

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

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

MINUTES  
NOVEMBER 12, 1997  
SMALL CONFERENCE ROOM  
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, 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.

The minutes of the meeting of September 5, 1997, were approved as submitted.

John Parker gave the financial report as follows:

<b><i>Beginning balance</i></b> .....	<b><i>\$3,950.95</i></b>
Expenses for Craig Greening - September Meeting.....	110.49
Expenses for Q. J. Humphreys - September Meeting.....	61.78
Expenses for Everette Sullivan - September Meeting.....	52.48
Expenses for Craig Greening - Meeting in Charleston.....	111.49
<b><i>Ending balance</i></b> .....	<b><i>\$3,614.71</i></b>

The Chairman noted that he had nothing new to report to the Committee other than to inquire as to the status of appointment of members of the committee by the Governor's Office. John Parker indicated there were no new developments.

Steve King reviewed a recently developed policy on contract allocation. The Committee agreed that the enclosed policy is fundamentally sound. Mr. King indicated the policy was abstracted from the Committee's existing legislative rules and other written policies.

The first contract reviewed by the Committee was the state-wide microfilming contract. Produced by Precision Services, Inc., it was approved as per the enclosed price. There was no increase in price over last year's prices MSP.

The next contract reviewed was a state-wide bottled water contract produced by the Green Acres Regional Center. Five of the seven prices for bottled water are renewed at the 1997 contract year price with no increase. Item number 4 the 5 gallon returnable bottles will increase from \$5.25 to \$5.35 and item number 7 the 24 bottle 16 oz. case will increase from \$9.60

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

contract year 1997 to \$9.70 a case in 1998 MSP.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Wednesday, December 10 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

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

CUSTOMER: Insurance Commission <sup>1124</sup> Smith St Charleston				
VENDOR: Shawnee DBG				
Contract Period: 9/1/97 to 8/31/98				
Staffing Plan: 1 Client Worker	1 workers	8 hours each per day	5 days weekly	40 worker hours weekly
Total Square Feet: 19611	Cost per square foot: \$.95	Monthly Cost to Agency: \$ 1547.79	Annualized Cost: \$ 18 573.50	No deluxe floor cleanings per year:

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

CUSTOMER: Air Quality Control-KEYSER				
VENDOR: Developmental Center & Workshop				
Contract Period: Feb 1, 1998 to Jan 31, 1999				
Staffing Plan: 1 Client Worker 1 Worker-Super	2 workers	.25 hours each per day	5 days weekly	2.5 worker hours weekly
Total Square Feet: 768	Cost per square foot: \$ 2.45	Monthly Cost to Agency: \$ 156.98	Annualized Cost: \$ 1883.77	2 deluxe floor cleanings per year: 2715.2

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

CUSTOMER: <i>Compliance Board 808 Greenbrier St Charleston</i>				
VENDOR: <i>Shawnee BGC</i>				
Contract Period: <i>Feb 1, 1998 to Jan 31 1999</i>				
Staffing Plan: <i>1 CI: unit Worker 1 Worker - Supvr</i>	<i>2</i> workers	<i>.75</i> hours each per day	<i>5</i> days weekly	<i>7.5</i> worker hours weekly
Total Square Feet: <i>3,150</i>	Cost per square foot: <i>\$1.32</i>	Monthly Cost to Agency: <i>\$ 345.49</i>	Annualized Cost: <i>\$ 4145.94</i>	<i>1</i> deluxe floor cleanings per year: <i>\$393.12</i>

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

CUSTOMER: <i>Department of Highways Lewisburg</i>				
VENDOR: <i>Gateways Industries</i>				
Contract Period: <i>Jan 1, 1998 to Dec 31, 1998</i>				
Staffing Plan: <i>1 CI: unit Worker 1 Working Supr</i>	<i>2</i> workers	<i>2</i> hours each per day	<i>5</i> days weekly	<i>20</i> worker hours weekly
Total Square Feet: <i>5,408</i>	Cost per square foot: <i>\$ 1.76</i>	Monthly Cost to Agency: <i>\$792.88</i>	Annualized Cost: <i>\$9514.55</i>	<i>No</i> deluxe floor cleanings per year:

