

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

P.O. Box 745
Institute, WV 25112

Minutes

April 29, 1998

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 Lee Dixon. In attendance were Jack McComas, William Charnock, Tom Bell, Janice Holland, Debra Bensey, Chris Miller, and Deloris Wilder. Joe Markus, Secretary of Administration and Curt Curtis, Director of Purchasing were also in attendance. Linda Maniak was absent from the meeting.

Chairman, Lee Dixon announced Mr. Curt Curtis has been reappointed as the Executive Secretary of this Committee. Joe Markus, Secretary of Administration participated in the meeting at the request of the Committee to address questions regarding the role and function of the Committee. Of particular interest to members is the issue of establishing fair market prices for goods and services. Secretary Markus indicated that departments under his supervision gathered fair market prices for goods and services in the tri-state region and would share this information through Curt Curtis with the Committee.

Secretary Markus indicated that he had no objections to increased salary and the establishment of a benefit package for workers involved in the State Use Program as long as the contracts were at the fair market value and were fair in price to the State agencies as well as the State Use Program. Secretary Markus suggested that we explore this idea with CRP & State agencies. The Committee thanked him for his time & valued presentation.

Mr. Tom Bell suggested that budgeting is what we want as a Committee. Should we start now for the 1999.

There was no report from Curt Curtis.

Mr. Tom Bell suggested that since the Committee met only once a month, all should strive to attend. Members designated meeting dates for the remainder of 1998. The schedule is attached.

The financial report was given by Ms. Janice Holland - \$2,721.50.

Chris Miller presented the Problem Agency Report. Purchase Orders have been approved at this time. Chris is working with Pam Harper, in General Services and the Cultural Center to resolve delayed invoices.

A discussion on the invoice discrepancy was shared with the Committee by Chris Miller, which lead to a suggestion that Chris contact Mr. John Barnett for clarification on itemized invoices to put the Committee in a position of strength and not weakness. This should eliminate the inconsistency in invoicing.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, William Charnock**

Ex Officio Members: **Curt Curtiss**, Executive Secretary

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

Debbie Bensey reported that Steve King contacted Dave Tincher regarding the error in the Pre-Sort contract. Curt Curtis reported that Shawnee is now getting the Pre-Sort State Use business. Pre-Sort gets the mail contract some time this month. At this time Mr. William Charnock noted that the Administration Department was served with a suit from Gallagher. The Gallagher contract is void due to the State Use Law. The Attorney General's office disagrees with him.

A discussion was held regarding Disability Awareness month which is September. Mr. Tom Bell suggested we increase the awareness opportunities for buyers of State Use Services. Debbie Bensey replied that WARF will attend on May 17 the State Purchasing Workshop and will have a State Use Display table.

Mr. Tom Bell at this time reminded the Committee of a discussion at our March meeting to have an emergency meeting the following week regarding the bidding dispute with Shawnee and Gallagher. However, there was no follow up to committee members. Mr. Bell request if an emergency meeting is canceled, that committee members should be notified.

NEW BUSINESS:

None

Debbie Bensey presented the renewal contracts. All renewals contracts are up to minimum wage for next year.

Janice suggested the Committee needs to work with the Work Centers on the areas of fringe benefits and increased wages. The Committee will discuss this issue at the next meeting.

Janice Holland made a motion to accept the renewals. Jack McComas seconded the motion; motion carried.

C.C. Dawson bilting and maid service showed a 5% increase to bring up to level to \$5.15. This is a good contract. In the next two years should triple. Tom Bell made a motion to approve. Janice Holland seconded the moton; motion carried.

Data Entry is also expected to grow this year.

Janice Holland made a motion to approve Jackson County contract. Tom Bell seconded the motion; motion carried.

The Mountaineer Challenge Contract labor cost stayed the same.

Janice Holland suggested that the percentage of non disabled worker to disabled ratio be submitted in large contracts. Jack McComas seconded the motion; motion carried.

Vendor complaints are to be brought to committee.

Mr. Jack McComas made a motion to adjourn the meeting. Mr. Tom Bell seconded the motion; motion carried. The time and place for the next meeting is **May 28, in the Large Conference Room at the Institute Complex.**



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
April 29, 1998

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Financial Report
- IV. Report of Chairman
 - A. Discussion of the future of wages & benefits for State Use Contracts
- V. Report of Executive Secretary
- VI. Report of WVARF Executive Director
- VII. Old Business
 - A. Update on Accounts Receivables
 - B. Presort Contract
- VIII. New Business
- IV. Contract Presentation from CNA
 - A. Renewals - Janitorial

Broadcasting Authority ✓

DHHR- Medical Services ✓

DOH-

Barbour ✓

Braxton ✓

Buckhannon ✓
Burnsville ✓
Glenville ✓
Heaters ✓
Huntington ✓
Moorefield ✓
New Creek ✓
Princeton ✓
Princeton lab ✓
Princeton sign ✓
Romney ✓
Smith Street ✓
General Services ✓
Capitol Complex
P&G Building ✓
Revolving Fund ✓
Parkway & Economic Dev. Authority
Welcome Center ✓
Rest Area
State Rail Authority ✓

B. Renewals with changes - Janitorial ✓

General Services - ✓
Beckley ✓
Clarksburg ✓
Fairmont ✓

C. Renewals with changes ✓

Camp Dawson ✓
Data Entry ✓
Mountaineer Challenge ✓

D. New Contracts ✓

DOH - Princeton ✓

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

**CUSTOMER: WV Broadcasting Authority
LOCATION: 600 Capitol Street
Charleston**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	5,000	7,500
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		7,500	

