxe		$6.26 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$385.57	$771.14
September 1, 1997 - June 30, 1998	$422.33	$4,223.30
FISCAL YEAR - July 1, 1997 - June 30, 1998		$4,994.44

J. CONTRACT

Vendor	WVARF - DRS Client
Contract Period	July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: New Creek

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	755	755
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		755	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.50
*Wage Rate (Supervisor-Non-client)	$5.50
*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	755	square feet
Cleaning hours per day	2.50	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	1.25	hours/day
*Time allocation-Client Workers (hours)	1.25	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	20.00	hours/year
Annual relief (Workers)	20.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$29.79	Wages/month
Relief-Supervision		$9.17	Wages/month
Client workers		$27.90	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$8.58	Wages/month
Monthly Burdened Direct Labor Costs		$83.67	per month
Standard chemical cost	6.00%	$5.02	of burdened DL
Standard equipment cost	4.00%	$3.35	of burdened DL
Monthly Chemical and Equipment Costs		$8.37	per month
TOTAL MONTHLY DIRECT COSTS		$92.03	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$18.41
Mileage	0.00%	$20.10
	0.00%	$0.00
FULLY BURDENED COST		$130.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.00%	$19.58
WVARF Fee Rate and Monthly Fee	4.00%	$6.00
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$156.13	
ANNUALLY	$1,873.54	
Total Annual Square Foot Cost-Standard	$2.48	per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
Total Deluxe Floor Care Charge	$181.20	
WVARF Fee 4.00%	$7.25	
TOTAL ANNUAL DELUXE FLOOR CARE FEE	$188.45	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$2,061.98
TOTAL MONTHLY BILLING AMOUNT			$171.83
Total Annual Square Foot Cost-Deluxe		$2.73	per square foot
	MONTHLY		
July 1, 1997 - August 31, 1997	$166.91	$333.82	
September 1, 1997 - June 30, 1998	$171.83	$1,718.30	
FISCAL YEAR - July 1, 1997 - June 30, 1998		$2,052.12	

J. CONTRACT

Vendor	Developmental Center
Contract Period	July 1, 1997 - June 30, 1998

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:

Debra M Bensey

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

Accepted and approved by:

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Princeton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,900	17,900
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,900	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$0.00
*Wage Rate (Supervisor-Non-client)	$0.00
*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	17,900 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	0.00 hours/day
*Time allocation-Client Workers (hours)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$0.00 Wages/month	
Relief-Supervision		$0.00 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		$780.11 per month	
Standard chemical cost	0.00%	$0.00 of burdened DL	
Standard equipment cost	0.00%	$0.00 of burdened DL	$0.00
Monthly Chemical and Equipment Costs		$0.00 per month	
TOTAL MONTHLY DIRECT COSTS		$780.11	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$156.02
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$936.13

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$93.61
WVARF Fee Rate and Monthly Fee	4.00%	$41.19
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$1,070.93
ANNUALLY		$12,851.16
Total Annual Square Foot Cost-Standard		$0.72 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		$3,580.00
WVARF Fee	4.00%	$143.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$3,723.20

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$16,574.36
TOTAL MONTHLY BILLING AMOUNT		$1,381.20
Total Annual Square Foot Cost-Deluxe		$0.93 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$1,367.49	$2,734.98
September 1, 1997 - June 30, 1998	$1,381.20	$13,812.00
FISCAL YEAR - July 1, 1997 - June 30, 1998		$16,546.98

J. CONTRACT

Vendor — Mercer County Opportunity Workshop
Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Princeton District Lab

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,220	2,220
*	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)	$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	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		$89.27 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$27.47 Wages/month
Monthly Burdened Direct Labor Costs		$267.74 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		$267.74

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$53.55
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$321.29