The following <sup>NEW</sup> janitorial contract ~~renewal~~ was presented by the CNA. It was moved, seconded, and approved by the Committee: *There is no small business impact for this contract as this is a new location*

CUSTOMER: <i>General Services P4G Bldg 1<sup>st</sup> Floor</i>				
VENDOR: <i>SHAWNS DBG</i>				
Contract Period: <i>Oct 15, 1997 to June 30, 1998</i>				
Staffing Plan: <i>1 Client Worker 1 Worker - Super</i>	<i>2</i> workers	<i>1.5</i> hours each per day	<i>5</i> days weekly	<i>15</i> worker hours weekly
Total Square Feet: <i>6200</i>	Cost per square foot: <i>\$ 1.2034</i>	Monthly Cost to Agency: <i>\$ 621.78</i>	Annualized Cost: <i>\$ 7461.36</i>	<i>0</i> deluxe floor cleanings per year:

The following <sup>NEW</sup> janitorial contract ~~renewal~~ was presented by the CNA. It was moved, seconded, and approved by the Committee: *There is no small business impact within this contract. This service has not been previously provided!*

CUSTOMER: <i>Dept. of Highways - Braxton County</i>				
VENDOR: <i>Precision Services</i>				
Contract Period: <i>July 1, 1997 to June 30 1998</i>				
Staffing Plan: <i>1 Client Worker 1 Worker - Super</i>	<i>2</i> workers	<i>1.5</i> hours each per day	<i>5</i> days weekly	<i>15</i> worker hours weekly
Total Square Feet: <i>2515</i>	Cost per square foot: <i>\$ 3.38</i>	Monthly Cost to Agency: <i>\$ 342.10 x 2 months 708.90 x 10 months</i>	Annualized Cost: <i>\$ 7773.20</i>	<i>2</i> deluxe floor cleaning per year: <i>784.68</i>

## MICROFILMING STATE WIDE CONTRACT PRICE LIST

Vendor: Precision Services

Dates of Contract: January 1, 1997 - December 31, 1997

Cost Per Document unless noted otherwise

### SOURCE DOCUMENTS 8 1/2" x 5" to 8 1/2" x 14"

### PRICE

1 Placed in microfilm jackets (microfiche)	\$0.0455
2 Placed on 16mm roll film with spool	\$0.0365
3 Placed on 16mm roll with cartridge	\$0.0395

### CHECK OR CHECK-SIZED DOCUMENTS

4 Placed on 16mm roll film with spool	\$0.0175
5 Placed on 16mm roll with cartridge	\$0.0185

### COMPUTER SHEETS, BURSTED

6 Placed in microfilm jackets (microfiche)	\$0.0455
7 Placed on 16mm roll film with spool	\$0.0365
8 Placed on 16mm roll with cartridge	\$0.0395

### DRAWINGS, ENGINEERING: SIZES A TO E

9 Film 35mm	\$0.4250
10 Placed 35mm film in microfilm jacket	\$0.4950
11 Placed 35mm film in aperature card	\$0.6150

### JACKET DUPLICATION

12 16mm	\$0.3050 /ja
13 35mm	\$0.3050 /ja

### DOCUMENT PREPARATION

14 (See section E)	\$7.95 per hr.
15 Indexing	\$7.95 per hr.
16 Transportation of Documents	\$0.60 per mile

18 TRANSPORTATION OF DOCUMENTS	\$0.6000
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## STATEWIDE BOTTLED WATER CONTRACT

VENDOR: GREEN ACRES REGIONAL CENTER, INC.

DATES OF CONTRACT: December 1, 1997 - November 30, 1998

	Current	1997 - 1998
1. Bottled Water Coolers-Cold	\$8.95	\$8.95 per month
2. Bottled Water Coolers-Hot and Cold	\$11.75	\$11.75 per month
3. Bottled Water Coolers Compartment	\$16.00	\$16.00 per month
4. 5 Gallon Returnable Bottles	↑\$5.25	\$5.35 each
5. 3 Gallon Returnable Bottles	\$3.15	\$3.15 each
6. Bottle Deposit	\$6.50	\$6.50 *
7. 16 oz. bottle ( 24 per case)	↑\$9.60	\$9.70 per case

\* A bottle deposit is required for all bottles charged out. This is a one time charge and is refundable.

