

*Bensey*

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

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

**MINUTES**

**May 7, 1997**

**SW RESOURCES CONFERENCE ROOM**

**1007 Mary Street**

**Parkersburg, 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, John Parker, Joyce Brown, and Everette Sullivan. Ex officio members in attendance were Stephen King, Executive Director of the CNA; Debra Bensey, Director of Operations of the CNA; and Chris Miller, CPA, Director of Financial Services of the CNA. Guest in attendance was: Michael Cormier, President, SW Resources.

The minutes of the meeting of April 10, 1997, were approved as submitted.

John Parker gave the financial report which showed a beginning balance of \$1,731.83, expenditures of \$13.50, \$111.78, \$61.14, and \$204.94, with an ending balance of \$1,340.47.

*Chairman's Report:* Craig Greening began by welcoming the Committee members to SW Resources for their meeting. The approval for the re-appointment of Committee members has not been received from the Governor's Office. The Committee has been told to continue meeting until we get further instructions. Craig will check again within a month.

*Old Business:* Steve King reviewed a meeting held between the CNA (King and Bensey); Curt Curtiss, Assistant Director of Purchasing; Dick Estill, Executive Secretary of the Committee; and John Parker, of the Committee. A number of issues were discussed, but the most important one for the Committee dealt with work underway between the Purchasing Department, the Department of Administration (Diana Stout), and the Attorney General's Office (Ms. Warfield, Deputy Attorney General), involving the establishment of an open-ended janitorial services contract, signed off by the CNA, Purchasing, Department of Administration, and the Attorney General's Office, against which all janitorial services contract renewals could be written. One purpose in doing

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

blanket contracts is to eliminate paper work bottleneck. This would be called an ECO, or Equipment Contract Order. These could probably be processed in three days as opposed to the thirty days it takes now. This proposed delegation of authority to the Committee by these agencies is indicative of the level of trust and cooperation that is in place.

Steve King mentioned that the Committee might need to look at the Legislative Rules on the mix of handicapped and non-handicapped where Welfare Reform is concerned. This might necessitate a change in the Rules. It was suggested that Jim Shaffer of the Department of Health and Human Resources, or his supervisor, Shannon Smith-Wolfe, be invited to our August meeting to discuss Welfare Reform.

Under other old business, Chris Miller indicated some problems receiving requested Workers Compensation certificates from work centers participating in the State Use Program. It was the Committee's consensus (no formal vote was taken) that these certificates should be REQUIRED by the CNA and that if a work center were delinquent in Workers Compensation premiums, the CNA itself would become liable. It was suggested that these certificates be required to be attached to the agreement that is sent to WVARF. These certificates need to be sent quarterly.

It was announced that David Tincher is taking Ron Riley's place as Director of Purchasing.

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

CUSTOMER:		Air Guard, Charleston		
VENDOR:		Shawnee Hills, Charleston		
Contract Period:		July 1, 1997, to June 30, 1998		
Staffing Plan: 1 working supervisor; 2 workers and one .75 worker	4 workers	8 hours per day—three worker; 6 hours per day—one worker	5 days weekly	150 worker hours weekly
Total Square Feet: 68,037	Cost/ square foot: \$1.25	Monthly Cost to Agency: 7/1/97 to 8/31/97--\$6,691.28 9/1/97 to 6/30/98--\$7,085.70	Annualized Cost: \$84,239.56	2 deluxe floor cleanings per year: \$16,982.04

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

<b>CUSTOMER:</b> Air Guard, Martinsburg <b>VENDOR:</b> Eastern Panhandle Training Center				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and three workers	4 workers	8 hours each per day	5 days weekly	160 worker hours weekly
<b>Total Square Feet:</b> 84,708	<b>Cost per square foot:</b> \$1.18	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$7,901.52 9/1/97 to 6/30/98--\$8,314.04	<b>Annualized Cost:</b> \$98,943.44	Two deluxe floor cleaning per year: \$24,051.53

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

<b>CUSTOMER:</b> Armory Board, Charleston <b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> September 1, 1997, to August 31, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	4 hours each per day	5 days weekly	40 worker hours weekly
<b>Total Square Feet:</b> 21,018	<b>Cost per square foot:</b> \$1.14	<b>Monthly Cost to Agency:</b> \$1,988.89	<b>Annualized Cost:</b> \$23,866.68	Two deluxe floor cleanings per year: \$4,808.92

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Bridgeport <b>VENDOR:</b> Harrison County Sheltered Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.75 hours each per day	5 days weekly	17.50 worker hours weekly
<b>Total Square Feet:</b> 7,000	<b>Cost per square foot:</b> \$1.19	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$777.55 9/1/97 to 6/30/98--\$814.41	<b>Annualized Cost:</b> \$9,699.20	Two deluxe floor cleanings per year: \$1,456.00

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Huntington <b>VENDOR:</b> Goodwill Industries of KYOWVA Area, Inc., Huntington				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 6,450	<b>Cost per square foot:</b> \$1.35	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$696.63 9/1/97 to 6/30/98--\$728.23	<b>Annualized Cost:</b> \$8,675.56	Two deluxe floor cleanings per year: \$1,609.92

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Logan <b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 6,600	<b>Cost per square foot:</b> \$1.33	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$699.75 9/1/97 to 6/30/98--\$731.35	<b>Annualized Cost:</b> \$8,713.00	Two deluxe floor cleanings per year: \$1,647.36

