

Debra B

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

**MINUTES
January 21, 1998
Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia**

Newly appointed members participated in an orientation and training meeting on Committee roles and responsibilities and the State Use Law. Training was conducted by former Committee Chairman Craig Greening, Steve King & Debbie Bensey of the CNA..

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Lee Dixon, Acting Chairman. New members in attendance were Jim McComas, Janice Holland, Tom Bell, William Charnock & Deloris Wilder. 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 December 10, were approved as submitted.

Janice Holland gave the financial report as follows: Ending Balance.....\$3,614.71

Due to a change in staffing, December expense accounts will be resubmitted. Committee members signed expense account forms and filled out an information sheet for travel reimbursement. Jack McComas recommended that Janice Holland and Dee Wilder be the designated signature card holders and William Charnock 2nd the motion carried.

Debbie Bensey discussed the products catalogue - Microfilming, Data Entry products. Temporary services were discussed as being an option for the future. A positive comment was made reflecting the quality of the State Roadside rest areas.

A discussion on marketing bottled water at the Highway Rest Stops Janice Holland was assigned to contact Dave Naylor to explore these possibilities.

Steve King reported the Governor's Committee meetings are normally held monthly in Institute. Also, the busiest time for the WARF office is April May & June, when the contracts are being prepared at the end of the state fiscal year.

Discussion was held on what constitutes a quorum. Jack McComas made a recommendation that a quorum consist of 3. Lee Dixon 2nd the motion. Motion carried.

Mr. Bell suggested the committee set up a conference call for those who cannot attend the meeting. Janice & Dee will check into the expense to the agency for connecting phones for a conference call.

Jack McComas moved Mr. Lee Dixon be Chairperson to the committee and recommended that a letter be drafted to the Governor. Mr. McComas also recommended the vice chairman be Tom Bell. Mr. Dixon seconded the motion.

Chairman - Lee Dixon
Members - Tom Bell, Jim McComas, William Charnock, Janice Holland & Deloris Wilder
Ex Officio Members - Stephen King, Debra Bensey & Chris Miller

NEW BUSINESS

Mr. McComas approved distribution of minutes.

Janice Holland suggested the committee refer to Budget Report instead of Treasurer Report. This is no treasury for this committee. William Charnock 2nd the motion.

Mr. Bell ask, "What fiduciary responsibility do we have"? and "What trust is expected of committee members"?

Mr. Bell also requested information on how to respond for a referral to Green Acres or GoodWill should someone approach him. The committee suggested that all members were advocates, however, technical questions should be addressed to Mr. Steve King.

The major problem CRPs have is collecting from State Agencies. Lee Dixon says the CRP performs the work; the invoice goes to the WARF; and then WARF to state agencies. The Committee will discuss this issue at the next meeting.

Mr. Miller reported taking a claim of \$300,000 to the Court of Claims with little success on payment.

Mr. Bell request monthly report of status of contracts and payments.

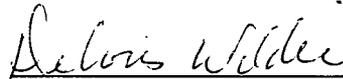
William Charnock suggested a letter to governor asking the Governor to request these late payments be accountable. Mr. Dixon will draft a letter and send copies to the seven secretaries as governor appointed or department head. The second step would be political pressure, only if needed.

Mr. Miller will provide report at next meeting of status of contracts and claims.

The new contract presented at this meeting is with Water Resources. The contract consist of 5 vacation days, 5 sick leave days, 5 holidays for Janitorial staff. The committee voted to approve the Water Resources Contract.

Discussion was held on the CNA providing the Committee with local market comparative research costs with all contracts submitted for approval.

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, February 18, 1998 at 9:00 a.m. - 12:00 Noon in the Small Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.



Deloris Wilder, 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

January 21, 1998

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. Collections

 - IV. Contract Presentation from CNA
 - A. Renewals

 - B. New Contracts
 1. Water Resources

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

CUSTOMER: Water Resources

LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	18,907	18,907
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		18,907	

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	18,907 square feet
Cleaning hours per day	12.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	6.00 hours/day
*Time allocation-Client Workers (hours)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	96.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$780.00 Wages/month
Relief-Supervision	\$48.00 Wages/month
Client workers	\$669.50 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$41.20 Wages/month
Monthly Burdened Direct Labor Costs	\$1,704.57 per month
Standard chemical cost	6.00% \$102.27 of burdened DL
Standard equipment cost	6.00% \$102.27 of burdened DL
Monthly Chemical and Equipment Costs	\$204.55 per month
TOTAL MONTHLY DIRECT COSTS	\$1,909.12

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$190.91
	7.50%	\$157.50
	5.00%	\$105.00
FULLY BURDENED COST		\$2,257.53

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$225.75
WVARF Fee Rate and Monthly Fee	4%	\$99.33

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,582.61
ANNUALLY	\$30,991.38
Total Annual Square Foot Cost-Standard	\$1.64 per square foot

H. DELUXE 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	\$6,428.38
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$6,685.52

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$37,676.90
TOTAL MONTHLY BILLING AMOUNT	\$3,139.74
Total Annual Square Foot Cost-Delux	\$1.99 per square foot

J. CONTRACT

Vendor:
Contract Period:

Shawnee Hills
February 1, 1998 - January 31, 1999

Small Business Impact:

None, landlord has provided janitorial services.

Notes:

1. Disposables supplied by the State of West Virginia.
2. Cleaning Chemicals and equipment supplied by the vendor.
3. Use of crew labor authorized.
4. Relief based on 5 vacation days, 5 sick days, and 6 holidays
5. 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