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

November 13, 1997

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Report of WVARF Executive Director
  - A. Policy on Contract Allocation
  - B. National State Use Survey on Wage Benefits
  - C. New Participant in State Use Program
- VII. Old Business
  - A. Update on Credit Cards
- VIII. New Business
  
- IV. Contract Presentation from CNA
  - A. Renewals
    - 1. Microfilm
    - 2. Water
    - 3. Insurance Commission
    - 4. Air Quality - Keyser

5. Grievance Board
6. DOH-Lewisburg

B. New Contracts

1. General Services P&G Bldg.
2. DOH Braxton

V. Quality Control

A. Recent Inspections



300 Highland Mail Blvd., Suite 302 Austin, Texas 78752 (512) 451-8145

## **FAX TRANSACTION COVER SHEET**

**TIBH FAX NUMBER: (512) 451-0824**

DATE: September 23, 1997  
TO: West Virginia Association of Rehabilitation Facilities  
ATTN: Steve King  
FROM: Fred Weber, Jr.

\* Number of pages including this cover sheet: 2

### **MESSAGE/INSTRUCTIONS:**

Thanks so much for your assistance in compiling information on benefits paid to people with disabilities for our Council. I know you all have busy schedules and your quick response to our request was appreciated. It's reassuring to know that we can count on other State Use Programs such as yours during a time of need.

Attached is a copy of the results of the survey. If TIBH can ever be of assistance to you, please do not hesitate to call me.

**\*IF YOU DID NOT RECEIVE ALL PAGES INDICATED ABOVE, PLEASE CALL TIBH AT (512) 451-8145. THANK YOU.**

## State Use Division Members

### Wages/Benefits Paid to People with Disabilities

1. When considering if a product or service is to be "set-aside" by your Council or Committee, are employee benefits considered a part of the total wages paid to people with disabilities on some type of cost analysis, set-aside proposal, etc.?

	<u>Yes</u>	<u>No</u>
Georgia	x	
Louisiana	x	
Maryland	x	
New Jersey		x
New York	x	
Ohio		x
Oregon		x
Pennsylvania		x
Tennessee	x	
West Virginia	x	
Wisconsin		x

2. Do you consider benefits as a part of total wages paid to people with disabilities in any of the following:

	<u>Individual Contract</u>	<u>By CRP</u>	<u>Annual Report</u>
Georgia	x	x	x
Louisiana	x		
Maryland	x		
New Jersey			
New York	x	x	x
Ohio			
Oregon			
Pennsylvania			
Tennessee	x		
West Virginia	x		
Wisconsin			

3. Please check the items that you include as benefits.

	<u>FICA</u>	<u>Workers Comp</u>	<u>Medical/ Health Ins.</u>	<u>Holiday/ Vacation/Sick</u>	<u>Retirement</u>
Georgia	x		x	x	
Louisiana	x	x	x		
Maryland	x	x	x	x	
New Jersey					
New York	x	x	x	x	
Ohio	x	x		x	
Oregon					
Pennsylvania					
Tennessee	x	x	x	x	x
West Virginia	x	x		x	
Wisconsin	x	x	x	x	

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\* A bottle deposit is required for all bottles charged out. This is a one time charge and is refundable.