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Martinsburg <b>VENDOR:</b> Eastern Panhandle Training Center				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1 hour each per day	5 days weekly	10 worker hours weekly
<b>Total Square Feet:</b> 4,000	<b>Cost per square foot:</b> \$1.55	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$501.61 9/1/97 to 6/30/98--\$516.86	<b>Annualized Cost:</b> \$6,171.82	Two deluxe floor cleanings per year: \$1,054.24

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Moundsville				
<b>VENDOR:</b> Adena Industries—Moundsville				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 913	<b>Cost per square foot:</b> \$3.04	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$221.64 9/1/97 to 6/30/98--\$231.21	<b>Annualized Cost:</b> \$2,755.38	Two deluxe floor cleaning per year: \$284.86

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

<b>CUSTOMER:</b> Department of Motor Vehicles, Teays Valley				
<b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.75 hours each per day	5 days weekly	17.50 worker hours weekly
<b>Total Square Feet:</b> 8,000	<b>Cost per square foot:</b> \$1.26	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$802.75 9/1/97 to 6/30/98--\$839.61	<b>Annualized Cost:</b> \$10,001.60	Two deluxe floor cleanings per year: \$1,758.43

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

<b>CUSTOMER:</b> Department of Motor Vehicles, 1600 Washington Street, East <b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 2,200	<b>Cost per square foot:</b> \$1.32	<b>Monthly Cost to Agency:</b> 7/1/97 - 8/31/97--\$231.48 9/1/97 - 6/30/98--\$2442.34	<b>Annualized Cost:</b> \$2,886.36	2 deluxe floor cleanings per year: \$457.60

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

<b>CUSTOMER:</b> Developmentally Disabled Planning Council, Charleston <b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	3 days weekly	3 worker hours weekly
<b>Total Square Feet:</b> 950	<b>Cost per square foot:</b> \$2.04	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$154.04 9/1/97 to 6/30/98--\$161.59	<b>Annualized Cost:</b> \$1,923.98	2 deluxe floor cleanings per year: \$237.12

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Elkins <b>VENDOR:</b> Randolph County Sheltered Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,500	<b>Cost per square foot:</b> \$2.02	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$245.54 9/1/97 to 6/30/98--\$252.68	<b>Annualized Cost:</b> \$3,017.88	Two deluxe floor cleanings per year: \$468.00

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Keyser <b>VENDOR:</b> Developmental Center and Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	17.50 worker hours weekly
<b>Total Square Feet:</b> 1,800	<b>Cost per square foot:</b> \$2.36	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$342.58 9/1/97 to 6/30/98--\$354.01	<b>Annualized Cost:</b> \$4,225.26	Two deluxe floor cleanings per year: \$561.60

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Logan <b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,750	<b>Cost per square foot:</b> \$1.91	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$275.54 9/1/97 to 6/30/98--\$278.26	<b>Annualized Cost:</b> \$3,333.69	Two deluxe floor cleaning per year: \$546.00

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Mullens <b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.25 hours each per day	1 day weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 1,512	<b>Cost per square foot:</b> \$1.35	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$164.05 9/1/97 to 6/30/98--\$169.97	<b>Annualized Cost:</b> \$2,027.80	Two deluxe floor cleanings per year: \$377.40

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, New Martinsville				
<b>VENDOR:</b> Adena Industries, New Martinsville				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.25 hours each per day	1 day weekly	2.5 worker hours weekly
<b>Total Square Feet:</b> 1,148	<b>Cost per square foot:</b> \$1.68	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$158.84 9/1/97 to 6/30/98--\$160.57	<b>Annualized Cost:</b> \$1,923.18	<b>Two deluxe floor cleanings per year:</b> \$286.54

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Spencer				
<b>VENDOR:</b> Jackson County Developmental Center				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.5 hours each per day	1 day weekly	3 worker hours weekly
<b>Total Square Feet:</b> 1,200	<b>Cost per square foot:</b> \$1.86	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$178.59 9/1/97 to 6/30/98--\$185.69	<b>Annualized Cost:</b> \$2,214.08	<b>Two deluxe floor cleanings per year:</b> \$299.52

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Summersville <b>VENDOR:</b> Sheltered Workshop of Nicholas County				
<b>Contract Period:</b> 7/1/97 to 6/30/98				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.38 hours each per day	5 days weekly	3 worker hours weekly
<b>Total Square Feet:</b> 1,636	<b>Cost per square foot:</b> \$.99	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$127.83 9/1/97 to 6/30/98--\$135.02	<b>Annualized Cost:</b> \$1,605.86	No deluxe floor cleanings

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Weirton <b>VENDOR:</b> Hancock County Sheltered Workshop				
<b>Contract Period:</b> 7/1/97 to 6/30/98				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 2,200	<b>Cost per square foot:</b> \$1.44	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$257.51 9/1/97 to 6/30/98--\$264.43	<b>Annualized Cost:</b> \$3,159.32	Two deluxe floor cleanings per year: \$686.40

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

<b>CUSTOMER:</b> Division of Rehabilitation Services, Williamson <b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.5 hours each per day	5 days weekly	5 worker hours weekly
<b>Total Square Feet:</b> 1,560	<b>Cost per square foot:</b> \$2.04	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$257.01 9/1/97 to 6/30/98--\$265.69	<b>Annualized Cost:</b> \$3,170.92	Two deluxe floor cleaning per year: \$389.38

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

<b>CUSTOMER:</b> Environmental Protection Agency, Logan <b>VENDOR:</b> Wyoming County Workshop				
<b>Contract Period:</b> August 1, 1997, to July 31, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
<b>Total Square Feet:</b> 8,250	<b>Cost per square foot:</b> \$1.00	<b>Monthly Cost to Agency:</b> 8/1/97 to 8/31/97--\$658.52 9/1/97 to 7/30/98--\$687.49	<b>Annualized Cost:</b> \$8,220.91	Two deluxe floor cleanings per year: \$1,716.00