B. STAFFING DATA

* Wage Rate (Supervisor-Client)	\$5.65
* Wage Rate (Supervisor-Non-client)	\$5.65
* 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	7,500 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	\$183.63	Wages/month
Relief-Supervision	\$11.30	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	\$412.66	per month
Standard chemical cost	6.00%	\$24.76 of burdened DL
Standard equipment cost	4.00%	\$16.51 of burdened DL
Monthly Chemical and Equipment Costs	\$41.27	per month
TOTAL MONTHLY DIRECT COSTS	\$453.93	

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: DHHR Medical Services

LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description-	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	20,000	20,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		20,000	

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	20,000 square feet
Cleaning hours per day	10.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.00 hours/day
*Time allocation-Client Workers (hours)	5.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	80.00 hours/year
Annual relief (Workers)	80.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$622.92 Wages/month
Relief-Supervision		\$38.33 Wages/month
Client workers		\$557.92 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$34.33 Wages/month
Monthly Burdened Direct Labor Costs		\$1,388.37 per month
Standard chemical cost	6.00%	\$83.30 of burdened DL
Standard equipment cost	4.00%	\$55.53 of burdened DL
Monthly Chemical and Equipment Costs		\$138.84 per month
TOTAL MONTHLY DIRECT COSTS		\$1,527.21

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$152.72
	7.00%	\$117.60
	5.50%	\$92.40
FULLY BURDENED COST		\$1,797.53

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$179.75
WVARF Fee Rate and Monthly Fee	4.00%	\$79.09

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,056.37
ANNUALLY	\$24,676.47
Total Annual Square Foot Cost-Standard	\$1.23 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	\$6,064.44
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	6307.02

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$30,983.49
TOTAL MONTHLY BILLING AMOUNT		\$2,581.96
Total Annual Square Foot Cost-Delux		\$1.55 per square foot
July 1, 1998 - June 30, 1999	\$2,581.96	\$30,983.52
July 1, 1998 - June 30, 1999		\$30,983.52

J. CONTRACT

Vendor
Contract Period

Shawnee Hills
July 1, 1998 - June 30, 1999

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: Department of Highways
LOCATION: Barbour County

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square-Feet	Adjusted Square Feet
*	1.0	1,000	1,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,000	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$7.00
*Wage Rate (Supervisor-Non-client)	\$7.00
*Wage Rate (Worker-Client)	\$0.00
*Wage Rate (Worker-Non-client)	\$0.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 square feet
Cleaning hours per day	0.50 hours/day
*Time allocation-Working Client Supervisor	0.50 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	0.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$75.83 Wages/month
Relief-Supervision	\$4.67 Wages/month
Client workers	\$0.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$0.00 Wages/month
Monthly Burdened Direct Labor Costs	\$89.88 per month
Standard chemical cost	minimum \$10.00 of burdened DL
Standard equipment cost	minimum \$10.00 of burdened DL
Monthly Chemical and Equipment Costs	\$20.00 per month
TOTAL MONTHLY DIRECT COSTS	\$109.88

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	\$32.96
	30.00%	\$42.85
	0.00%	\$0.00
FULLY BURDENED COST		\$185.69

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$18.57
WVARF Fee Rate and Monthly Fee	4.00%	\$8.17

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$212.43
ANNUALLY	\$2,549.21
Total Annual Square Foot Cost-Standard	\$2.55 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$340.00
WVARF Fee	4.00% \$13.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$353.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,902.81
TOTAL MONTHLY BILLING AMOUNT	\$241.90
Total Annual Square Foot Cost-Deluxe	\$2.90 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$241.90 \$2,902.80

J. CONTRACT

Vendor Taylor County/WVARF
 Contract Period July 1, 1998 - June 30, 1999

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
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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		
TOTAL ADJUSTED SQUARE FEET		2,515	

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 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
TOTAL MONTHLY DIRECT COSTS	\$468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$93.75
	0.00%	\$0.00
	0.00%	\$0.00
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
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
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$784.68

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
MONTHLY		
July 1, 1998 - June 30, 1999	\$708.90	\$8,506.80

J. CONTRACT

Vendor: Precision Services
 Contract Period: July 1, 1998 - June 30, 1999

Small Business Impact: None, Precision 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: Buckhannon

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	7,400	11,100
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		11,100	

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	11,100 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	0.00% \$0.00 of burdened DL
Standard equipment cost	4.00% \$41.61 of burdened DL
Monthly Chemical and Equipment Costs	\$41.61 per month
TOTAL MONTHLY DIRECT COSTS	\$1,081.75

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$216.35
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$1,298.10

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$129.81
WVARF Fee Rate and Monthly Fee	4.00%	\$57.12

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,485.02
ANNUALLY	\$17,820.28
Total Annual Square Foot Cost-Standard	\$1.61 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		1 cleanings/year
Total Deluxe Floor Care Charge		\$444.00
WVARF Fee	4.00%	\$17.76
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$461.76

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$18,282.04
TOTAL MONTHLY BILLING AMOUNT		\$1,523.50
Total Annual Square Foot Cost-Deluxe		\$1.65 per square foot
MONTHLY		
July 1, 1998 - June 30, 1999	\$1,523.50	\$18,282.00
Total Contract Year.		\$18,282.00

J. CONTRACT

Vendor Buckhannon Upshur Work Adjustment Center
 Contract Period July 1, 1998 - June 30, 1999

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

Notes:

1. Disposables and cleaning 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: _____
 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: Burnsville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,000	1,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,000	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$6.00
*Wage Rate (Worker-Non-client)	\$6.00
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 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	0.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	16.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$0.00 Wages/month
Relief-Supervision	\$0.00 Wages/month
Client workers	\$130.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$8.00 Wages/month
Monthly Burdened Direct Labor Costs	\$151.48 per month
Standard chemical cost	minimum \$15.00 of burdened DL
Standard equipment cost	minimum \$15.00 of burdened DL
Monthly Chemical and Equipment Costs	\$30.00 per month
TOTAL MONTHLY DIRECT COSTS	\$181.48

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	25.00%	\$45.37
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$226.85

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$22.68
WVARE Fee Rate and Monthly Fee	4.00%	\$9.98
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$259.51
ANNUALLY	\$3,114.15
Total Annual Square Foot Cost Standard	\$3.11 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$340.00
WVARE Fee	4.00% \$13.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$353.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,467.75
TOTAL MONTHLY BILLING AMOUNT	\$288.98
Total Annual Square Foot Cost Deluxe	\$3.47 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$288.98 \$3,467.76
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$3,467.76

J. CONTRACT

Vendor Precision Services
 Contract Period July 1, 1998 - June 30, 1999

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

WVARE 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

CUSTOMER: Department of Highways
 LOCATION: Glenville

STANDARD JANITORIAL PRICE ESTIMATE

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	810	810
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		810	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	810 square feet
Cleaning hours per day	2.00 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)	0.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	0.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$223.17 Wages/month
Relief-Supervision		\$13.73 Wages/month
Client workers		\$0.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$0.00 Wages/month
Monthly Burdened Direct Labor Costs		\$264.50 per month
Standard chemical cost	6.00%	\$15.87 of burdened DL
Standard equipment cost	minimum	\$15.00 of burdened DL
Monthly Chemical and Equipment Costs		\$30.87 per month
TOTAL MONTHLY DIRECT COSTS		\$295.37

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$59.07
	0.00%	\$0.00
	0.00%	\$0.00
TULLY BURDENED COST		\$354.44

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$35.44
WVAREF Fee Rate and Monthly Fee	4.00%	\$15.60
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$405.48
ANNUALLY	\$4,865.79
Total Annual Square Foot Cost-Standard	\$6.01 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$194.40
WVAREF Fee	4.00% \$7.78
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$202.18

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$5,067.96
TOTAL MONTHLY BILLING AMOUNT	\$422.33
Total Annual Square Foot Cost-Deluxe	\$6.26 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$422.33 \$5,067.96
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$5,067.96

J. CONTRACT

Vendor WVAREF - DRS Client
 Contract Period July 1, 1998 - June 30, 1999

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

WVAREF 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: Heaters

A. BUILDING DESCRIPTION

Area-Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	768	768
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		768	

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	768 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	0.00 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$0.00 Wages/month
Relief-Supervision	\$0.00 Wages/month
Client workers	\$66.95 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$10.30 Wages/month
Monthly Burdened Direct Labor Costs	\$84.91 per month
Standard chemical cost	minimum \$15.00 of burdened DL
Standard equipment cost	minimum \$15.00 of burdened DL
Monthly Chemical and Equipment Costs	\$30.00 per month
TOTAL MONTHLY DIRECT COSTS	\$114.91

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20%	\$23.33
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$138.24

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$14.33
WVARE Fee Rate and Monthly Fee	4.00%	\$6.10
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$158.67
ANNUALLY	\$1,904.04
Total Annual Square Foot Cost Standard	\$2.48 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	15 cents/sq foot
*Number of Floor Cleanings Per Year	0 cleanings/year
Total Deluxe Floor Care Charge	\$0.00
WVARE Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$1,904.04
TOTAL MONTHLY BILLING AMOUNT	\$158.67
Total Annual Square Foot Cost Deluxe	\$2.48 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$158.67 \$1,904.04
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$1,904.04

J. CONTRACT

Vendor: Precision Services
 Contract Period: July 1, 1998 - June 30, 1999

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

WVARE 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: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	76,000	76,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		76,000	

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	76,000 square feet
Cleaning hours per day	32.00 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)	24.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	384.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$1,040.00 Wages/month
Relief-Supervision	\$64.00 Wages/month
Client workers	\$2,678.00 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$164.80 Wages/month
Monthly Burdened Direct Labor Costs	\$4,353.04 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	4.00% \$174.12 of burdened DL
Monthly Chemical and Equipment Costs	\$174.12 per month
TOTAL MONTHLY DIRECT COSTS	\$4,527.16

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$905.43
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$5,432.60

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$543.26
WVAF Fee Rate and Monthly Fee	4.00%	\$239.03
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$6,214.89
ANNUALLY	\$74,578.69
Total Annual Square Foot Cost-Standard	\$0.98 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$15,200.00
WVAF Fee	4.00% \$608.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$15,808.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$90,386.69
TOTAL MONTHLY BILLING AMOUNT	\$7,532.22
Total Annual Square Foot Cost-Deluxe	\$1.19 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$7,532.22 \$90,386.64
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$90,386.64

J. CONTRACT

Vendor: Goodwill KYOWVA
 Contract Period: July 1, 1998 - June 30, 1999

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

Notes:

1. Disposables and cleaning supplies 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 Highways
LOCATION: Moorefield

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,048	1,048
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	3		
TOTAL ADJUSTED SQUARE FEET		1,048	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,048 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		\$53.63 Wages/month
Relief-Supervision		\$5.50 Wages/month
Client workers		\$50.21 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$5.15 Wages/month
Monthly Burdened Direct Labor Costs		\$126.82 per month
Standard chemical cost	minimum	\$20.00 of burdened DL
Standard equipment cost	minimum	\$20.00 of burdened DL
Monthly Chemical and Equipment Costs		\$40.00 per month
TOTAL MONTHLY DIRECT COSTS		\$166.82