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$32.13
WVARF Fee Rate and Monthly Fee	4.00%	$14.14
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$367.55	
ANNUALLY	$4,410.60	
Total Annual Square Foot Cost-Standard	$1.99	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			$4,780.01
TOTAL MONTHLY BILLING AMOUNT			$398.33
Total Annual Square Foot Cost-Deluxe		$2.15	per square foot
	MONTHLY		
July 1, 1997 - August 31, 1997	$384.63	$769.26	
September 1, 1997 - June 30, 1998	$398.33	$3,983.30	
FISCAL YEAR - July 1, 1997 - June 30, 1998		$4,752.56	

J. CONTRACT

Vendor — Mercer County Opportunity Workshop
Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Princeton Sign Shop

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)	$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	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		$178.53	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$27.47	Wages/month
Monthly Burdened Direct Labor Costs		$472.06	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		$472.06	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$94.41
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$566.47

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$56.65
WVARF Fee Rate and Monthly Fee	4.00%	$24.92
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$648.04	
ANNUALLY	$7,776.50	
Total Annual Square Foot Cost-Standard	$2.88	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			$8,225.78
TOTAL MONTHLY BILLING AMOUNT			$685.48
Total Annual Square Foot Cost-Deluxe		$3.05	per square foot
	MONTHLY		
July 1, 1997 - August 31, 1997	$661.34	$1,322.68	
September 1, 1997 - June 30, 1998	$685.48	$6,854.80	
FISCAL YEAR - July 1, 1997 - June 30, 1998		$8,177.48	

J. CONTRACT

Vendor — Mercer County Opportunity Workshop
Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Romney

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.50
*Wage Rate (Supervisor-Non-client)	$5.50
*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	1,000	square feet
Cleaning hours per day	3.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	1.50	hours/day
*Time allocation-Client Workers (hours)	1.50	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	24.00	hours/year
Annual relief (Workers)	24.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$35.75	Wages/month
Relief-Supervision		$11.00	Wages/month
Client workers		$33.48	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$10.30	Wages/month
Monthly Burdened Direct Labor Costs		$100.40	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		$130.40	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$26.08
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$156.48

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$15.65
WVARF Fee Rate and Monthly Fee	4.00%	$6.89
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$179.02
ANNUALLY		$2,148.18
Total Annual Square Foot Cost-Standard		$2.15 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		15 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$300.00
WVARF Fee	4.00%	$12.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$312.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$2,460.18
TOTAL MONTHLY BILLING AMOUNT		$205.02
Total Annual Square Foot Cost-Deluxe		$2.46 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$171.96	$343.92
September 1, 1997 - June 30, 1998	$205.02	$2,050.20
FISCAL YEAR - July 1, 1997 - June 30, 1998		$2,394.12

J. CONTRACT

Vendor — Developmental Center
Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Smith Street
Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	41,215	41,215
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		41,215	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.50
*Wage Rate (Supervisor-Non-client)	$5.50
*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	41,215	square feet
Cleaning hours per day	24.00	hours/day
*Time allocation-Working Client Supervisor	0.00	hours/day
*Time allocation-Working Non-client Supervisor	8.00	hours/day
*Time allocation-Client Workers (hours)	16.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	128.00	hours/year
Annual relief (Workers)	256.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$953.33	Wages/month
Relief-Supervision		$58.67	Wages/month
Client workers		$1,785.33	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$109.87	Wages/month
Monthly Burdened Direct Labor Costs		$3,210.18	per month
Standard chemical cost	6.00%	$192.61	of burdened DL
Standard equipment cost	4.00%	$128.41	of burdened DL
Monthly Chemical and Equipment Costs		$321.02	per month
TOTAL MONTHLY DIRECT COSTS		$3,531.20	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$353.12
	7.00%	$258.22
	5.50%	$213.64
FULLY BURDENED COST		$4,142.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$414.25
WVARF Fee Rate and Monthly Fee	4.00%	$182.27
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$4,739.07	
ANNUALLY	$56,868.79	
Total Annual Square Foot Cost-Standard	$1.38	per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0	cents/sq foot
*Number of Floor Cleanings Per Year	2	cleanings/year
Total Deluxe Floor Care Charge	$0.00	
WVARF Fee 4.00%	$0.00	
TOTAL ANNUAL DELUXE FLOOR CARE FEE	$0.00	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$56,868.79
TOTAL MONTHLY BILLING AMOUNT			$4,739.07
Total Annual Square Foot Cost-Deluxe		$1.38	per square foot
	MONTHLY		
July 1, 1997 - August 31, 1997	$4,519.26	$9,038.52	
September 1, 1997 - June 30, 1998	$4,739.07	$47,390.70	
FISCAL YEAR - July 1, 1997 - June 30, 1998		$56,429.22	