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

<b>CUSTOMER:</b> Environmental Protection Agency, Nitro <b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> August 1, 1997, to July 31, 1998				
<b>Staffing Plan:</b> One working supervisor and two workers	3 workers	8 hours per day—one worker; 6 hours each per day—two workers	5 days weekly	100 worker hours weekly
<b>Total Square Feet:</b> 48,805	<b>Cost per square foot:</b> \$1.11	<b>Monthly Cost to Agency:</b> 8/1/97 to 8/31/97--\$4,283.53 9/1/97 to 7/30/98--\$4,495.39	<b>Annualized Cost:</b> \$53,732.82	Two deluxe floor cleanings per year: \$10,151.44

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

<b>CUSTOMER:</b> General Services, State Office Building, Capitol Complex, Charleston <b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> 5 working supervisors; 26 workers	31 workers	31 workers at 8 hours each per day	5 days weekly	1240 worker hours weekly
<b>Total Square Feet:</b> 591,824	<b>Cost per square foot:</b> \$.9824	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$45,386.90 9/1/97 to 6/30/98--\$48-450.66	<b>Annualized Cost:</b> \$575,280.40	No deluxe floor cleanings

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

<b>CUSTOMER:</b> West Virginia Department of Tax and Revenue, Charleston				
<b>VENDOR:</b> Shawnee Hills, Charleston				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor; two workers	3 workers	8 hours each per day	5 days weekly	120 worker hours weekly
<b>Total Square Feet:</b> 63,297	<b>Cost per square foot:</b> \$1.11	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$5,574.67 9/1/97 to 6/30/98--\$5,854.31	<b>Annualized Cost:</b> \$69,692.44	<b>Two deluxe floor cleanings per year:</b> \$15,515.60

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

<b>CUSTOMER:</b> West Virginia Department of Tax and Revenue				
<b>VENDOR:</b> Eastern Panhandle Training Center				
<b>Contract Period:</b> July 1, 1997, to June 30, 1998				
<b>Staffing Plan:</b> One working supervisor and one worker	2 workers	.75 hours each per day	5 days weekly	7.5 worker hours weekly
<b>Total Square Feet:</b> 1,800	<b>Cost per square foot:</b> \$2.40	<b>Monthly Cost to Agency:</b> 7/1/97 to 8/31/97--\$348.82 9/1/97 to 6/30/98--\$360.25	<b>Annualized Cost:</b> \$4,300.14	<b>Two deluxe floor cleanings per year:</b> \$636.48

The next contract presented by the CNA is a new contract addition for lawn mowing at Hopemont State Hospital. There is no small business impact as this contract was being done by state employees. No state employee has been displaced. The contract period covers May 1, 1997, to October 31, 1997. This contract provides for a maximum of three mowing cycles per month at \$837.77 per cycle through August 31, 1997. The price per cycle increases to \$873.77 per mowing cycle effective September 1, 1997, commensurate with the increase in the minimum wage on that date. It was moved, seconded, and approved by the Committee.

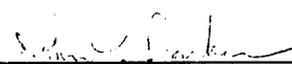
The next contract presented by the CNA is a Statewide Data Entry contract. The vendor is the Jackson County Developmental Center, and the contract period is May 1, 1997, through April 30, 1998. The contract was approved as per the attached contract. MSP

The final contract presentation is for the Statewide Interstate Rest Stop maintenance. Rest area wages increased for both supervisors and workers by three percent. Uniform costs and hepatitis inoculation costs are grouped together—there is at least \$90 for uniforms, plus \$150 for hepatitis inoculation. MSP per the attached Statewide Rest Area Contract.

There being no further business to be brought before the Committee, it was in adjournment for the members to attend the SW Resources Annual Open House. The time and place for the next meetings were set for Thursday, June 19, 1997, and July 24, 1997, at 9:30 at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

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Craig A. Greening, Chairman



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John L. Parker, Recorder



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

## STATEWIDE DATA ENTRY CONTRACT

VENDOR: Jackson County Developmental Center

DATES OF CONTRACT: May 1, 1997 - April 30, 1998

May 1, 1997 - August 31, 1997

\$2.36 per 1000 keystrokes provided on time

\$2.26 per 1000 keystrokes not provided on time

Minimum Wage Increase

September 1, 1997 - April 30, 1998

\$2.43 per 1000 keystrokes provided on time

\$2.33 per 1000 keystrokes not provided on time

# STATEWIDE REST AREA CONTRACT

## CURRENT 1996-1997 CONTRACT

\$1,681,937.16	Annual
\$140,161.43	Monthly
\$7.75	Supervisor
\$5.40	Worker

## PROPOSED 1997 - 1998 CONTRACT

\$1,732,270.68	Annual
\$144,355.89	Monthly
\$7.98	Supervisor
\$5.56	Worker

### CHANGES IN CONTRACT:

1. Hourly Rates of Supervisor and Workers increase 3%. Although they are currently making above minimum wage, we believe the program has been successful because we have been able to pay above minimum wage. We realize it is not feasible to increase the workers at the same rate of increase that minimum wage workers received we feel it is important to give them at least a cost of living raise to keep them above the minimum level.
2. The Sub-Contractor for the Mineral Wells Rest Area requested an increase of \$461.52 per year in the supply line item to cover the purchase of a special cleaning product for stainless steel. The metal partitions between stalls were replaced with stainless steel.
3. We have added \$45 to the line item for uniforms. We are adding long sleeve shirts, sweatshirts and winter jackets to our inventory.