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	30.00%	\$50.05
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$216.87

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$21.69
WVARF Fee Rate and Monthly Fee	4.00%	\$9.54
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$248.10
ANNUALLY	\$2,977.16
Total Annual Square Foot Cost-Standard	\$2.84 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	\$314.40
WVARF Fee	4.00% \$12.58
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$326.98

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,304.13
TOTAL MONTHLY BILLING AMOUNT	\$275.34
Total Annual Square Foot Cost-Deluxe	\$3.15 per square foot

J. CONTRACT

Vendor: Developmental Center
 Contract Period: July 1, 1998 - June 30, 1999

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: New Creek

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	755	755
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		755	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	755 square feet
Cleaning hours per day	2.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.25 hours/day
*Time allocation-Client Workers (hours)	1.25 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	20.00 hours/year
Annual relief (Workers)	20.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$29.79 Wages/month
Relief-Supervision		\$9.17 Wages/month
Client workers		\$27.90 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$8.58 Wages/month
Monthly Burdened Direct Labor Costs		\$83.67 per month
Standard chemical cost	6.00%	\$5.02 of burdened DL
Standard equipment cost	4.00%	\$3.35 of burdened DL
Monthly Chemical and Equipment Costs		\$8.37 per month
TOTAL MONTHLY DIRECT COSTS		\$92.03

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$18.41
Mileage	0.00%	\$20.10
	0.00%	\$0.00
FULLY BURDENED COST		\$130.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.00%	\$19.58
WVARF Fee Rate and Monthly Fee	4.00%	\$6.00
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$156.13
ANNUALLY	\$1,873.54
Total Annual Square Foot Cost-Standard	\$2.48 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$181.20
WVARF Fee	4.00% \$7.25
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$188.45

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,061.98
TOTAL MONTHLY BILLING AMOUNT	\$171.83
Total Annual Square Foot Cost-Deluxe	\$2.73 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$171.83 \$2,061.96
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$2,061.96

J. CONTRACT

Vendor Developmental Center
 Contract Period July 1, 1998 - June 30, 1999

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

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

CUSTOMER: Department of Highways
LOCATION: Princeton

A. BUILDING DESCRIPTION

Area-Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,900	17,900
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,900	

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	17,900 square feet
Cleaning hours per day	6.00 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)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	0.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$0.00 Wages/month
Relief-Supervision		\$0.00 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		\$780.11 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
TOTAL MONTHLY DIRECT COSTS		\$780.11

\$0.00

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$156.02
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$936.13

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$93.61
WVARF Fee Rate and Monthly Fee	4.00%	\$41.19
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,070.93
ANNUALLY	\$12,851.16
Total Annual Square Foot Cost-Standard	\$0.72 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$3,580.00
WVARE Fee	4.00%	\$143.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$3,723.20

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$16,574.36
TOTAL MONTHLY BILLING AMOUNT		\$1,381.20
Total Annual Square Foot Cost-Deluxe		\$0.93 per square foot
MONTHLY		
July 1, 1998 - June 30, 1999	\$1,381.20	\$16,574.40
FISCAL YEAR - July 1, 1998 - June 30, 1999		
		\$16,574.40

J. CONTRACT

Vendor: Mercer County Opportunity Workshop
 Contract Period: July 1, 1998 - June 30, 1999

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

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

CUSTOMER: Department of Highways
LOCATION: Princeton District Lab

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,220	2,220
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		2,220	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,220 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	4.00 hours/day
*Time allocation-Client Workers (hours)	4.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	64.00 hours/year
Annual relief (Workers)	64.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$95.33 Wages/month
Relief-Supervision		\$29.33 Wages/month
Client workers		\$89.27 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$27.47 Wages/month
Monthly Burdened Direct Labor Costs		\$267.74 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
TOTAL MONTHLY DIRECT COSTS		\$267.74

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$53.55
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$321.29

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$32.13
WVARF Fee Rate and Monthly Fee	4.00%	\$14.14
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$367.55
ANNUALLY	\$4,410.60
Total Annual Square Foot Cost-Standard	\$1.99 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		8 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$355.20
WVARE Fee	4.00%	\$14.21
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$369.41

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$4,780.01
TOTAL MONTHLY BILLING AMOUNT		\$398.33
Total Annual Square Foot Cost-Deluxe		\$2.15 per square foot
MONTHLY		
July 1, 1998 - June 30, 1999	\$398.33	\$4,779.96
FISCAL YEAR - July 1, 1998 - June 30, 1999		\$4,779.96

J. CONTRACT

Vendor: Mercer County Opportunity Workshop
 Contract Period: July 1, 1998 - June 30, 1999

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

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

CUSTOMER: Department of Highways
LOCATION: Princeton Sign Shop

A. BUILDING DESCRIPTION

Area-Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,700	2,700
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		2,700	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,700 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	4.00 hours/day
*Time allocation-Client Workers (hours)	4.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	64.00 hours/year
Annual relief (Workers)	64.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$190.67 Wages/month
Relief-Supervision	\$29.33 Wages/month
Client workers	\$178.53 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$27.47 Wages/month
Monthly Burdened Direct Labor Costs	\$472.06 per month
Standard chemical cost	0.00% \$0.00 of burdened DL
Standard equipment cost	0.00% \$0.00 of burdened DL
Monthly Chemical and Equipment Costs	\$0.00 per month
TOTAL MONTHLY DIRECT COSTS	\$472.06

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$94.41
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$566.47