J. CONTRACT

Vendor — Shawnee Hills

Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Fairmont State College
LOCATION: Jayne Hall

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$5.15
*Wage Rate (Supervisor-Non-client)	$6.00
*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	60000.00	square feet
Cleaning hours per day	25.00	hours/day
*Time allocation-Working Client Supervisor	8.00	hours/day
*Time allocation-Working Non-client Supervisor	1.00	hours/day
*Time allocation-Client Workers (hours)	16.00	hours/day
*Time allocation-Non-Client Workers (hours)	0.00	hours/day
Annual relief (Supervisor)	144.00	hours/year
Annual relief (Workers)	272.00	hours/year

D. MONTHLY DIRECT COSTS

Supervision		$1,022.67	Wages/month
Relief-Supervision		$72.00	Wages/month
Client workers		$1,785.33	Wages/month
Non-client Workers		$0.00	Wages/month
Relief-Workers		$116.73	Wages/month
Monthly Burdened Direct Labor Costs		$3,310.15	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		$3,310.15	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	$662.03
		$0.00
		$0.00
FULLY BURDENED COST		$3,972.18

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	$397.22
WVARF Fee Rate and Monthly Fee	4%	$174.78

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$4,544.17
ANNUALLY	$54,530.02
Total Annual Square Foot Cost-Standard	$0.91 per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$54,530.02
TOTAL MONTHLY BILLING AMOUNT		$4,544.17
Total Annual Square Foot Cost-Delux		$0.91 per square foot
	Monthly	
July 1, 1997-August 31, 1997	$4,281.69	$8,563.38
September 1, 1997 - June 30, 1998	$4,544.17	$45,441.70
Fiscal Year July 1, 1997 - June 30, 1998		$54,005.08

J. CONTRACT

Vendor: The Op Shop

Contract Period: July 1, 1997 - June 30, 1998

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

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

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

D. MONTHLY DIRECT COSTS

Supervision		$170.63 Wages/month
Relief-Supervision		$10.50 Wages/month
Client workers		$167.38 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$10.30 Wages/month
Monthly Burdened Direct Labor Costs		$397.25 per month
Standard chemical cost	6.00%	$23.84 of burdened DL
Standard equipment cost	4.00%	$15.89 of burdened DL
Monthly Chemical and Equipment Costs		$39.73 per month
TOTAL MONTHLY DIRECT COSTS		$436.98

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$43.70
	7.50%	$2.98
	5.00%	$24.03
FULLY BURDENED COST		$483.66

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	$48.37
WVARF Fee Rate and Monthly Fee	4.00%	$21.28

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$553.30	
ANNUALLY		$6,639.62	
Total Annual Square Foot Cost-Standard		$0.86	per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$7,617.76
TOTAL MONTHLY BILLING AMOUNT			$634.81
Total Annual Square Foot Cost-Deluxe		$0.99	per square foot
July 1, 1997 - August 31, 1997	$613.72	$1,227.44	
September 1, 1997 - June 30, 1998	$634.81	$6,348.10	
Fiscal Year July 1, 1997 - June 30, 1998		$7,575.54	

J. CONTRACT

Vendor — SHAWNEE HILLS

Contract Period — July 1, 1997 - June 30, 1998

Small Business Impact: None, CRP has had contract

Notes:

1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTER: Public Sercvice Commission
LOCAON: Charleston