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

May 7, 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. Report of WVARF Executive Director
- VII. Old Business
- VIII. New Business
  - A. Workers Compensation Certificates - Chris Miller

Contract Presentation from CNA

A. Renewals (with minimum wage changes)

1. Air Guard
  - Charleston
  - Martinsburg
2. Armory Board
3. Dept. of Motor Vehicles
  - Bridgeport
  - Huntington
  - Logan

~~Martinsburg~~

~~Moundsville~~

~~Teays Valley~~

~~1600 Washington Street~~

~~4. DD-Planning Council~~

~~5. DRS~~

~~Elkins~~

~~Keyser~~

~~Logan~~

~~Mullins~~

~~New Martinsville~~

~~Spencer~~

~~Summersville~~

~~Weirton~~

~~Williamson~~

~~6. EPA~~

~~Logan~~

~~Nitro~~

~~7. General Services - Capitol Complex~~

~~8. Tax Dept.~~

~~Charleston~~

~~Martinsburg~~

~~9. Statewide Data Entry~~

~~10. Statewide Rest Area Contract~~

~~B. New Contracts~~

~~1. Grounds Maintenance - Hopemont State Hospital~~

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard  
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	68,037	68,037
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>68,037</b>	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	68,037 square feet
Cleaning hours per day	30.00 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)	22.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	352.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$892.67 Wages/month
Relief-Supervision		\$54.93 Wages/month
Client workers		\$2,454.83 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$151.07 Wages/month
Monthly Burdened Direct Labor Costs		\$3,918.39 per month
Standard chemical cost	6.00%	\$235.10 of burdened DL
Standard equipment cost	4.00%	\$156.74 of burdened DL
Monthly Chemical and Equipment Costs		\$391.84 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$4,310.22</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$646.53
		\$0.00
		\$0.00
<b>FULLY BURDENED COST</b>		<b>\$4,956.76</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$495.68
WVARF Fee Rate and Monthly Fee	4.00%	\$218.10

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

MONTHLY	\$5,670.53
ANNUALLY	\$68,046.38
Total Annual Square Foot Cost-Standard	\$1.00 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$16,328.88
WVARF Fee	4.00%	\$653.16
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$16,982.04</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$85,028.41
TOTAL MONTHLY BILLING AMOUNT		\$7,085.70
Total Annual Square Foot Cost-Delux		\$1.25 per square foot
Monthly Cost July 1, 1997 - Aug. 31, 1997	\$6,691.28	\$13,382.56
Monthly Cost Sept. 1, 1997 - June 30, 1998	\$7,085.70	\$70,857.00
Annual Cost July 1, 1997 - June 30, 1998		\$84,239.56

**J. CONTRACT**

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

Small Business Impact: None, Currently have contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard  
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	84,708	84,708
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>84,708</b>	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	84,708 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		\$892.67 Wages/month
Relief-Supervision		\$54.93 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		\$4,178.42 per month
Standard chemical cost	6.00%	\$250.71 of burdened DL
Standard equipment cost	4.00%	\$167.14 of burdened DL
Monthly Chemical and Equipment Costs		\$417.84 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$4,596.26</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$919.25
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$5,515.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$551.55
WVARF Fee Rate and Monthly Fee	4.00%	\$242.68

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$6,309.75
ANNUALLY	\$75,717.01
Total Annual Square Foot Cost-Standard	\$0.89 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		14 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$23,126.47
WVARF Fee	4.00%	\$925.06
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$24,051.53

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$99,768.54
TOTAL MONTHLY BILLING AMOUNT		\$8,314.04
Total Annual Square Foot Cost-Delux		\$1.18 per square foot
Monthly Cost July 1, 1997 - Aug. 31, 1997	\$7,901.52	\$15,803.04
Monthly Cost Sept. 1, 1997 - June 30, 1998	\$8,314.04	\$83,140.40
Annual Cost July 1, 1997 - June 30, 1998		\$98,943.44

J. CONTRACT

Vendor	EPTC
Contract Period	July 1, 1997 - June 30, 1998

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Armory Board  
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	21,018	21018.00
*	0.00	0	0.00
*	0.00	0	0.00
*	0.00	0	0.00
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>21,018</b>	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	21,018 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		\$446.33 Wages/month
Relief-Supervision		\$27.47 Wages/month
Client workers		\$446.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$27.47 Wages/month
Monthly Burdened Direct Labor Costs		\$1,049.07 per month
Standard chemical cost	6.00%	\$62.94 of burdened DL
Standard equipment cost	4.00%	\$41.96 of burdened DL
Monthly Chemical and Equipment Costs		\$104.91 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,153.98</b>

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$115.40
*DBG Overhead Rate	7.50%	\$95.20
*Shawnee Hills Overhead Rate	5.00%	\$63.47
<b>FULLY BURDENED COST</b>		<b>\$1,364.58</b>

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	11.91%	\$162.49
WVARF Fee Rate and Monthly Fee	4.00%	\$61.08

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,588.15
ANNUALLY	\$19,057.82
Total Annual Square Foot Cost-Standard	\$0.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		11 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$4,623.96
WVARF Fee	4.00%	\$184.96
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$4,808.92

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$23,866.73
TOTAL MONTHLY BILLING AMOUNT	\$1,988.89
Total Annual Square Foot Cost-Delux	\$1.14 per square foot

Monthly Cost Sept. 1, 1997 - August 31, 1997	\$1,988.89	\$23,866.68
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Annual Cost Sept 1, 1997 - Aug. 31, 1997		\$23,866.68
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CONTRACT