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$56.65
WVARF Fee Rate and Monthly Fee	4.00%	\$24.92
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$648.04
ANNUALLY	\$7,776.50
Total Annual Square Foot Cost-Standard	\$2.88 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		8 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$432.00
WVARF Fee	4.00%	\$17.28
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$449.28

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$8,225.78
TOTAL MONTHLY BILLING AMOUNT		\$685.48
Total Annual Square Foot Cost-Deluxe		\$3.05 per square foot
MONTHLY		
July 1, 1998 - June 30, 1999	\$685.48	\$8,225.76
FISCAL YEAR - July 1, 1998 - June 30, 1999		
		\$8,225.76

J. CONTRACT

Vendor
Contract Period

Mercer County Opportunity Workshop
July 1, 1998 - June 30, 1999

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

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

CUSTOMER: Department of Highways
LOCATION: Romney

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,000	1,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		1,000	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,000 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	\$35.75 Wages/month
Relief-Supervision	\$11.00 Wages/month
Client workers	\$33.48 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$10.30 Wages/month
Monthly Burdened Direct Labor Costs	\$100.40 per month
Standard chemical cost	minimum \$15.00 of burdened DL
Standard equipment cost	minimum \$15.00 of burdened DL
Monthly Chemical and Equipment Costs	\$30.00 per month
TOTAL MONTHLY DIRECT COSTS	\$130.40

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$26.08
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$156.48

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$15.65
WVARF Fee Rate and Monthly Fee	4.00%	\$6.89
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$179.02
ANNUALLY	\$2,148.18
Total Annual Square Foot Cost-Standard	\$2.15 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	\$300.00
WVARF Fee	4.00% \$12.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$312.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,460.18
TOTAL MONTHLY BILLING AMOUNT	\$205.02
Total Annual Square Foot Cost-Deluxe	\$2.46 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$205.02 \$2,460.24
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$2,460.24

J. CONTRACT

Vendor: Developmental Center
 Contract Period: July 1, 1998 - June 30, 1999

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

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

CUSTOMER: Department of Highways
LOCATION: Smith Street
Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	41,215	41,215
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		41,215	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	41,215 square feet
Cleaning hours per day	24.00 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)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$953.33 Wages/month
Relief-Supervision	\$58.67 Wages/month
Client workers	\$1,785.33 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$109.87 Wages/month
Monthly Burdened Direct Labor Costs	\$3,210.18 per month
Standard chemical cost	6.00% \$192.61 of burdened DL
Standard equipment cost	4.00% \$128.41 of burdened DL
Monthly Chemical and Equipment Costs	\$321.02 per month
TOTAL MONTHLY DIRECT COSTS	\$3,531.20

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$353.12
	7.00%	\$258.22
	5.50%	\$213.64
FULLY BURDENED COST		\$4,142.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$414.25
WVARF Fee Rate and Monthly Fee	4.00%	\$182.27
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,739.07
ANNUALLY	\$56,868.79
Total Annual Square Foot Cost-Standard	\$1.38 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0 cents/sq foot
*Number of Floor Cleanings Per Year	2 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	\$56,868.79
TOTAL MONTHLY BILLING AMOUNT	\$4,739.07
Total Annual Square Foot Cost-Deluxe	\$1.38 per square foot
MONTHLY	
July 1, 1998 - June 30, 1999	\$4,739.07 \$56,868.84
FISCAL YEAR - July 1, 1998 - June 30, 1999	\$56,868.84

J. CONTRACT

Vendor: Shawnee Hills
 Contract Period: July 1, 1998 - June 30, 1999

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

**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	Breakdown per building 7/1/98-6/30/99
Building 3	1.00	76,680	76,680	\$75,330.43
Building 4	1.00	87,027	87,027	\$85,495.32
Building 5	1.00	200,000	200,000	\$196,480.00
Building 6	1.00	199,000	199,000	\$195,497.60
Building 16	1.00	3,877	3,877	\$3,808.76
Building 17	1.00	16,222	16,222	\$15,936.49
Building 7	1.00	7,400	7,400	\$7,269.76
Travel Mgt.	1.00	1,618	1,618	\$1,589.52
Number of days per week cleaned	5.00			
TOTAL ADJUSTED SQUARE FEET		591,824		\$581,407.90

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	591,824 square feet
Cleaning hours per day	248 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	40 hours/day
*Time allocation-Client Workers (hours)	208 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	640 hours/year
Annual relief (Workers)	3,328 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$5,200.00	Wages/month
Relief-Supervision		\$320.00	Wages/month
Client workers		\$23,209.33	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$1,428.27	Wages/month
Monthly Burdened Direct Labor Costs		\$33,206.77	per month
Standard chemical cost	6.00%	\$1,992.41	of burdened DL
Standard equipment cost	4.00%	\$1,328.27	of burdened DL
Monthly Chemical and Equipment Costs		\$3,320.68	per month
TOTAL MONTHLY DIRECT COSTS		\$36,527.45	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$3,652.75	
*DBG Overhead	7.00%	\$2,812.61	
*Shawnee Hills Overhead	5.50%	\$2,209.91	
FULLY BURDENED COST		\$42,992.81	

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.36%	\$3,594.37	8.36%
WVARF Fee Rate and Monthly Fee	4.00%	\$1,863.49	

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$48,450.66
ANNUALLY	\$581,407.96
Total Annual Square Foot Cost-Standard	0.98240 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%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$581,407.96
TOTAL MONTHLY BILLING AMOUNT	\$48,450.66
Total Annual Square Foot Cost-Deluxe	0.9824 per square foot

July 1, 1998 - June 30, 1999	\$48,450.66	\$581,407.96
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J. CONTRACT

Vendor	Shawnee Hills
Contract Period	July 1, 1998 - June 30, 1999

Small Business Impact: None, Shawnee Hills has had contract.