A. BUILDING DESCRIPTION

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

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

D. MONTHLY DIRECT COSTS

Supervision		$892.67 Wages/month
Relief-Supervision		$54.93 Wages/month
Client workers		$1,339.00 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$82.40 Wages/month
Monthly Burdened Direct Labor Costs		$2,618.21 per month
Standard chemical cost	6.00%	$157.09 of burdened DL
Standard equipment cost	4.00%	$104.73 of burdened DL
Monthly Chemical and Equipment Costs		$261.82 per month
TOTAL MONTHLY DIRECT COSTS		$2,880.03

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	$288.00
*DBG Overhead Rate	7.50%	$237.60
*Shawnee Hills Overhead Rate	5.00%	$158.40
FULLY BURDENED COST		$3,405.63

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.52%	$221.97
WVARF Fee Rate and Monthly Fee	4.00%	$145.10

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$3,772.71	
ANNUALLY	$45,272.49	
Total Annual Square Foot Cost-Standard	$1.03	per square foot

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER			$45,272.49
TOTAL MONTHLY BILLING AMOUNT			$3,772.71
Total Annual Square Foot Cost-Delux		$1.03	per square foot
	Monthly		
July 1, 1997 - August 31, 1997	**$3,553.69**	**$7,107.38**	
September 1, 1997 - June 30, 1998	**$3,772.71**	**$37,727.10**	
Fiscal Year 7/1/97 - 6/30/98		**$44,834.48**	

J. CONTRACT

Vendor	Goodwill of Kanawha Valley
Contract Period	July 1, 1997 - June 30, 1998

Small Business Impact: None, Currently have contract.

Notes:

1. Disposibles 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:

Debra M. Bensey

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

Accepted and approved by:

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: WV Parkway and Economic Development Authority
LOCATION: I77 South

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.00	0	0
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	7.00		
TOTAL ADJUSTED SQUARE FEET		0	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$7.43
*Wage Rate (Supervisor-Non-client)	$7.43
*Wage Rate (Worker-Client)	$5.50
*Wage Rate (Worker-Non-client)	$5.50
*Wage Benefits	12.97%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet
Cleaning hours per day	18.80 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.75 hours/day
*Time allocation-Client Workers (hours)	13.05 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	92.00 hours/year
Annual relief (Workers)	208.80 hours/year

D. MONTHLY DIRECT COSTS

Supervision		1295.92 Wages/month
Relief-Supervision		56.96 Wages/month
Client workers		2177.18 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		95.70 Wages/month
Monthly Burdened Direct Labor Costs		4052.47 per month
Mileage	0.00%	0.00 of burdened DL
Uniforms and Hepatitus Shots	0.00%	0.00 of burdened DL
		0.00 per month
TOTAL MONTHLY DIRECT COSTS		4052.47

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	607.87
FULLY BURDENED COST		4660.34

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	7.78%	362.57	7.78%
Mileage		257.13	
Uniforms and Hepatituts Shots		66.67	
WVARF Fee Rate and Monthly Fee	4.00%	213.87	

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		$5,560.58
ANNUALLY		$66,727.02
July 1, 1997 - August 31, 1997	$5,288.46	$10,576.92
September 1, 1997 - June 30, 1998	$5,560.58	$55,605.80
		$66,182.72

H. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER 7/1/97-6/30/98 $66,182.72

Extra work requested by the customer will be invoiced at:

July 1, 1997 - August 31, 1997 $9.68 per hour
September 1, 1997 - June 30, 1998 $9.75 per hour

I. CONTRACT

Vendor Goodwill of Kanawha Valley
Contract Period July 1, 1997 - June 30, 1998

Small Business Impact: None, presently have contract.