Vendor	Shawnee Hills
Contract Period	September 1, 1997 - August 31, 1998

Small Business Impact: None, Currently have contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

CUSTOMER: DRS  
LOCATION: Elkins

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$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	1,500 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		55.79 Wages/month
Relief-Supervision		3.43 Wages/month
Client workers		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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>151.13</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$30.23
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$181.36</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	13%	24.10
WVARF Fee Rate and Monthly Fee	4%	8.22

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

MONTHLY		213.68
ANNUALLY		2564.11
Total Annual Square Foot Cost-Standard		\$1.71 per square foot

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,032.11
TOTAL MONTHLY BILLING AMOUNT	\$252.68
Total Annual Square Foot Cost-Deluxe	\$2.02 per square foot

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$245.54	\$491.08
September 1, 1997 - June 30, 1998	\$252.68	\$2,526.80
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$3,017.88</b>

**J. CONTRACT**

Vendor  
Contract Period

Randolph County Sheltered Workshop/Workshop  
JULY 1, 1997 - JUNE 30, 1998

Small Business Impact: None, CRP has had this contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

CUSTOMER: DRS  
LOCATION: Keyser

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$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	1,800 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		89.38 Wages/month
Relief-Supervision		5.50 Wages/month
Client workers		83.69 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		5.15 Wages/month
Monthly Burdened Direct Labor Costs		203.44 per month
Standard chemical cost	6.00%	12.21 of burdened DL
Standard equipment cost	4.00%	8.14 of burdened DL
Monthly Chemical and Equipment Costs		20.34 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>223.79</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$44.76
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$268.54

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	26.85
WVAF Fee Rate and Monthly Fee	4.00%	11.82

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

MONTHLY		307.21
ANNUALLY		3686.55
Total Annual Square Foot Cost-Standard		\$2.05 per square foot

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$4,248.15
TOTAL MONTHLY BILLING AMOUNT		\$354.01
Total Annual Square Foot Cost-Deluxe		\$2.36 per square foot

	MONTHLY	
JULY 1, 1997 - August 31, 1997	\$342.58	\$685.16
September 1, 1997 - June 30, 1998	\$354.01	\$3,540.10
FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998		\$4,225.26

**J. CONTRACT**

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

Small Business Impact: None, CRP has had this contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: DRS  
LOCATION: Logan**

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$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	1,750 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	65.00 Wages/month
Relief-Supervision	4.00 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	142.05 per month
Standard chemical cost	minimum 10.00 of burdened DL
Standard equipment cost	minimum 10.00 of burdened DL
Monthly Chemical and Equipment Costs	20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>162.05</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$32.41
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$194.46

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	15.10%	29.35
WVARF Fee Rate and Monthly Fee	4.00%	8.95

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

MONTHLY		232.76
ANNUALLY		2793.15
Total Annual Square Foot Cost-Standard		\$1.60 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$525.00
WVARF Fee	4.00%	\$21.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$546.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,339.15
TOTAL MONTHLY BILLING AMOUNT		\$278.26
Total Annual Square Foot Cost-Deluxe		\$1.91 per square foot

JULY 1, 1997 - August 31, 1997	\$275.54	\$551.09
September 1, 1997 - June 30, 1998	\$278.26	\$2,782.60
FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998		\$3,333.69

**J. CONTRACT**

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

Small Business Impact: None, Wyoming has had this contr

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

Governor's Committee for the Purchase of

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

**CUSTOMER:** DRS  
**LOCATION:**  
Mullins

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*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	1,512 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		27.90 Wages/month
Relief-Supervision		8.58 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		80.90 per month
Standard chemical cost	minimum	10.00 of burdened DL
Standard equipment cost	minimum	10.00 of burdened DL
Monthly Chemical and Equipment Costs		20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>100.90</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$20.18
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$121.08

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	12.11
WVAF Fee Rate and Monthly Fee	4.00%	5.33

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

MONTHLY		138.52
ANNUALLY		1662.19
Total Annual Square Foot Cost-Standard		\$1.10 per square foot

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,039.58
TOTAL MONTHLY BILLING AMOUNT		\$169.97
Total Annual Square Foot Cost-Deluxe		\$1.35 per square foot

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$164.05	\$328.10
September 1, 1997 - June 30, 1998	\$169.97	\$1,699.70
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$2,027.80</b>

**J. CONTRACT**

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

Small Business Impact: None, Wyoming has had this contr

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

CUSTOMER: DRS

LOCATION:

New Martinsville

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,148	1,148
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>1,148</b>	

**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	1,148 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		32.50 Wages/month
Relief-Supervision		10.00 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		87.62 per month
Standard chemical cost	minimum	10.00 of burdened DL
Standard equipment cost	minimum	10.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>87.62</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$17.52
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$105.15</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	25.00%	\$26.29
WVARF Fee Rate and Monthly Fee	4.00%	\$5.26

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

MONTHLY		\$136.69
ANNUALLY		\$1,640.29
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.43 per square foot</b>

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
<b>Total Delux Floor Care Charge</b>		<b>\$275.52</b>
WVARF Fee	4.00%	\$11.02
<b>TOTAL ANNUAL DELUX FLOOR CARE FEE</b>		<b>\$286.54</b>

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>		<b>\$1,926.83</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>		<b>\$160.57</b>
<b>Total Annual Square Foot Cost-Delux</b>		<b>\$1.68 per square foot</b>

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$158.74	\$317.48
September 1, 1997 - June 30, 1998	\$160.57	\$1,605.70
<b>FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$1,923.18</b>