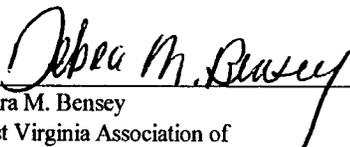
Notes:

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
5. Stripping, Waxing, and Carpet Shampooing done at customer request on separate invoice. Cost will be .17 cents a sq. ft. Separate P.O. must be approved by customer.

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
 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: 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
	1.00	6,200	6,200
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		12,400	

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	12,400 square feet
Cleaning hours per day	6.00 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	3.00 hours/day
*Time allocation-Client Workers (hours)	3.00 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	48 hours/year
Annual relief (Workers)	48 hours/year

D. MONTHLY DIRECT COSTS

Supervision-		\$390.00 Wages/month
Relief-Supervision		\$24.00 Wages/month
Client workers-		\$334.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers-		\$20.60 Wages/month
Monthly Burdened Direct Labor Costs		\$852.28 per month
Standard chemical cost	6.00%	\$51.14 of burdened DL
Standard equipment cost	4.00%	\$34.09 of burdened DL
Monthly Chemical and Equipment Costs-		\$85.23 per month
TOTAL MONTHLY DIRECT COSTS		\$937.51

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$93.75
*DBG Overhead	7.00%	\$72.19
*Shawnee Hills Overhead	5.50%	\$56.72
FULLY BURDENED COST		\$1,103.45

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.36%	\$92.28
WVARF Fee Rate and Monthly Fee	4.00%	\$47.83

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,243.56
ANNUALLY	\$14,922.72
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%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$14,922.72
TOTAL MONTHLY BILLING AMOUNT	\$1,243.56
Total Annual Square Foot Cost-Deluxe	1.2034 per square foot

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	July 1, 1998 - June 30, 1999

Small Business Impact: None, Shawnee has been doing 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
5. Stripping, Waxing, and Carpet Shampooing done at customer request on separate invoice. Cost will be .17 cents a sq. ft. Separate P.O. must be approved by customer.

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: General Services
LOCATION: Revolving Fund
Charleston**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	35,000	35,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		35,000	

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	35,000 square feet
Cleaning hours per day	14.00 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)	6.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	96.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$892.67 Wages/month
Relief-Supervision	\$54.93 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	\$1,838.10 per month
Standard chemical cost	6.00% \$110.29 of burdened DL
Standard equipment cost	4.00% \$73.52 of burdened DL
Monthly Chemical and Equipment Costs	\$183.81 per month
TOTAL MONTHLY DIRECT COSTS	\$2,021.91

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$202.19
	7.00%	\$155.69
	5.50%	\$122.33
FULLY BURDENED COST		\$2,379.79

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	7.63%	\$181.51
WVARF Fee Rate and Monthly Fee	4.00%	\$102.45
Disposables		225.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,888.75
ANNUALLY	\$34,664.99
Total Annual Square Foot Cost-Standard	\$0.99 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 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	\$34,664.99
TOTAL MONTHLY BILLING AMOUNT	\$2,888.75
Total Annual Square Foot Cost-Deluxe	\$0.99 per square foot
July 1, 1998 - June 30, 1999	\$2,888.75 \$34,665.00
Total Annual Cost	\$34,665.00

J. CONTRACT

Vendor
Contract Period

Shawnee Hills
July 1, 1998 - June 30, 1999

Small Business Impact:

None, Shawnee has had contract.

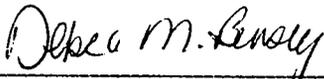
Notes:

1. Use of crew labor authorized.
2. Relief based on 5 vacation days, 5 sick days, and 6 holidays
3. 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
 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: WV Parkway and Economic Development Authority
LOCATION: Welcome Center, Princeton**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.00	0	0
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	7.00		
TOTAL ADJUSTED SQUARE FEET		0	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$7.43
*Wage Rate (Supervisor-Non-client)	\$7.43
*Wage Rate (Worker-Client)	\$5.50
*Wage Rate (Worker-Non-client)	\$5.50
*Wage Benefits	11.65%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet
Cleaning hours per day	36.32 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	12.00 hours/day
*Time allocation-Client Workers (hours)	24.32 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	192.00 hours/year
Annual relief (Workers)	389.12 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$2,704.52 Wages/month
Relief-Supervision	\$118.88 Wages/month
Client workers	\$4,057.39 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$178.35 Wages/month
Monthly Burdened Direct Labor Costs	\$7,800.37 per month
Supplies	0.00% \$87.50 per month
Equipment	\$0.00 per month
Monthly Supplies and Equipment	\$87.50 per month
TOTAL MONTHLY DIRECT COSTS	\$7,887.87

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	12.00%	\$946.54
FULLY BURDENED COST		\$8,834.42

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$441.72
WVARF Fee Rate and Monthly Fee	4.00%	\$371.05
Uniforms and Hepatitis Shots		\$150.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$9,797.19
ANNUALLY	\$117,566.23

H. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$117,566.23
TOTAL MONTHLY BILLING AMOUNT	\$9,797.19

Additional work requested by the customer will be invoiced at:

\$9.63 per hour

I. CONTRACT

Vendor
Contract Period

Mercer County Opportunity Workshop
July 1, 1998 - June 30, 1999

Small Business Impact: None, presently have contract.