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

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

Prepared and submitted by:

Debra M. Bensey

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

Accepted and approved by:

_____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: WV Parkway and Economic Development Authority
LOCATION: Welcome Center, Princeton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.00	0	0
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	7.00		
TOTAL ADJUSTED SQUARE FEET		0	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	$7.43
*Wage Rate (Supervisor-Non-client)	$7.43
*Wage Rate (Worker-Client)	$5.50
*Wage Rate (Worker-Non-client)	$5.50
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet
Cleaning hours per day	36.32 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	12.00 hours/day
*Time allocation-Client Workers (hours)	24.32 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	192.00 hours/year
Annual relief (Workers)	389.12 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$2,704.52 Wages/month
Relief-Supervision		$118.88 Wages/month
Client workers		$4,057.39 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$178.35 Wages/month
Monthly Burdened Direct Labor Costs		$7,800.37 per month
Supplies	0.00%	$87.50 per month
Equipment		$0.00 per month
Monthly Supplies and Equipment		$87.50 per month
TOTAL MONTHLY DIRECT COSTS		$7,887.87

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	12.00%	$946.54
FULLY BURDENED COST		$8,834.42

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	$441.72
WVARF Fee Rate and Monthly Fee	4.00%	$371.05
Uniforms and Hepatitus Shots		$150.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$9,797.19
ANNUALLY	$117,566.23

H. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER $117,566.23

TOTAL MONTHLY BILLING AMOUNT $9,797.19

Additional work requested by the customer will be invoiced at:

$9.63 per hour

I. CONTRACT

Vendor Mercer County Opportunity Workshop

Contract Period July 1, 1997 - June 30, 1998

Small Business Impact: None, presently have contract.

Notes:

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

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

Prepared and submitted by:

Debra M Bensey

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

Accepted and approved by:

_____

Printed Name: _____

Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Tennerton - Upshur County

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	940 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	1.00 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	16.00 hours/year
Annual relief (Workers)	0.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		$111.58 Wages/month
Relief-Supervision		$6.87 Wages/month
Client workers		$0.00 Wages/month
Non-client Workers		$0.00 Wages/month
Relief-Workers		$0.00 Wages/month
Monthly Burdened Direct Labor Costs		$132.25 per month
Standard chemical cost	6.00%	$15.00 of burdened DL
Standard equipment cost	4.00%	$10.00 of burdened DL
Monthly Chemical and Equipment Costs		$25.00 per month
TOTAL MONTHLY DIRECT COSTS		$157.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	$47.17
	0.00%	$0.00
	0.00%	$0.00
FULLY BURDENED COST		$204.42

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	$20.44
WVARF Fee Rate and Monthly Fee	4.00%	$8.99
		$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	$233.86
ANNUALLY	$2,806.34
Total Annual Square Foot Cost-Standard	$2.99 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		15 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		$282.00
WVARF Fee	4.00%	$11.28
TOTAL ANNUAL DELUXE FLOOR CARE FEE		$293.28

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		$3,099.62
TOTAL MONTHLY BILLING AMOUNT		$258.30
Total Annual Square Foot Cost-Deluxe		$3.30 per square foot
	MONTHLY	
July 1, 1997 - August 31, 1997	$243.03	$486.06
September 1, 1997 - June 30, 1998	$258.30	$2,583.00
FISCAL YEAR - July 1, 1997 - June 30, 1998		$3,069.06

J. CONTRACT

Vendor — Buckhannon Upshur Work Adjustment Center
Contract Period — July 1, 1997 - June 30, 1998

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:

Debra M. Bensey

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

Accepted and approved by:

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

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

APRIL 1, 1997

Change order due to:

Insurance Increase	2/1/97
Martinsburg new office	6/1/97

	Monthly	Five Months
Insurance	$1,805.77	$9,028.85

	Monthly	One Month
Martinsburg	$1,735.51	$1,735.51

TOTAL CHANGE ORDER INCREASE: $10,764.37

April	$77,491.39
	$3,009.62
April Total	$80,501.01

May	$77,491.39
	$3,009.62
May Total	$80,501.01

June	$77,491.39
	$3,009.62
	$1,735.51
June Total	$82,236.52

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

1997-1998

WITH INSURANCE CHANGE

JULY	$81,032.67	$81,032.67
AUGUST	$76,623.38	$76,623.38
SEPTEMBER	$78,893.75	$78,893.75
OCTOBER	$78,893.75	$78,893.75
NOVEMBER	$78,498.77	$78,498.77
DECEMBER - JUNE	$78,498.77	$549,491.39
	CONTRACT TOTAL:	$943,433.71

