

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

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

MINUTES  
DECEMBER 10, 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, Director of Financial Services of the CNA.

The minutes of the meeting of November 12, 1997, were approved as submitted.

John Parker gave the financial report as follows:

Ending Balance . . . . . \$3,614.71  
No November expenditures were reflected at this time.

The Chairman reported that SW Resources has been asked to participate in the initial cost benefit ratio survey that NISH is currently conducting. Results will be shared with the Committee when the survey is completed. This survey should be reflective of other CRP's in West Virginia. The Chairman noted that John Parker has retired from the Division of Rehabilitation and that his hard work and presence has been appreciated and will be solely missed. Janice Holland will be replacing John as the DRS representative. She is the Assistant Director of Program Administration and Support Services.

Steve King recently met with Mr. Jeffers to discuss the transition to a new Committee. Steve suggested that one or two members of the current committee be present at a basic training and orientation session that will be held before the regular business meeting. Steve reported that the current lawsuit against WVARF has been settled with details to be released. Steve reported that ARA has reorganized into a Vocational and Medical Division. Because of the amount of dues it is questionable as to whether or not WVARF will be able to join at this time however, a group of State Use Divisions have decided to form their own group of which WVARF plans on participating in.

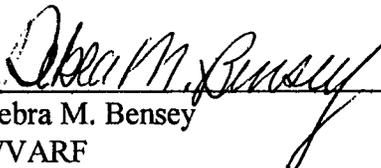
Chairman: **Craig A. Greening**  
Members: **David L. Dickirson, Q.J. Humphreys, John L. Parker, Diana Stout, Everette Sullivan**  
Ex Officio Members: **Dick Estill**, Executive Secretary  
**Stephen R. King**, Executive Director, West Virginia Association of Rehabilitation Facilities

Under New Business Craig presented the Policy for Recurring Purchases that was developed by the Committee of John Parker, Craig Greening, Crystal Luck and Debbie Bensey. The policy will be distributed to all CRP's and should clear up some of the confusion that has surrounded the purchase of goods from CRP's.

Under Old Business the Annual Reports are ready to be distributed. The Committee agreed to print 300 copies.

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, January 21, 1998.

Submitted by:

  
Debra M. Bensey  
WVARF

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

December 10, 1997

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Report of WVARF Executive Director
  - A. Update on WVARF law suit
  - B. Report of ARA - State Use Meeting
- VII. Old Business
  - A. Report of Sub-Committee on policy for non-recurring purchases
  - B. Annual Report
- VIII. New Business
  
- IV. Contract Presentation from CNA
  - A. Renewals
    - 1. Tax Dept. - Clarksburg
    - 2. Health Dept.
    - 3. Camp Dawson

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES  
FROM THE HANDICAPPED

POLICY FOR NON-RECURRING PURCHASES  
UNDER THE STATE USE LAW (WV Code 5A-3-10)

1. All work done outside the bid process as defined by state law will be considered as State Use.
2. For those Purchase Orders issued for commodities and services not on the procurement list, the following policies will apply.
  - A. Purchase Orders greater than \$500 are subject to West Virginia Association of Rehabilitation Facilities (WVARF) fees and commissions.
  - B. For Purchase Orders less than \$5000, the Committee delegates approval authority of non-recurring purchases to a committee comprised of the Executive Director, Director of Operations, and Director of Finance of the designated Central Non-Profit Agency (CNA), which is WVARF.
  - C. The Committee must approve all non-recurring purchases greater than \$5001.
  - D. All approvals made by the WVARF committee named above must be presented to the Committee at their next regularly scheduled meeting.

Approved at a special meeting of the Committee for the Purchase of  
Commodities and Services from the Handicapped on November 20, 1997.

  
Craig A. Greening, Chairman

  
John L. Parker, Recorder

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

CUSTOMER: Tax & Revenue

LOCATION:

Clarksburg

### A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,000	2,000
*	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>2,000</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	2,000 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 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		\$63.92 Wages/month
Relief-Supervision		\$3.93 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		\$140.76 per month
Standard chemical cost	6.00%	\$8.45 of burdened DL
Standard equipment cost	4.00%	\$5.63 of burdened DL
Monthly Chemical and Equipment Costs		\$14.08 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$154.84</b>

**E. OVERHEAD RATES AND FEES**

*Janitorial Work Unit Overhead Rate	17.59%	\$27.24
	0.00	\$0.00
	0.00	\$0.00
<b>FULLY BURDENED COST</b>		<b>\$182.08</b>