**CONTRACT**

Vendor Adena  
 Contract Period JULY 1, 1997 - JUNE 30, 1998

Small Business Impact:

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

Governor's Committee for the Purchase of

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

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

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*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	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		33.48 Wages/month
Relief-Supervision		10.30 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		97.08 per month
Standard chemical cost	minimum	10.00 of burdened DL
Standard equipment cost	minimum	10.00 of burdened DL
Monthly Chemical and Equipment Costs		20.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>117.08</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$23.42
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$140.50</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	14.05
WVARF Fee Rate and Monthly Fee	4%	6.18

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

MONTHLY		160.73
ANNUALLY		1928.73
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.61 per square foot</b>

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,228.25
TOTAL MONTHLY BILLING AMOUNT	\$185.69
Total Annual Square Foot Cost-Deluxe	\$1.86 per square foot

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$178.59	\$357.18
September 1, 1997 - June 30, 1998	\$185.69	\$1,856.90
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$2,214.08</b>

**J. CONTRACT**

Vendor: Jackson County Developmental Cential Center  
 Contract Period: JULY 1, 1997 - JUNE 30, 1998

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

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

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

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*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		1,636 square feet
Cleaning hours per day		0.75 hours/day
*Time allocation-Working Client Supervisor		0.00 hours/day
*Time allocation-Working Non-client Supervisor		0.38 hours/day
*Time allocation-Client Workers (hours)		0.38 hours/day
*Time allocation-Non-Client Workers (hours)		0.00 hours/day
Annual relief (Supervisor)		6.00 hours/year
Annual relief (Workers)		6.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		41.84 Wages/month
Relief-Supervision		2.58 Wages/month
Client workers		41.84 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		2.58 Wages/month
Monthly Burdened Direct Labor Costs		98.35 per month
Standard chemical cost	0.00%	0.00 of burdened DL
Standard equipment cost	0.00%	0.00 of burdened DL
Monthly Chemical and Equipment Costs		0.00 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>98.35</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$19.67
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$118.02

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	11.80
WVAF Fee Rate and Monthly Fee	4%	5.19

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

MONTHLY		135.02
ANNUALLY		1620.18
Total Annual Square Foot Cost-Standard		\$0.99 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$0.00
WVAF Fee	0.00%	\$0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$0.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,620.18
TOTAL MONTHLY BILLING AMOUNT		\$135.02
Total Annual Square Foot Cost-Deluxe		\$0.99 per square foot

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$127.83	\$255.66
September 1, 1997 - June 30, 1998	\$135.02	\$1,350.20
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$1,605.86</b>

**J. CONTRACT**

Vendor: Nicholas County Sheltered Workshop  
 Contract Period: JULY 1, 1997 - JUNE 30, 1998

Small Business Impact: None, CRP has had this contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

CUSTOMER: DRS  
LOCATION: Weirton

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.15
*Wage Rate (Supervisor-Non-client)	\$5.15
*Wage Rate (Worker-Client)	\$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	2,200 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>151.13</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$30.23
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST	-	\$181.36

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10%	17.90
WVAF Fee Rate and Monthly Fee	4%	7.97

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

MONTHLY		207.23
ANNUALLY		2486.77
Total Annual Square Foot Cost-Standard		\$1.13 per square foot

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,173.17
TOTAL MONTHLY BILLING AMOUNT		\$264.43
Total Annual Square Foot Cost-Deluxe		\$1.44 per square foot

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$257.51	\$515.02
September 1, 1997 - June 30, 1998	\$264.43	\$2,644.30
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$3,159.32</b>

**J. CONTRACT**

Vendor: Hancock County Sheltered Workshop  
 Contract Period: July 1, 1997 - June 30, 1998

Small Business Impact: None, CRP has had this contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DRS  
LOCATION: Williamson

## A. BUILDING DESCRIPTION

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

## B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$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	1,560 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		59.58 Wages/month
Relief-Supervision		3.67 Wages/month
Client workers		55.79 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.43 Wages/month
Monthly Burdened Direct Labor Costs		135.63 per month
Standard chemical cost	6.00%	8.14 of burdened DL
Standard equipment cost	4.00%	5.75 of burdened DL
Monthly Chemical and Equipment Costs		13.89 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>149.52</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$29.90
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$179.42</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	25%	44.85
WVAF Fee Rate and Monthly Fee	4%	8.97

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

MONTHLY		233.24
ANNUALLY		2798.94
<b>Total Annual Square Foot Cost-Standard</b>		<b>\$1.79 per square foot</b>

**H. DELUX FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

<b>TOTAL ANNUAL CHARGE TO CUSTOMER</b>	<b>\$3,188.31</b>
<b>TOTAL MONTHLY BILLING AMOUNT</b>	<b>\$265.69</b>
<b>Total Annual Square Foot Cost-Deluxe</b>	<b>\$2.04 per square foot</b>

	<b>MONTHLY</b>	
JULY 1, 1997 - August 31, 1997	\$257.01	\$514.02
September 1, 1997 - June 30, 1998	\$265.69	\$2,656.90
<b>FISCAL YEAR - JULY 1, 1997 - JUNE 30, 1998</b>		<b>\$3,170.92</b>

**J. CONTRACT**

Vendor: Wyoming County Opportunity Workwal Center  
 Contract Period: JULY 1, 1997 - JUNE 30, 1998

Small Business Impact: None, Wyoming Co.has had contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

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

**CUSTOMER: EPA  
LOCATION: Logan**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	8,250	8,250
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>8,250</b>	

**B. STAFFING DATA**

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

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	8,250 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$432.74</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.22%	\$65.87
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$498.61