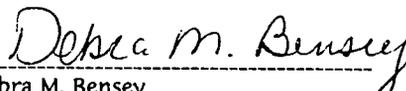
Notes:

1. Disposables, Cleaning Supplies and Equipment 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
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: WV Parkway and Economic Development Authority
LOCATION: 177 South**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.00	0	0
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	7.00		
TOTAL ADJUSTED SQUARE FEET:		0	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$7.43
*Wage Rate (Supervisor-Non-client)	\$7.43
*Wage Rate (Worker-Client)	\$5.50
*Wage Rate (Worker-Non-client)	\$5.50
*Wage Benefits	12.97%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet
Cleaning hours per day	18.80 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.75 hours/day
*Time allocation-Client Workers (hours)	13.05 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	92.00 hours/year
Annual relief (Workers)	208.80 hours/year

D. MONTHLY DIRECT COSTS

Supervision		1295.92 Wages/month
Relief-Supervision		56.96 Wages/month
Client workers		2177.18 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		95.70 Wages/month
Monthly Burdened Direct Labor Costs		4052.47 per month
Mileage	0.00%	0.00 of burdened DL
Uniforms and Hepatitis Shots	0.00%	0.00 of burdened DL
		0.00 per month
TOTAL MONTHLY DIRECT COSTS		4052.47

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

CUSTOMER: State Rail Authority
LOCATION: Moorefield

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	1	3,191	3,191
	1	0	0
	0	0	0
	0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		3,191	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	3,191 square feet
Cleaning hours per day	4 hours/day
*Time allocation-Working Client Supervisor	0 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 hours/day
Annual relief (Supervisor)	32 hours/year
Annual relief (Workers)	32 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$95.33 Wages/month
Relief-Supervision	\$14.67 Wages/month
Client workers	\$89.27 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$13.73 Wages/month
Monthly Burdened Direct Labor Costs	\$236.03 per month
Standard chemical cost	6.00% \$15.00 of burdened DL
Standard equipment cost	4.00% \$15.00 of burdened DL
Monthly Chemical and Equipment Costs	\$30.00 per month
TOTAL MONTHLY DIRECT COSTS	\$266.03

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$39.90
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$305.93

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$30.59
WVARF Fee Rate and Monthly Fee	4.00%	\$13.46

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$349.99
ANNUALLY	\$4,199.86
Total Annual Square Foot Cost-Standard	\$1.32 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	\$957.30
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$995.59

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$5,195.45
TOTAL MONTHLY BILLING AMOUNT	\$432.95
Total Annual Square Foot Cost-Deluxe	\$1.63 per square foot

J. CONTRACT

Vendor: Developmental Center
 Contract Period: May 1, 1998 - April 30, 1999

Small Business Impact: None, new service.

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: General Services
LOCATION: State Office Building
Beckley**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	45,100	45,100
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		45,100	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	45,100 square feet
Cleaning hours per day	19.00 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)	11.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	176.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$953.33	Wages/month
Relief-Supervision		\$58.67	Wages/month
Client workers		\$1,227.42	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief-Workers		\$75.53	Wages/month
Monthly Burdened Direct Labor Costs		\$2,560.09	per month
Standard chemical cost	6.00%	\$153.61	of burdened DL
Standard equipment cost	4.00%	\$102.40	of burdened DL
Monthly Chemical and Equipment Costs		\$256.01	per month
TOTAL MONTHLY DIRECT COSTS		\$2,816.10	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	18.35%	\$516.75
		\$0.00
		\$0.00
FULLY BURDENED COST		\$3,332.86

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9.00%	\$299.96
WVARF Fee Rate and Monthly Fee	4.00%	\$145.31

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,778.13
ANNUALLY	\$45,337.53
Total Annual Square Foot Cost-Standard.	\$1.01 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$9,020.00
WVARF Fee	4.00%	\$360.80
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$9,380.80

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$54,718.33
TOTAL MONTHLY BILLING AMOUNT:		\$4,559.86
Total Annual Square Foot Cost-Deluxe		\$1.21 per square foot
May 1, 1998 - April 30, 1999	\$4,559.86	\$54,718.32
Total Annual Cost		\$54,718.32

J. CONTRACT

Vendor
Contract Period

FMRS
May 1, 1998 - April 30, 1999

Small Business Impact:

None, FRMS has had contract.

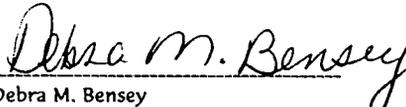
Notes:

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
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: General Services
LOCATION: State Office Building
Clarksburg**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	62,627	62,627
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		62,627	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	62,627 square feet
Cleaning hours per day	26.00 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)	18.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	288.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$953.33 Wages/month
Relief-Supervision	\$58.67 Wages/month
Client workers	\$2,008.50 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$123.60 Wages/month
Monthly Burdened Direct Labor Costs	\$3,470.22 per month
Standard chemical cost	6.00% \$208.21 of burdened DL
Standard equipment cost	4.00% \$138.81 of burdened DL
Monthly Chemical and Equipment Costs	\$347.02 per month
TOTAL MONTHLY DIRECT COSTS	\$3,817.24

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	13.00%	\$496.24
		\$0.00
		\$0.00
FULLY BURDENED COST		\$4,313.48

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$215.67
WVARF Fee Rate and Monthly Fee	4.00%	\$181.17

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,710.32
ANNUALLY	\$56,523.85
Total Annual Square Foot Cost-Standard	\$0.90 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$12,525.40
WVARF Fee	4.00% \$501.02
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$13,026.42

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$69,550.26
TOTAL MONTHLY BILLING AMOUNT	\$5,795.86
Total Annual Square Foot Cost-Deluxe	\$1.11 per square foot
June 1, 1998 - May 31, 1999	\$5,795.86 \$69,550.32
Total Annual Cost	\$69,550.32