WITHOUT INSURANCE CHANGE

JULY	$81,032.67	$81,032.67
AUGUST	$80,268.22	$76,623.38
SEPTEMBER	$82,538.59	$78,893.75
OCTOBER	$82,538.59	$78,893.75
NOVEMBER	$82,143.61	$78,498.77
DECEMBER - JUNE	$82,143.61	$575,005.27
	CONTRACT TOTAL:	$968,947.59

DEPARTMENT OF

HEALTH AND HUMAN RESOURCES

STATEWIDE JANITORIAL CONTRACT

as of 3/26/97

CURRENT MONTHLY RATE: $77,491.39

Variables:

Health Insurance Increase
Martinsburg new office
Parkersburg Detention Center request ?
Janitors retiring
Minimum Wage Increase
Insurance Decrease
Co-payments for insurance ?

		Increase	Decrease	Monthly
	Current			$77,491.39
2/1/97	Health Insurance Increase	$1,805.77		$79,297.16
6/1/97	Martinsburg Proposal	$1,735.51		$81,032.67
7/1/96				$81,032.67
8/1/97	Shiflett Retires CRP takes over		$764.45	$80,268.22
8/1/97	New Insurance		$3,644.84	$76,623.38
9/1/97	Minimum Wage Increase	$2,270.37		$78,893.75
	Pentecost Retires CRP takes over		$394.98	$78,498.77

MINUTES FROM INFORMAL MEETING OF GOVERNOR'S COMMITTEE AND WVARF EXECUTIVE COMMITTEE

DATE: FEBRUARY 25, 1997
RE: TAMARACK CONTRACT
ATTENDING: Craig Greening, John Parker, Steve King, Jan Smith Dot Gioules,Tim Urbanic,Earl Smith,Debbie Bensey

Craig Greening began meeting by saying that after reviewing all the correspondence thus far on the Tamarack contract the Governor's Committee feels that this management contract is definitely a State Use Contract. This decision is based upon how the situation came about. The Parkways Authority is an independent purchasing authority, as such they can use the State Purchasing Laws if they so choose. When Parkways originally asked us to take this contract under State Use, that alone was enough to make this project State Use. As early as March 7 in a letter they referred to this contract as a State Use Contract. Normally a contract would have been brought straight to the Committee, however this one was not. Why this contract was not brought to the Committee is unclear. The history of this contract is not that clear and not really the issue at this time. At this time we have a State Use Contract that the customer and the Governor's Committee wants as such.

Craig then began reviewing the duties of the Governor's Committee:

(A) ESTABLISH THE FAIR MARKET PRICE OF A CONTRACT. Ideally the CNA develops the price with the Agency involved and then the Governor's Committee reviews. However, there are times when the agency says we have "X" amount of money for this contract and we have to develop a contract to fit the money.

(B) CERTIFY WORK CENTERS FOR PARTICIPATION IN STATE USE.

(C) DO RESEARCH, STUDY PROBLEMS, ADDRESS GREATER ISSUES OF PEOPLE WITH DISABILITIES.

(D) ESTABLISH GRIEVANCE PROCEDURE.

(E) MONITORS THE CNA.

(1) Make sure interest of the State's disabled citizens are advanced.

(2) Make sure State specifications are met.

(3) Handle grievances.

(4) Monitor CNA's relationship to State Agencies and CRP's and advice DRS of recommendation of appointment of CNA.

(5) Establish allowable fees for the CNA.

(F) DETERMINE ITEMS TO BE PLACED ON PROCUREMENT LIST.

(G) MONITOR CRPS PRODUCTION CAPABILITIES.

(H) REVIEW ALL PROPOSALS SUBMITTED BY THE CNA ON BEHALF OF A CRP TO ASSURE ITSELF THAT:

(1) All parties are being treated fairly.

