

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

MINUTES
August 14, 1997
SMALL CONFERENCE ROOM, P&P BUILDING
WEST VIRGINIA REHABILITATION CENTER
INSTITUTE, WEST VIRGINIA

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Q. J. Humphreys in the absence of the Chairman. Other members and alternates in attendance were Crystal Lusk, John Parker, and Everette Sullivan. Ex officio members in attendance were Debra Bensey, Director of Operations of the CNA; and Chris Miller, CPA, Director of Financial Services of the CNA.

The minutes of the meeting of July 24, 1997, were approved as corrected.

John Parker gave the financial report as follows:

Beginning balance	\$4,656.00
Encumbrance for IS&C FIMS charges for FY'98	105.00
Expenses for Craig Greening—July meeting	110.72
Expenses for Q. J. Humphreys—July meeting	61.80
Expenses for Everette Sullivan—July meeting	52.48
Ending balance	\$4,326.00

The first contract presentation was for Spill Kits to be provided by the Sheltered Workshop of Nicholas County. The only change in this contract renewal is an increase in the direct labor line to offset the increase in the minimum wage. All other cost elements are unchanged as per the enclosed price list. MSP

The second contract presentation was for Statewide Wiping Cloths. There are no increases to any of the contract line items, and this is a renewal of last year's contract as per the enclosed price list. MSP

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

The following janitorial contract was presented by the CNA. This office is a relocation from smaller space at Jefferson Street. Floor care will be billed separately. It was moved, seconded, and approved by the Committee:

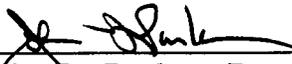
CUSTOMER: Tax and Revenue, Smith Street, Gleenbrook Building VENDOR: Shawnee Hills Diversified Business Group				
Contract Period: September 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	3.5 hours each per day	5 days weekly	35 worker hours weekly
Total Square Feet: 17,143	Cost per square foot: \$1.05	Monthly Cost to Agency: \$1,501.52	Annualized Cost: \$18,081.24	No deluxe floor cleanings

The following janitorial contract renewal was presented by the CNA. This contract involves the addition of 2500 square feet of floor space, and the increase to the contract is to offset that addition. It was moved, seconded, and approved by the Committee:

CUSTOMER: Department of Motor Vehicles, Martinsburg VENDOR: Eastern Panhandle Training Center				
Contract Period: July 1, 1997, to June 30, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	1.5 hours each per day	5 days weekly	15 worker hours weekly
Total Square Feet: 6,515	Cost per square foot: \$1.45	Monthly Cost to Agency: 7/97--\$501.61 8/97--\$763.73 9/1/97 to 6/30/98--\$7,866.00	Annualized Cost: \$9,131.34	Two deluxe floor cleaning per year: \$1,717.10

There being no further business to be brought before the Committee, it was in adjournment with the times and places for the next meetings being Friday, September 5, 1997, at 9:30 a.m., in the Small P & P Conference Room, and Thursday, October 9, 1997, at 9:30 a.m., in the Research and Training Center Conference Room, both at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John D. Parker, Recorder

West Virginia Association of Rehabilitation Facilities
Costing for Spill Kits
Sheltered Workshop of Nicholas County