**F. MONTHLY PROFIT AND FEES**

*Profit Rate and Monthly Profit	10.00%	\$18.21
WVARF Fee Rate and Monthly Fee	0.00%	\$0.00

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

MONTHLY	\$200.28
ANNUALLY	\$2,403.40
Total Annual Square Foot Cost-Standard	\$1.20 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	\$480.00
WVARF Fee	4.00%
<b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b>	<b>\$499.20</b>

**I. PRICE OF CONTRACT**

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,902.60
TOTAL MONTHLY BILLING AMOUNT	\$241.88
Total Annual Square Foot Cost-Deluxe	\$1.45 per square foot
Contract Year 2/1/98 - 1/31/99	\$249.90

**J. CONTRACT**

Vendor: ARC of Harrison County  
 Contract Period: February 1, 1998 - January 31, 1999

Small Business Impact: None, ARC has 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: Dept. of Health**

**LOCATION: Charleston**

**A. BUILDING DESCRIPTION**

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.0	33,872	33,872
*	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>33,872</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 Fringe Benefits	

**C. DAILY STAFFING PLAN**

Total Adjusted Square Feet	33,872.00 square feet
Cleaning hours per day	14.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	7.25 hours/day
*Time allocation-Client Workers (hours)	7.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	116.00 hours/year

**D. MONTHLY DIRECT COSTS**

Supervision		\$863.96 Wages/month
Relief-Supervision		\$53.17 Wages/month
Client workers		\$808.98 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$49.78 Wages/month
Monthly Burdened Direct Labor Costs		\$1,966.60 per month
Standard chemical cost	6.00%	\$118.00 of burdened DL
Standard equipment cost	4.00%	\$78.66 of burdened DL
Monthly Chemical and Equipment Costs		\$196.66 per month
<b>TOTAL MONTHLY DIRECT COSTS</b>		<b>\$2,163.26</b>

### E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$216.33
*DBG	7.50%	\$178.47
*Shawnee Hills	5.00%	\$118.98
FULLY BURDENED COST		\$2,677.03

### F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.07%	\$135.66
WVARF Fee Rate and Monthly Fee	4.00%	\$112.51

### G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$2,925.20
ANNUALLY		\$35,102.39
Total Annual Square Foot Cost-Standard		\$1.04 per square foot

### H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		\$10.00 cents/sq foot
*Number of Floor Cleanings Per Year		\$0.00 cleanings/year
Total Delux Floor Care Charge		\$0.00
WVARF Fee	4.00%	\$0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$0.00

### I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$35,102.39
TOTAL MONTHLY BILLING AMOUNT		\$2,925.20
Total Annual Square Foot Cost-Delux		\$1.04 per square foot

### J. CONTRACT

Vendor Shawnee Hills  
Contract Period 1/1/98 - 12/31/98

Small Business Impact: None, work currently being done by Shawnee.

#### 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:

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

FOUNDED  
JULY 1977

**PCSW**  
SERVING  
PRESTONIANS  
WITH DISABILITIES

**PRESTON COUNTY SHELTERED WORKSHOP, INC.**  
Community Rehabilitation Program  
P.O. BOX 146  
REEDSVILLE, WEST VIRGINIA 26547  
Phone (304) 864-6446  
Fax (304) 864-6447 • TDD AVAILABLE

December 1, 1997

Ms Debbie Bensey  
Director of Operations  
WVARF  
P O Box 745  
Institute, WV 25112

Dear Ms. Bensey,

I am writing to you today to outline our requirements for the Contract Year 1998 Janitorial/Bedmaking/Billeting Contract.

Attached hereto is a spread sheet detailing our sales and net profit figures for each component of this Contract, as well as for the Contract as a whole, for the first 10 months of Contract Year 1997, along with a projection based thereon for the last two(2) months of the current Contract Year.

We are requesting a contract price increase of 5% as to each price component, ie price per bed made or room cleaned, or per billeting hour, for Contract Year 1998. We realized only a Net Profit of 1.8265% on this Contract in 1997, included in this minimal profit is a considerable number of non-paid hours, without which this profit would have been less.

As you can see, a 5% increase would not bring us to the 10% net profit figure contemplated by the State Use Law.

Please contact me if you have any questions on this matter.