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	5%	\$24.93
WVARF Fee Rate and Monthly Fee	4%	\$20.94

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

MONTHLY	\$544.49
ANNUALLY	\$6,533.82
Total Annual Square Foot Cost-Standard	\$0.79 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	10.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	1650.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	1716.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,249.82
TOTAL MONTHLY BILLING AMOUNT	\$687.49
Total Annual Square Foot Cost-Delux	\$1.00 per square foot

<b>August 1, 1997 - August 31, 1997</b>	<b>\$658.52</b>	<b>\$658.52</b>
<b>September 1, 1997 - July 30, 1998</b>	<b>\$687.49</b>	<b>\$7,562.39</b>

**August 1, 1997 - July 31, 1998** \_\_\_\_\_ **\$8,220.91**

**J. CONTRACT**

Vendor: **Wyoming County Sheltered Workshop**  
 Contract Period: **August 1, 1997 - July 31, 1998**

Small Business Impact: **None.**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

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

**CUSTOMER: EPA  
LOCATION: Nitro**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	48,805	48,805
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>48,805</b>	

**B. STAFFING DATA**

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

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	48,805 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,880.03</b>

**E. OVERHEAD RATES AND FEES**

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

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	3%	\$103.44
WVARF Fee Rate and Monthly Fee	4%	\$140.36

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

MONTHLY	\$3,649.44
ANNUALLY	\$43,793.29
Total Annual Square Foot Cost-Standard	\$0.90 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	10.00 cents/sq foot
*Number of Floor Cleanings Per Year	2.00 cleanings/year
Total Deluxe Floor Care Charge	9761.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	10151.44

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$53,944.73
TOTAL MONTHLY BILLING AMOUNT	\$4,495.39
Total Annual Square Foot Cost-Deluxe	\$1.11 per square foot

<b>August 1, 1997 - August 31, 1997</b>	<b>\$4,283.53</b>	<b>\$4,283.53</b>
<b>September 1, 1997 - July 30, 1998</b>	<b>\$4,495.39</b>	<b>\$49,449.29</b>

**August 1, 1997 - July 31, 1998** \_\_\_\_\_ **\$53,732.82**

**J. CONTRACT**

Vendor:

**Shawnee Hills**

Contract Period:

**August 1, 1997 - July 31, 1998**

Small Business Impact:

None.

Notes: Equipment and Cleaning supplies supplied by the vendor.

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

**CUSTOMER:** General Services  
**LOCATION:** State Office Building  
Capitol Complex

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
Building 3	1.00	76,680	76,680
Building 4	1.00	87,027	87,027
Building 5	1.00	200,000	200,000
Building 6	1.00	199,000	199,000
Building 16	1.00	3,877	3,877
Building 17	1.00	16,222	16,222
Holly Grove	1.00	7,400	7,400
Travel Mgt.	1.00	1,618	1,618
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>591,824</b>	

**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	591,824 square feet
Cleaning hours per day	248 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	40 hours/day
*Time allocation-Client Workers (hours)	208 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	640 hours/year
Annual relief (Workers)	3,328 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$5,200.00	Wages/month
Relief-Supervision		\$320.00	Wages/month
Client workers		\$23,209.33	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$1,428.27	Wages/month
Monthly Burdened Direct Labor Costs		\$33,206.77	per month
Standard chemical cost	6.00%	\$1,992.41	of burdened DL
Standard equipment cost	4.00%	\$1,328.27	of burdened DL
Monthly Chemical and Equipment Costs		\$3,320.68	per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$36,527.45</b>	

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$3,652.75	
*DBG Overhead	7.00%	\$2,812.61	
*Shawnee Hills Overhead	5.50%	\$2,209.91	
<b>FULLY BURDENED COST</b>		<b>\$42,992.81</b>	

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	8.36%	\$3,594.37	8.36%
WVARF Fee Rate and Monthly Fee	4.00%	\$1,863.49	

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

MONTHLY	\$48,450.66
ANNUALLY	\$581,407.96
Total Annual Square Foot Cost-Standard	0.98240 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$581,407.96
TOTAL MONTHLY BILLING AMOUNT	\$48,450.66
Total Annual Square Foot Cost-Deluxe	0.9824 per square foot

July 1, 1997 - August 31, 1997	\$45,386.90	\$90,773.80
September 1, 1997 - June 30, 1998	\$48,450.66	\$484,506.60
<b>Annual Total 7/1/97-6/30/98</b>		<b>\$575,280.40</b>

**J. CONTRACT**

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

Small Business Impact: None, Shawnee Hills has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Tax Dept.  
LOCATION: Charleston

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.15	3.33
*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	63,297 square feet	
Cleaning hours per day	24.00 hours/day	Round up
*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		\$892.67 Wages/month
Relief-Supervision		\$54.93 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		\$3,138.28 per month
Standard chemical cost	6.00%	\$188.30 of burdened DL
Standard equipment cost	4.00%	\$125.53 of burdened DL
Monthly Chemical and Equipment Costs		\$313.83 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$3,452.11</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$345.21
*DBG Overhead Rate	5.00%	\$189.87
*Shawnee Hills Overhead Rate	7.50%	\$284.80
<b>FULLY BURDENED COST</b>		<b>\$3,987.18</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$398.72
WVARF Fee Rate and Monthly Fee	4.00%	\$175.44

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

MONTHLY	\$4,561.34
ANNUALLY	\$54,736.06
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	2 cleanings/year
Total Deluxe Floor Care Charge	\$14,918.85
WVARF Fee	4.00% \$596.75
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$15,515.60</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$70,251.67
TOTAL MONTHLY BILLING AMOUNT	\$5,854.31
Total Annual Square Foot Cost-Deluxe	\$1.11 per square foot

