

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

Bensey

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

MINUTES

September 5, 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 Craig Greening, Chairman. Other members and alternates in attendance were Q. J. Humphreys, Crystal Lusk, 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; Chris Miller, CPA, Director of Financial Services of the CNA; and Dick Estill, Executive Secretary of the Committee.

The minutes of the meeting of August 14, 1997, were approved as submitted.

John Parker gave the financial report as follows:

Beginning balance	\$4,326.00
Expenditures since August Treasurer's report.....	361.55
Refreshments for July 1997	13.50
Ending balance	\$3,950.95

It was announced that the new Director of the Division of Rehabilitation Services is James S. Jeffers. Mr. Jeffers is a native West Virginian and has been director of rehabilitation agencies in Illinois and most recently in Maryland.

The Executive Secretary reported personnel movements within the Purchasing Division. A Senior Buyer position with the credit card purchasing program will be staffed in the near future. If Mr. Estill is selected for this position, he would probably need to relinquish his executive secretary responsibilities with the Committee. If another individual is selected for this position, Mr. Estill's position with the Committee might continue as usual.

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

Steve King reported on a brochure developed by the National Association of State Use Programs. The Committee discussed various ways of disseminating the information contained in the brochure. Craig Greening requested that Steve King prepare a proof of a new brochure to present at the next meeting.

There has been no word from the Governor's Office as to membership appointments to the Committee for this fiscal year. Crystal Lusk will check into this and report to the Committee.

A meeting has been set up with David Tincher, the new Director of Purchasing, at 1:30 on September 11. Debbie Bensey, Craig Greening, John Parker, and Steve King will attend.

Chris Miller updated the Committee on work centers' providing the CNA with their Workers Compensation certificates. (See attached list.)

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

CUSTOMER:		Department of Highways, Weston		
VENDOR:		Precision Services, Inc.		
Contract Period:		October 1, 1997, to September 30, 1998		
Staffing Plan: One working supervisor and one worker	2 workers	6.5 hours each per day	5 days weekly	65 worker hours weekly
Total Square Feet: 24,557	Cost per square foot: \$1.43	Monthly Cost to Agency: \$2,927.41	Annualized Cost: \$35,128.92	2 deluxe floor cleanings per year: \$5,107.93

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

CUSTOMER: Department of Highways, Burlington				
VENDOR: Developmental Center and Workshop, Inc.				
Contract Period: September 1, 1997, to August 31, 1998				
Staffing Plan: One working supervisor and one worker	2 workers	8 hours each per day	5 days weekly	80 worker hours weekly
Total Square Feet: 36,000	Cost per square foot: \$1.18	Monthly Cost to Agency: \$3,542.76	Annualized Cost: \$42,513.07	One deluxe floor cleaning per year: \$4,492.80

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meetings being Thursday, October 9, 1997, at 9:30 in the Research and Training Center Conference Room, and Thursday, November 13, 1997, at 9:30 in the Small P&P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

Small P & P Conference Room
W.V. Division of Rehabilitation Services Complex
Institute, West Virginia

September 5, 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
 - A. Secretary of Administration
 - B. Introduction to NASUP
- VII. Old Business
- VIII. New Business
 - A. Request from Dave Tincher
- IV. Contract Presentation from CNA
 - A. Renewals
 1. DOH - Weston
 2. DOH - Burlington
 - B. New Contracts

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

CUSTOMER: Department of Highways
LOCATION: Weston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	16,722	16,722
*	1.0	1,450	1,450
*	1.0	1,800	1,800
*	1.0	4,585	4,585
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		24,557	

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	24,557 square feet
Cleaning hours per day	13.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	6.50 hours/day
*Time allocation-Client Workers (hours)	6.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	104.00 hours/year
Annual relief (Workers)	104.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$725.29 Wages/month
Relief-Supervision		\$44.63 Wages/month
Client workers		\$725.29 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$44.63 Wages/month
Monthly Burdened Direct Labor Costs		\$1,704.74 per month
Standard chemical cost	6.00%	\$102.28 of burdened DL
Standard equipment cost	4.00%	\$68.19 of burdened DL
Monthly Chemical and Equipment Costs		\$170.47 per month
TOTAL MONTHLY DIRECT COSTS		\$1,875.21

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

CUSTOMER: Department of Highways
LOCATION: Burlington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	36,000	36,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		36,000	

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	36,000 square feet
Cleaning hours per day	16.00 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)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	128.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$892.67 Wages/month
Relief-Supervision	\$54.93 Wages/month
Client workers	\$892.67 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$54.93 Wages/month
Monthly Burdened Direct Labor Costs	\$2,098.14 per month
Standard chemical cost	6.00% \$125.89 of burdened DL
Standard equipment cost	4.00% \$83.93 of burdened DL
Monthly Chemical and Equipment Costs	\$209.81 per month
TOTAL MONTHLY DIRECT COSTS	\$2,307.95

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$461.59
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$2,769.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$276.95
WVARF Fee Rate and Monthly Fee	4.00%	\$121.86
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,168.36
ANNUALLY	\$38,020.27
Total Annual Square Foot Cost-Standard	\$1.06 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		12 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		\$4,320.00
WVARF Fee	4.00%	\$172.80
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$4,492.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$42,513.07
TOTAL MONTHLY BILLING AMOUNT	\$3,542.76
Total Annual Square Foot Cost-Deluxe	\$1.18 per square foot

J. CONTRACT

Vendor Developmental Center
 Contract Period September 1, 1997 - August 31, 1998

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

Notes:

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

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

Prepared and submitted by:

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