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

**CUSTOMER: INSURANCE COMMISSION  
LOCATION: 1124 SMITH STREET  
CHARLESTON**

## A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	16,809	16,809
*	0.5	5,603	2,802
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>19,611</b>	

## B. STAFFING DATA

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

## C. DAILY STAFFING PLAN

Total Adjusted Square Feet	19,611 square feet
Cleaning hours per day	8.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	128.00 hours/year

## D. MONTHLY DIRECT COSTS

Supervision		\$0.00 Wages/month
Relief-Supervision		\$0.00 Wages/month
Client workers		\$892.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$54.93 Wages/month
Monthly Burdened Direct Labor Costs		\$1,040.14 per month
Standard chemical cost	6.00%	\$62.41 of burdened DL
Standard equipment cost	4.00%	\$41.61 of burdened DL
Monthly Chemical and Equipment Costs		\$104.01 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$1,144.16</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$114.42
*DBG Overhead Rate	7.50%	\$94.39
*Shawnee Hills Overhead Rate	5.00%	\$62.93
FULLY BURDENED COST		\$1,352.96

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$135.30
WVARF Fee Rate and Monthly Fee	4.00%	\$59.53

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

MONTHLY	\$1,547.79
ANNUALLY	\$18,573.50
Total Annual Square Foot Cost-Standard	\$0.95 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		15 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
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$18,573.50
TOTAL MONTHLY BILLING AMOUNT	\$1,547.79
Total Annual Square Foot Cost-Delux	\$0.95 per square foot

**J. CONTRACT**

Vendor  
Contract Period

**SHAWNEE HILLS**  
**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: Air Quality Control

LOCATION:

Keyser

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	768	768
*	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>768</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.90
*Wage Rate (Supervisor-Non-client)	\$5.90
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	12%
*Other Benefits	0%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	768 square feet
Cleaning hours per day	0.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.25 hours/day
*Time allocation-Client Workers (hours)	0.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	4.00 hours/year
Annual relief (Workers)	4.00 hours/year

Round up t

**D. MONTHLY DIRECT COSTS**

Supervision		31.96 Wages/month
Relief-Supervision		1.97 Wages/month
Client workers		27.90 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		1.72 Wages/month
Monthly Burdened Direct Labor Costs		70.38 per month
Standard chemical cost	6%	4.22 of burdened DL
Standard equipment cost	4%	2.82 of burdened DL
Monthly Chemical and Equipment Costs		7.04 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$77.42</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20%	\$15.48
*DBG Overhead Rate	0	\$0.00
*Shawnee Hills Overhead Rate	0	\$0.00
FULLY BURDENED COST		\$92.90

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	39%	\$36.28
WVARF Fee Rate and Monthly Fee	4%	\$5.17

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

MONTHLY		\$134.35
ANNUALLY		\$1,612.20
Total Annual Square Foot Cost-Standard		\$2.10 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot		17.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		261.12
WVARF Fee	4.00%	10.44
TOTAL ANNUAL DELUXE FLOOR CARE FEE		271.56

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,883.77
TOTAL MONTHLY BILLING AMOUNT		\$156.98
Total Annual Square Foot Cost-Delux		\$2.45 per square foot
Contract Year 2/1/97 - 1/31/98		\$1,883.77

**J. CONTRACT**

Vendor: Developmental Center  
 Contract Period: February 1, 1998 - January 31, 1999

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: Grievance Board  
LOCATION: 808 Greenbrier Street  
Charleston, WV

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	3,150	3,150
*	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>3,150</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.90
*Wage Rate (Supervisor-Non-client)	\$5.90
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	3,150 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	\$95.88 Wages/month
Relief-Supervision	\$5.90 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	\$211.15 per month
Standard chemical cost	6.00% \$12.67 of burdened DL
Standard equipment cost	4.00% \$8.45 of burdened DL
Monthly Chemical and Equipment Costs	\$21.11 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$232.26</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$23.23
*DBG Overhead Rate	7.00%	\$17.88
*Shawnee Hills Overhead Rate	5.50%	\$14.05
<b>FULLY BURDENED COST</b>		<b>\$273.37</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$27.34
WVARF Fee Rate and Monthly Fee	4.00%	\$12.03

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

MONTHLY	\$312.73
ANNUALLY	\$3,752.82
Total Annual Square Foot Cost-Standard	\$1.19 per square foot

**H. DELUX FLOOR CARE FEE**

*Charge Per Square Foot	12.00 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$378.00
WVARF Fee	4.00%
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$393.12</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,145.94
TOTAL MONTHLY BILLING AMOUNT	\$345.49
Total Annual Square Foot Cost-Deluxe	\$1.32 per square foot