Product Description	Qty	Cost Each	Shipping and Storage	Dir Labor	Unit Indirect	Subtotal Manuf Costs	SWNC Overhead 66.35%	SWNC Profit 10.00%	Price to WVARF	WVARF Fee 4.00%	State Use Price 1997-1998	State Use Price 1996-1997
100 Pad Ball (AP100)												
100 ea 17"x19" 12 oz absorbent pads	100	\$23.2008										
4 ea 10 mil quilt disposal bags	4	\$1.0000										
4 ea tie	4	\$0.0800										
1 ea poly packing bag 20"x20"x41"	1	\$1.0800										
Total for Kit		\$25.3408	\$1.42	\$1.19	\$0.20	\$28.15	\$18.68	\$4.68	\$51.52	\$2.08	\$53.68	\$53.18
Absorbent Blanket Kit (AP150)												
1 ea 38"x144" 12 oz absorbent blanket	1	\$4.5105										
2 ea ties	2	\$0.0400										
1 ea poly wrap 10 mil 48"x24"	1	\$0.5120										
Total for Kit		\$5.0625	\$0.50	\$0.73	\$0.80	\$7.08	\$4.71	\$1.18	\$12.98	\$0.52	\$13.50	\$12.15
Universal Spill Kit (AP163)												
15 ea UXT "Xtra Tough" Univ plus abs pads	15	\$5.5500										
3 ea 36" Cobra Coll Socks	3	\$5.7000										
1 ea Nitril Solvent Resistant Gloves	1	\$1.2800										
1 pair Splash Resistant Goggles	1	\$3.6500										
3 ea 10 mil "x" "x" poly disposal bag	3	\$0.7500										
Zipper storage bag	1	\$1.2500										
1 ea instruction sheet	1	\$0.1000										
Total for Kit		\$18.2800	\$2.38	\$1.03	\$0.20	\$21.89	\$14.52	\$3.64	\$40.05	\$1.60	\$41.85	\$41.31
Oil Only Spill Kit (AP200)												
15 ea AP100 17"x19" oil abs pads, 12 oz	15	\$3.4801										
3 ea 36" Cobra Coll Socks	3	\$5.7000										
1 pair Splash Resistant Goggles	1	\$3.6500										
3 ea 10 mil "x" "x" poly disposal bag	3	\$0.7500										
Zipper storage bag	1	\$1.2500										
1 ea tie	1	\$0.0800										
1 ea instruction sheet	1	\$0.1000										
Total for Kit		\$15.0101	\$2.38	\$1.03	\$0.20	\$18.82	\$12.35	\$3.10	\$34.06	\$1.38	\$35.43	\$35.08
Absorbent Blanket Kit (AP150)												
1 ea 38"x144" 12 oz absorbent blanket	1	\$4.5105										
Total for blanket only		\$4.5105	\$0.50	\$0.73	\$0.80	\$6.54	\$4.34	\$1.09	\$11.97	\$0.48	\$12.45	N/A

STATEWIDE WIPING CLOTH CONTRACT

VENDOR: JACKSON COUNTY DEVELOPMENTAL CENTER

PERIOD: October 1, 1997 - September 30, 1998

ITEM	COST PER LBS.
Colored Fleece	\$0.56 per lb.
Near White (Polo)	\$0.85 per lb.
White Terry	\$1.22 per lb.
Colored French Terry	\$1.00 per lb.
White 100% Cotton	\$1.79 per lb.
Washed Fleece	\$1.00 per lb.

**no changes requested from last years contract.

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

August 14, 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
-
- IV. Contract Presentation from CNA
 - A. Renewals
 - 1. Spill Kits - Nicholas County
 - 2. Wiping Cloths
 - B. New Contracts
 - 1. Tax Dept. - Smith Street
 - 2. DMV - Martinsburg

West Virginia Association of Rehabilitation Facilities
Costing for Spill Kits
Sheltered Workshop of Nicholas County

Product Description	Qty	Cost Each	Shipping and Storage	Dir Labor	Unit Indirect	Subtotal Manuf Costs	SWNC Overhead 66.35%	SWNC Profit 10.00%	Price to WVARF	WVARF Fee 4.00%	State Use Price 1997-1998	State Use Price 1996-1997
100 Pad Bail (AP100)												
100 ea 17"x19" 12 oz absorbant pads	100	\$23.2008										
4 ea 10 mil ____ quart disposal bags	4	\$1.0000										
4 ea tie	4	\$0.0800										
1 ea poly packing bag 20"x20"x41"	1	\$1.0600										
Total for Kit		\$25.3408	\$1.42	\$1.19	\$0.20	\$28.15	\$18.68	\$4.68	\$31.52	\$2.06	\$53.58	\$53.18
Absorbent Blanket Kit (AP150)												
1 ea 38"x144" 12 oz absorbent blanket	1	\$4.5105										
2 ea ties	2	\$0.0400										
1 ea poly wrap 10 mil 48"x24"	1	\$0.5120										
Total for Kit		\$5.0625	\$0.50	\$0.73	\$0.80	\$7.09	\$4.71	\$1.18	\$12.98	\$0.52	\$13.50	\$12.15
Universal Spill Kit (AP153)												
15 ea UXT "Xtra Tough" Univ plus abs pads	15	\$5.9500										
3 ea 36" Cobra Coll Socks	3	\$5.7000										
1 ea Nitril Solvent Resistant Gloves	1	\$1.2800										
1 pair Splash Resistant Goggles	1	\$3.6500										
3 ea 10 mil "x" "x" "x" poly disposal bag	3	\$0.7500										
Zipper storage bag	1	\$1.2500										
1 ea instruction sheet	1	\$0.1000										
Total for Kit		\$18.2800	\$2.38	\$1.03	\$0.20	\$21.89	\$14.52	\$3.64	\$40.05	\$1.60	\$41.65	\$41.31
Oil Only Spill Kit (AP200)												
15 ea AP100 17"x19" oil abs pads, 12 oz	15	\$3.4801										
3 ea 36" Cobra Coll Socks	3	\$5.7000										
1 pair Splash Resistant Goggles	1	\$3.6500										
3 ea 10 mil "x" "x" "x" poly disposal bag	3	\$0.7500										
Zipper storage bag	1	\$1.2500										
1 ea tie	1	\$0.0800										
1 ea instruction sheet	1	\$0.1000										
Total for Kit		\$15.0101	\$2.38	\$1.03	\$0.20	\$18.62	\$12.35	\$3.10	\$34.06	\$1.36	\$35.43	\$35.08
Absorbent Blanket Kit (AP150)												
1 ea 38"x144" 12 oz absorbent blanket	1	\$4.5105										
Total for blanket only		\$4.5105	\$0.50	\$0.73	\$0.80	\$6.54	\$4.34	\$1.09	\$11.97	\$0.48	\$12.45	N/A