Sincerely,

*Jefferson S. Bowman*

Jefferson S. Bowman  
Assistant Director

JSB/ew  
Enclosure

SERVICES AVAILABLE - Microfilming - Lawn Care - Parking Lot Marking - Packing/Assembly  
Cardboard Box Making - Wood Craft Items - Bulk Mailing



A United Way Agency

**CONTRACT YEAR 1997 JANITORIAL / BEDMAKING / BILLETING NET PROFIT FIGURES**

	J/Bed Sales	J/Bed Net Profit	Billeting Sales	Billeting Net Profit	Overall Sales	Overall Net Profit
January	984	(2336)	1055	156	2039	(2180)
February	939	(117)	1562	(359)	2501	(476)
March	728	(116)	1185	81	1913	(35)
April	2538	505	1199	200	3782	705
May	3478	911	1097	69	4575	980
June	5364*	1334*	1500	(167)	6864	1167
July	2266	18	1208	157	3474	175
August	4432	(10)	1150	(51)	5582	(61)
September	4613	846	1363	(710)	5976	136
October	3510	503	1120	(159)	4630	344
	28852	1538	12439	(783)	41336	755
		5.33%		(6.29%)		1.8265%

\* Does not include a substantial number of labor hours not billed, ie training hours.

Expected average over final two months, November & December are routinely low population months however established on 10 month average.

November	2885	(100)	1243	(200)	4133	
December	2885	(100)	1243	(200)	4133	
	34622		14925		9602	

OR

November	950	(100)	1100	(200)	2200	
December	950	(100)	1100	(200)	2200	
	30752		14639		4573	

1997 ANNUAL REPORT  
of  
COMMITTEE FOR THE  
PURCHASE OF COMMODITIES AND  
SERVICES FROM THE HANDICAPPED

In accordance with the requirement of section %A-3A-4(d)  
of the Code of West Virginia  
the West Virginia Association of Rehabilitation Facilities, Inc.  
operating as the Central Nonprofit Agency in conjunction with the  
Committee for the Purchase of Commodities and Services from the  
Handicapped  
Submits the following  
Annual Report for Fiscal Year 1997

# COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

Citizens appointed by the Governor to serve for fiscal year 1997:

Craig A. Greening, Chair  
Representing Community Rehabilitation Programs

Q.J. Humphreys  
Representing Private Citizens

Diana Stout  
Representing the Department of Administration

John L. Parker  
Representing the Division of Rehabilitation Services

David L. Dickirson  
Representing Private Business

Everette E. Sullivan  
Representing Organized Labor

Ex Officio:  
Dick Estill, Executive Secretary  
Representing the Division of Purchasing

---

## COMMITTEE RESPONSIBILITIES

The Committee is charged with the responsibility of helping to further the State's policy of encouraging persons with disabilities to achieve maximum personal independence by engaging in meaningful employment. Within the scope of this responsibility, the Committee has a number of functions and obligations.

- ▶ Determine the fair market price for all commodities and services produced by Community Rehabilitation Programs and offered for sale to the State.
- ▶ Ensure the State receives high value from its purchases of commodities and services.
- ▶ Monitor the activities of the Central Nonprofit Agency to assure the interest of people with disabilities are advanced.
- ▶ Ensure all citizens who have concerns about the State Use Program are heard.
- ▶ Establish rules and procedures necessary to operate the program.
- ▶ Maintain records pertinent to its activities.

**THE CENTRAL NONPROFIT AGENCY**  
**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.**

**STAFF**

Stephen R. King, Executive Director

Debra M. Bensey, Director of Operations

Chris Miller, Director of Financial Services

Penney A. Hall, Director of Membership Services

Michael Pauley, Marketing Representative

Joyce A. Wysong, Administrative Assistant

Valerie Eskins, Secretary

---

**CENTRAL NONPROFIT AGENCY RESPONSIBILITIES**

- ▶ Represent the Community Rehabilitation Programs to the Committee
- ▶ Recommend Products and Services to the Committee
- ▶ Negotiate contracts with State Agencies
- ▶ Provide technical assistance and training to participating Community Rehabilitation Programs
- ▶ Market products and services the State
- ▶ Monitor and enforce quality standards and Committee rules

## BACKGROUND

The West Virginia State Use Law was initially enacted in 1984 and significantly revised in 1989. The primary purpose of this legislation is to facilitate and promote vocational training and employment opportunities for persons with disabilities. Forty-eight states have some form of state use legislation, and 17 states have active programs similar to the one in West Virginia. The State Use Law accomplishes its mission by establishing a preference for nonprofit Community Rehabilitation Programs (CRPs) in providing goods and services to agencies of state government through a central nonprofit agency. The preference that the law provides allows state agencies to purchase needed goods and services without the requirement of the competitive bidding process controlled by state purchasing.

State agencies may *use* the State Use Program and be assured that the products being purchased are of comparable price and quality to those received from any other approved vendor. Further, the State Use Law requires the participating CRPs to use a work force comprised of a minimum of 75% individuals with disabilities. Currently, the West Virginia State Use Program is comprised of workers of whom 77% are individuals with disabilities.