July 1, 1997 - August 31, 1997	\$5,574.67	\$11,149.34
September 1, 1997 - June 30, 1998	\$5,854.31	\$58,543.10
Fiscal Year 7/1/97 - 6/30/98		\$69,692.44

**J. CONTRACT**

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

Small Business Impact: None.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

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

CUSTOMER: Tax & Revenue

LOCATION:

Martinsburg

### A. BUILDING DESCRIPTION

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

### B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$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	1,800 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.75 hours/day
*Time allocation-Client Workers (hours)	0.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	12.00 hours/year
Annual relief (Workers)	12.00 hours/year

Round up

### D. MONTHLY DIRECT COSTS

Supervision		\$89.38 Wages/month
Relief-Supervision		\$5.50 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		\$203.44 per month
Standard chemical cost	6.00%	\$12.21 of burdened DL
Standard equipment cost	4.00%	\$8.14 of burdened DL
Monthly Chemical and Equipment Costs		\$20.34 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$223.79</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$44.76
*DBG Overhead Rate	0.00	\$0.00
*Shawnee Hills Overhead Rate	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$268.54</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$26.85
WVARF Fee Rate and Monthly Fee	4.00%	\$11.82

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

MONTHLY	\$307.21
ANNUALLY	\$3,686.55
Total Annual Square Foot Cost-Standard	\$2.05 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot	17.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$612.00
WVARF Fee	4.00%
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$636.48</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,323.03
TOTAL MONTHLY BILLING AMOUNT	\$360.25
Total Annual Square Foot Cost-Deluxe	\$2.40 per square foot
July 1, 1997 - August 31, 1997	\$348.82
September 1, 1997 - June 30, 1998	360.25
<b>Total for Fiscal Year</b>	<b>\$4,300.14</b>

**J. CONTRACT**

Vendor EPTC  
 Contract Period July 1, 1997 - June 30, 1998

Small Business Impact: None, EPTC has had contract.

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

*Debra M. Bensey*

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

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

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

WEST VIRGINIA ASSOCIATION OF

**WVAF**  
REHABILITATION FACILITIES, INC.

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

STATEWIDE DATA ENTRY CONTRACT

VENDOR: Jackson County Developmental Center

DATES OF CONTRACT: May 1, 1997 - April 30, 1998

May 1, 1997 - August 31, 1997

\$2.36 per 1000 keystrokes provided on time

\$2.26 per 1000 keystrokes not provided on time

Minimum Wage Increase

September 1, 1997 - April 30, 1998

\$2.43 per 1000 keystrokes provided on time

\$2.33 per 1000 keystrokes not provided on time

# STATEWIDE REST AREA CONTRACT

## CURRENT 1996-1997 CONTRACT

\$1,681,937.16 Annual  
\$140,161.43 Monthly  
\$7.75 Supervisor  
\$5.40 Worker

## PROPOSED 1997 - 1998 CONTRACT

\$1,732,270.68 Annual  
\$144,355.89 Monthly  
\$7.98 Supervisor  
\$5.56 Worker

### CHANGES IN CONTRACT:

1. Hourly Rates of Supervisor and Workers increase 3%. Although they are currently making above minimum wage, we believe the program has been successful because we have been able to pay above minimum wage. We realize it is not feasible to increase the workers at the same rate of increase that minimum wage workers received we feel it is important to give them at least a cost of living raise to keep them above the minimum level.
2. The Sub-Contractor for the Mineral Wells Rest Area requested an increase of \$461.52 per year in the supply line item to cover the purchase of a special cleaning product for stainless steel. The metal partitions between stalls were replaced with stainless steel.
3. We have added \$45 to the line item for uniforms. We are adding long sleeve shirts, sweatshirts and winter jackets to our inventory.

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

**CUSTOMER: HOPEMONT STATE HOSPITAL  
LOCATION: HOPEMONT**

**A. STAFFING DATA**

Number of days per week mowed	5.00
*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	13.00%

**B. DAILY STAFFING PLAN**

Mowing hours per day	24.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	0.00 hours/year

**C. MONTHLY DIRECT COSTS**

Supervision	\$1,040.00	Wages/month
Relief-Supervision	\$0.00	Wages/month
Client workers	\$1,785.33	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$0.00	Wages/month
Monthly Burdened Direct Labor Costs	\$3,156.92	per month
Equipment:		
Surplus Equipment Purchase		
3 new mowers, weed eaters	\$429.00	
Supplies: Gasoline, Oil, Gas Containers		
Water Coolers, Weed Eater Strings		
Repair & Maint. supplies	\$150.00	
Monthly Chemical and Equipment Costs	\$579.00	per month
Travel:	0.00	\$0.00
CRP staff 46 miles a week	753.48	\$62.79
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$3,735.92</b>	

**D. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	15.00%	\$560.39
FULLY BURDENED COST		\$4,296.31

**E. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$429.63
WVWARF Fee Rate and Monthly Fee	4.00%	\$189.04

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

MONTHLY	\$4,914.98	\$4,712.48
ANNUALLY	\$29,489.86	\$28,274.88
WEEKLY	\$1,092.22	\$1,047.22
EACH DAY	\$218.44	\$209.44
Hopemont State Hospital Mowing Cycle	\$873.77	\$837.77

**G. CONTRACT**

Vendor  
Contract Period

Preston County Sheltered Workshop  
May 1, 1997 - October 31, 1997

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

Prepared and submitted by:

Accepted and approved by:

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

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