STATEWIDE WIPING CLOTH CONTRACT

VENDOR: JACKSON COUNTY DEVELOPMENTAL CENTER

PERIOD: October 1, 1997 - September 30, 1998

ITEM	COST PER LBS.
Colored Fleece	\$0.56 per lb.
Near White (Polo)	\$0.85 per lb.
White Terry	\$1.22 per lb.
Colored French Terry	\$1.00 per lb.
White 100% Cotton	\$1.79 per lb.
Washed Fleece	\$1.00 per lb.

**no changes requested from last years contract.

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Tax & Revenue
LOCATION: Smith Street
Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,143	17,143
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,143	

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	17,143 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$455.00 Wages/month
Relief-Supervision		\$28.00 Wages/month
Client workers		\$390.54 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$24.03 Wages/month
Monthly Burdened Direct Labor Costs		\$994.33 per month
Standard chemical cost	6.00%	\$59.66 of burdened DL
Standard equipment cost	4.00%	\$39.77 of burdened DL
Monthly Chemical and Equipment Costs		\$99.43 per month
TOTAL MONTHLY DIRECT COSTS		\$1,093.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$218.75
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$1,312.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$131.25
WVAF Fee Rate and Monthly Fee	4.00%	\$57.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,501.52	X
ANNUALLY	\$18,018.24	
Total Annual Square Foot Cost-Standard	\$1.05 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	\$5,828.62	
WVAF Fee	4.00%	\$233.14
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$6,061.76	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$24,080.01
TOTAL MONTHLY BILLING AMOUNT	\$2,006.67
Total Annual Square Foot Cost-Deluxe	\$1.40 per square foot

J. CONTRACT

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

Small Business Impact: New office

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: Department of Motor Vehicles
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
I. Offices	1.00	4,000	4,000
*	1.00	2,515	2,515
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		6,515	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,515 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		195.00 Wages/month
Relief-Supervision		12.00 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		426.14 per month
Standard chemical cost	6.00%	25.57 of burdened DL
Standard equipment cost	4.00%	17.05 of burdened DL
Monthly Chemical and Equipment Costs		42.61 per month
TOTAL MONTHLY DIRECT COSTS		468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	93.75
FULLY BURDENED COST		562.51

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	56.25
WVARF Fee Rate and Monthly Fee	4.00%	24.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$643.51
ANNUALLY	\$7,722.10
Total Annual Square Foot Cost-Standard	\$1.19 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	13 cents/sq foot	
*Number of Floor Cleanings Per Year	2 cleanings/year	
Total Deluxe Floor Care Charge	\$1,651.06	
WVARF Fee	4.00%	\$66.04
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,717.10	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,439.20
TOTAL MONTHLY BILLING AMOUNT	\$786.60
Total Annual Square Foot Cost-Deluxe	\$1.45 per square foot

	Monthly	
July 1, 1997 - July 31, 1997	\$501.61	\$501.61
August 1, 1997 - August 31, 1997	\$763.73	\$763.73
September 1, 1997 - June 30, 1998	\$786.60	\$7,866.00
Total for Fiscal Year 7/1/97 - 6/30/98		\$9,131.34

J. CONTRACT

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

Small Business Impact: None, have 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 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