The citizens of West Virginia are receiving excellent value because of this legislated program. Studies conducted in other states have documented that the state receives approximately \$1.31 in value for every \$1.00 spent through the State Use Programs. Much of this benefit comes from the reduced consumption of a variety of social services and reduced governmental entitlement payments. The State Use program, which will be detailed statistically on the following pages, contributes to the fiscal viability of the CRPs to the extent that they earn 80% of their operating revenue from the sale of goods and services.

It is difficult to measure and evaluate the impact that a preference program has on the individuals it is designed to serve, and on the state agencies that purchase through it. However, it can be safely said that hundreds of West Virginians with disabilities are being employed through this program that otherwise might not have that opportunity. The wages these workers earn remain in their communities to purchase other products and services, taxes are paid to local and state governments, and the cost of doing business is reduced for the agencies that use the program. Thus, it is a positive situation for all concerned. The State Use Program is truly a classic example of the positive benefits that can come from the public and private sectors working together for a common good!

## BENEFITS OF THE STATE USE PROGRAM

While the purpose of the State Use Program is to provide employment choices to people with disabilities, the Program provides benefits to all involved.

### TO THE STATE GOVERNMENT

- ▶ Acquisition of quality supplies and services. Products and services under this program must meet or exceed all applicable specifications.
- ▶ Payment of fair-market price. Prices for supplies and services under State Use are determined by the Committee for the Purchase of Commodities and Services from the Handicapped. All prices must show justification on how they were obtained.
- ▶ Reduction of paperwork. State Agencies can greatly reduce paperwork and save time by avoiding the standard bid process. They do not have to worry about prices since prices are scrutinized when fair market price is determined

### TO INDIVIDUALS WITH DISABILITIES

- ▶ A long-term work experience. Work experience is what builds resumes.
- ▶ Attainment of marketable job skills. This experience prepares individuals with a wider variety of skills for competitive employment whether within or outside the nonprofit agency.

### TO TAXPAYERS

- ▶ The State Use Program is not a hand out program. Individuals earn their paychecks. Their dependance on government is reduced as participants in the program become taxpayers.

## 1997 STATE USE PROGRAM ACHIEVEMENTS

As stated the goal of the State Use Program is to provide employment choices for individuals. In 1997, the West Virginia State Use Program provide employment choices for 737 West Virginia Citizens. This is an 8% increase in participation over the fiscal year 1996. During the year 778,085 hours were worked on State Use Contracts. This means that the State Use Program allowed for the equivalent of 374 jobs in West Virginia. As required in the State Use Law at least 75% of individuals employed by the program must be individuals with disabilities. The West Virginia State Use Program employed 77% of individuals with disabilities for 1997, showing that the program is definitely on track.

Janitorial Services remain the largest single service area with sales of \$5,465,306.47 for 1997. Increase in this area over 1996 were due mostly to the increase in minimum wage. Actual number of janitorial contracts remained quite steady. Janitorial Services include the Interstate Rest Areas which are an excellent example of the State Use Law at its best. The Rest Area Contracts provide excellent jobs while allowing the Community Rehabilitations Programs a chance to show how capable they are at managing a major 24 hour a day operation.

The biggest increase in services this year was in the area of Temporary Services. Like the rest of the country West Virginia has turned to temporary employees to meet their personnel needs. The Community Rehabilitation Programs have rose to the challenge and provided trained individuals with the required work skills to fill these positions. The goal of our Temporary Services Program is to allow individuals to gain the job experience they need to build their resumes. Our goal is to give individuals the choice to move to permanent employment. Temporary Services gives them to experience they need to do this.

A new product that was added to the Procurement List in 1997 was the Oil Absorbance Kit. These kits are used for small oil and chemical spills that may occur on the highway. Its purpose is the immediate containment of small spills that may occur in an automobile accident.

Total sales for fiscal year 1997 were \$7,362,748.01 this is a modest increase of 2.23% over fiscal year 1996. As reflected in the nations's economy the most growth is in services. Services for 1997 totaled \$6,931,413.67 while products totaled \$431,334.34.

Quality continues to be the number one issue discussed when contracts are discussed. The Committee remains committed to insuring that quality in both products and services be a requirement instead of a goal. One former vendor complaint was filed for fiscal year 1997, the complaint was investigated by the Central Non-Profit Agency and recommendations were made to the Community Rehabilitation Program involved. The problem was corrected and followup is still occurring to make sure they problem does not reoccur.