(2) That the product is not currently being supplied by the Prison Industries.

(FOR A MORE DETAILED EXPLANATION OF COMMITTEE RESPONSIBILITIES SEE THE WVARF POLICY MANUAL SECTION CONTRACT PRICES ON PAGES VIB3-VIB5)

Tim Urbanic then asked if the Governor's Committee can solicit business for State Use. Craig advised that according to the rules the Executive Secretary of the Governor's Committee is supposed to be doing this but since the Executive Secretary's position is basically a non-functioning one at this time, this work has had to be done by the CNA. The WVARF office is made up of the CNA and the Association both working congruently. The confusion comes with the fact that the Association really has no input into the CNA. The fact is that the WVARF Executive Committee did not have the authority to tell the CNA that they could not participate in a State Use Contract. John Parker said that the Executive Committee overstepped their authority. Tim Urbanic said that the membership was just giving their opinion because they have had some concerns over this contract being so different from the usual contract. Dot Gioules said that it has never been clear about whether this

contract has been signed or not and if it has not been signed how can it be State Use. John Parker said that the CNA did not sign the contract. We had a Memorandum of Understanding and later an update was signed. Input from the membership caused us to add sections in the contract on disability issues. Tim Urbanic then asked if the membership should have nothing to do with the contract then why did the President of WVARF sign the contract. Craig again said that how we got to this position is irrelevant, we need to look at where we are now in this State Use Contract. Jan Smith said that how we got here is relevant because that is what caused the concern. She stated after reading the Policy Manual clearly the Executive Committee can not tell the CNA not to participate however the Executive Committee was told by Judy Beckett that she did not sign any agreement. John Parker said that he has attended every WVARF meeting and that Judy Beckett did discuss the Memorandum of Understanding in Parkersburg at the WVARF meeting. Steve King then went to the chalk board to explain what has been done contract wise. 1. The Memorandum of Understanding was signed by three parties, John Faris, Parkways, and Earl Smith. 2. The Agreement was signed by Judy Beckett of WVARF and 3. The Revised Agreement with the stipulations that the Executive Committee wanted added has been pending. Steve said there is confusion over the existence of a signed agreement by all three parties. Parkways have said they have a contract on file, however, WVARF never received a copy with all three signatures of the contract.

Tim then stated that he has been at many Governor Committee meetings and has heard John Parker say that all contracts should be treated the same and no exceptions on the 4% rule. So should we not start over with pricing this contract. Since the 4% is not based on the total contract but on only $17,000? Craig said that clearly this contract is different so we must monitor it carefully to make sure that it moves in the right direction. Tim then stated that we need to cut to the fact that Governor's Committee was offended that WVARF asked that this be looked at. Membership cannot keep itself out, they have to question when things get out of hand. Jan Smith said that as President she has concerns on how we got here. WVARF may have had no right to vote but now things need clarified for the membership. If this is State Use and we are going to proceed as such then the membership will need to know why we changed course. As the ARF, we should have the

right to speak concerns, but not to overrule. The membership has a right to expect an explanation.

Also there is still the question of why there is not 4% on the total contract. Craig said there is no Direct Labor in this contract it is a Management Services Contract. We did not do the costing on this contract we were given a price. As far as making sure 75% disabled are employed that rule is CRP wide. If the CRP is not at 75% the Committee must ask that they have a plan to get to that number. We have to remember that our whole point in doing this is that at some time in the future people with disabilities will have more positions at Tamarack. Tim Urbanic asked if when those people were added would those additions go through the CNA, Craig Greening said they would. That leaves us with where we are now. At the next Governor's Committee Meeting the CNA will present the "dollars and cents" of the contract before the Committee for approval if available at that time. Earl added that he had requested renegotiations from Parkway for the Agreement and the Budget. Jan closed with asking Craig is he would take sometime at the next WVARF meeting to explain these decisions to the membership. Craig said that he would.