Contract Period 2/1/97 - 1/31/98 \$345.49

**J. CONTRACT**

Vendor Shawnee Hills - Diversified Business Group  
 Contract Period February 1, 1998 - January 31, 1999

Small Business Impact: None, Shawnee 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 REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE**

**CUSTOMER:** Department of Highways  
**LOCATION:** Lewisburg

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,808	2,808
*	1.0	2,600	2,600
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>5,408</b>	

**B. STAFFING DATA**

*Wage Rate (Supervisor-Client)	\$5.75
*Wage Rate (Supervisor-Non-client)	\$5.75
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	5,408 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$249.17 Wages/month
Relief-Supervision		\$15.33 Wages/month
Client workers		\$223.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$555.35 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	4.00%	\$22.21 of burdened DL
Monthly Chemical and Equipment Costs		\$22.21 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$577.56</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$115.51
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$693.08</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$69.31
WVARF Fee Rate and Monthly Fee	4.00%	\$30.50
		\$0.00

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

MONTHLY	\$792.88
ANNUALLY	\$9,514.55
Total Annual Square Foot Cost-Standard	\$1.76 per square foot

**H. DELUXE FLOOR CARE FEE**

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

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,514.55
TOTAL MONTHLY BILLING AMOUNT	\$792.88
Total Annual Square Foot Cost-Deluxe	\$1.76 per square foot

**J. CONTRACT**

Vendor Gateway  
 Contract Period January 1, 1998 - December 31, 1998

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

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
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 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
P&G BUILDING	1.00	6,200	6,200
Number of days per week cleaned	5.00		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>6,200</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	6,200 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0 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 hours/day
Annual relief (Supervisor)	24 hours/year
Annual relief (Workers)	24 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
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$468.76</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	10.00%	\$46.88
*DBG Overhead	7.00%	\$36.09
*Shawnee Hills Overhead	5.50%	\$28.36
<b>FULLY BURDENED COST</b>		<b>\$551.73</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	8.36%	\$46.14
WVARF Fee Rate and Monthly Fee	4.00%	\$23.91

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

MONTHLY	\$621.78
ANNUALLY	\$7,461.36
Total Annual Square Foot Cost-Standard	1.20345 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	\$7,461.36
TOTAL MONTHLY BILLING AMOUNT	\$621.78
Total Annual Square Foot Cost-Deluxe	1.2034 per square foot

**J. CONTRACT**

Vendor Shawnee Hills  
 Contract Period \_\_\_\_\_

Small Business Impact: None, new location

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:** Department of Highways  
**LOCATION:** Braxton County

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,267	1,267
*	1.0	1,248	1,248
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
<b>TOTAL ADJUSTED SQUARE FEET</b>		<b>2,515</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	2,515 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 -	4.00% \$17.05 of burdened DL
Standard equipment cost -	6.00% \$25.57 of burdened DL
Monthly Chemical and Equipment Costs	\$42.61 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>	<b>\$468.76</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	20.00%	\$93.75
	0.00%	\$0.00
	0.00%	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$562.51</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$56.25
WVARF Fee Rate and Monthly Fee	4.00%	\$24.75
Mileage between locations		

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

MONTHLY	\$643.51
ANNUALLY	\$7,722.10
Total Annual Square Foot Cost-Standard	\$3.07 per square foot

**H. DELUXE FLOOR CARE FEE**

*Charge Per Square Foot		15 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$754.50
WVARF Fee	4.00%	\$30.18
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>		<b>\$784.68</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER		\$8,506.78
TOTAL MONTHLY BILLING AMOUNT		\$708.90
Total Annual Square Foot Cost-Deluxe		\$3.38 per square foot
	<b>MONTHLY</b>	
Old Building	\$342.10	\$684.20
New Building	\$708.90	\$7,089.00
<b>FISCAL YEAR - July 1, 1997 - June 30, 1998</b>		

**J. CONTRACT**

Vendor: Precision Services  
 Contract Period: July 1, 1997 - June 30, 1998

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

**Notes:**

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

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

Prepared and submitted by:

Accepted and approved by:

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

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