COMPARATIVE NUMBER OF EMPLOYEES AND CLIENTS  
FISCAL YEAR 1996 AND 1997

CATAGORY	1997	1996
<b>CLIENTS AND EMPLOYEES</b>		
Total number of individuals with disabilities served	568	532
<b>Types of Disabilities</b>		
MRDD	288	251
Mental Illness	78	91
Physical	63	64
Substance Abuse	45	36
Other	94	90
Non Disabled Individuals	169	151
Total Employees and Clients	737	683
% of individuals with disabilities on State Use Contracts	77%	78%
<b>Full Time Equivalents</b>		
Hours worked by individuals with disabilities	581,353	514,895
Hours worked by non disabled individuals	196,732	177,071
Total Contract Hours	778,085	691,966
<b>Full Time Equivalents</b>		
Individuals with disabilities	280	248
Non disabled Individuals	94	85
Total Full Time Equivalent Positions	374	333

COMPARATIVE ANNUAL SALES FOR  
FISCAL YEAR 1996 AND 1997

CATAGORY	AMOUNT 1997	AMOUNT 1996
<b>SERVICES</b>		
Billiting & Bedmaking	\$62,150.01	\$72,787.00
Data Entry	\$217,185.89	\$452,063.00
Food Service	\$283,696.42	\$250,672.00
Fulfillment	\$55,471.87	\$42,764.00
Grounds	\$9,940.32	\$0.00
Janitorial	\$5,465,306.47	\$5,420,615.00
Microfilm	\$59,624.12	\$57,121.00
Presort Mail	\$145,169.41	\$231,402.00
Temporary Services	\$632,869.16	\$285,995.00
TOTAL SERVICES	\$6,931,413.67	\$6,813,419.00
<b>PRODUCTS</b>		
Ammenities Kits	\$157,609.28	\$143,126.00
Oil Absorbancy	\$4,304.88	\$0.00
Rubber Stamps	\$2,683.09	\$3,119.00
Soap	\$68,808.15	\$51,115.00
Survey Stakes	\$7,059.00	\$0.00
Water	\$41,562.24	\$28,456.00
Wiping Cloths	\$149,307.70	\$162,831.00
TOTAL PRODUCTS	\$431,334.34	\$388,647.00
<b>TOTAL SERVICES &amp; PRODUCTS</b>	<b>\$7,362,748.01</b>	<b>\$7,202,066.00</b>

PROCUREMENT BY AGENCY  
FISCAL YEAR 1997

AGENCY	AMOUNT
Agriculture Commission	\$4,206.72
Department of Administration	\$1,105,335.17
Department of Commerce	\$263,436.67
Department of Education	\$79,140.23
Department of Health and Human Resources	\$1,439,437.79
Department of Military Affairs	\$551,860.78
Department of Tax & Revenue	\$88,605.87
Department of Transportation	\$2,021,159.66
Division of Rehabilitation Services	\$523,991.07
Parkway Authority	\$163,673.37
Public Service Commission	\$41,989.47
Statewide Contracts	\$1,079,911.21
TOTAL	\$7,362,748.01

## COUNTIES SERVED BY THE STATE USE PROGRAM

1. Barbour
2. Berkeley
3. Boone
4. Braxton
5. Cabell
6. Calhoun
7. Clay
8. Doddridge
9. Fayette
10. Gilmer
11. Grant
12. Greenbrier
13. Hampshire
14. Hancock
15. Hardy
16. Harrison
17. Jackson
18. Jefferson
19. Kanawha
20. Lewis
21. Lincoln
22. Logan
23. Marion
24. Marshall
25. Mason
26. McDowell
27. Mercer
28. Mineral
29. Mingo
30. Monongalia
31. Morgan
32. Nicholas
33. Ohio
34. Pendleton
35. Pleasants
36. Pocahontas
37. Preston
38. Putnam
39. Raleigh
40. Randolph
41. Ritchie
42. Roane
43. Summers
44. Taylor
45. Tyler
46. Upshur
47. Wayne
48. Webster
49. Wetzel
50. Wood
51. Wyoming

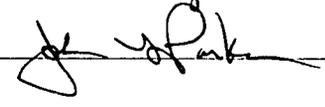
Dec 1, 1997

Craig Greening, Chairman  
Committee for the Purchase of Commodities and  
Services from the Handicapped

Dear Craig:

I am resigning from the Division of Rehabilitation  
Services later today and here by designate Janice A Holland  
as my alternate. My former alternate Joyce Brown's resignation  
from the Division is effective Dec 2, 1997.

I wish you and the Committee well in the  
future and will follow closely the progress of this program  
in my retirement.

Sincerely  


C.C. Janice Holland  
Steve King