J. CONTRACT

Vendor
Contract Period

ARC of Harrison County
June 1, 1998 - May 31, 1999

Small Business Impact:

None, ARC 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

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: General Services
LOCATION: State Office Building
Fairmont**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	51,621	51,621
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		51,621	

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 Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	51,621 square feet
Cleaning hours per day	22.00 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)	14.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	224.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$953.33 Wages/month
Relief-Supervision	\$58.67 Wages/month
Client workers	\$1,562.17 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$96.13 Wages/month
Monthly Burdened Direct Labor Costs	\$2,950.15 per month
Standard chemical cost	6.00% \$177.01 of burdened DL
Standard equipment cost	4.00% \$118.01 of burdened DL
Monthly Chemical and Equipment Costs	\$295.01 per month
TOTAL MONTHLY DIRECT COSTS-	\$3,245.16

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$486.77
		\$0.00
		\$0.00
FULLY BURDENED COST		\$3,731.94

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$186.60
WVARF Fee Rate and Monthly Fee	4.00%	\$156.74

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,075.27
ANNUALLY	\$48,903.28
Total Annual Square Foot Cost-Standard	\$0.95 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	11.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$11,356.62
WVARF Fee	4.00% \$454.26
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$11,810.88

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$60,714.17
TOTAL MONTHLY BILLING AMOUNT	\$5,059.51
Total Annual Square Foot Cost-Deluxe	\$1.18 per square foot
July 1, 1998 - June 30, 1999	\$5,059.51 \$60,714.12
Total Annual Cost	\$60,714.12

J. CONTRACT

Vendor **The Op Shop**
 Contract Period **July 1, 1998 - June 30, 1999**

Small Business Impact: **None, The Op Shop 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

Printed Name: _____
 Office: _____
 Governor's Committee for the Purchase
 of Commodities and Services from the Handicapped

Camp Dawson Billeting and Maid Service

Vendor: Preston County Sheltered Workshop
Dates of Contract: May 1, 1998 - April 30, 1999

Billeting Office	<u>Rate</u>	
Direct Labor		\$5.15 per hour
Direct P/R Benefits & Vacation	11.80%	\$0.61 per hour
Relief	12.69%	\$0.65 per hour
Relief P/R Benefits	11.80%	\$0.08 per hour
<u>Burdened Direct Labor</u>		\$6.49 per hour
PCCRP off site O/H Rate	30.12%	\$1.95 per hour
PCCRP Profit	10.00%	\$0.84 per hour
WVARF Fee	4.00%	\$0.37 per hour
Total full cost/staff hour		\$9.66 per hour
Total hours per year (estimate)		\$3,728.00
<u>Annual Cost (estimate based on hours)</u>		\$36,007.19

Maid and Laundry Service

Pay Rate	\$5.15 per hour
Fully burdened pay rate	\$9.66 per hour

	Cost for service	Cost per minute	Time to complete
Room cleaned, bed stripped and remade, bldg. 106	\$4.73	0.161	29.38
Room cleaned, bed remade, bldg. 106	\$3.96	0.161	24.60
Room cleaned, linen left on bed, bldg. 301	\$3.76	0.161	23.35
Room cleaned, linen left on bed, bldg. 305	\$3.68	0.161	22.86

SCOPE OF WORK - BILLETING

PAGE 2

10. Prepare registration forms and keys for guests to be registered after hours by the security personnel.
11. File daily, monthly, and annual billeting reports and administrative paperwork.
12. Reconcile the night audit. While the night audit is running, the clerk will total the currency and cash in his cash box. Upon completion of the night audit, the clerk will log his port onto the system and open his cashier shift. When the clerk opens his cashier shift, he must ensure that the total amount of the currency and checks in his cash box was entered into the system.
13. Print an in-house guest list for the cleaning service personnel.
14. Print registration cards for that day.
15. Prepare daily billeting deposits.

BILLETING PERSONNEL REQUIREMENTS

Maintain an appropriate appearance and follow acceptable military protocol and customs. Must present a congenial, cooperative attitude at all times.

Personnel must possess a basic knowledge of Personal Computers and be able to learn the Software used at the Camp Dawson Billeting Office. Camp Dawson personnel can provide an initial 30 days of training on the Billeting Office equipment and software. Current system hardware are Intell 286 with WYSE monitor; software is the Xenix O2 Homes Billeting program.

SCOPE OF WORK
HOUSEKEEPING SERVICES
CAMP DAWSON

**A. HOUSEKEEPING DUTIES
OF OCCUPIED ROOMS**

	Bldg. 106	Bldg. 301	Bldg. 305
1. DAILY - (must be completed by 4:00 p.m.)			
a. Showers and toilets cleaned and sanitized.	X	X	X
b. Sink basin and top cleaned and sanitized.	X	X	X
c. Mirrors cleaned.	X	X	X
d. Furniture dusted.	X	X	X
e. Floors swept and damp mop to include corners around doors.	X	X	X
f. Empty trash cans and replace liners.	X	X	X
g. Sweep floor mats.	X	X	X
h. Re-make bed.	X		
i. Replace toilet tissue and bath soap as needed, check daily.	X	X	X
j. Replace dirty towels and wash cloths.	X	X	X
k. Inventory all linens -report shortages to ATS Logistics and Billeting Office.	X	X	X
l. Notify ATS Logistics of any mechanical problems.	X	X	X
m. Do a daily visual inspection of room.	X	X	X
2. WEEKLY- (must be completed by 4:00 p.m.)			
a. Check for and remove any dust or spider webs.	X	X	X
b. On the exterior overhand check for and remove any bird nests or spider webs.	X	X	X
c. Clean windows inside and outside as needed.	X	X	X
d. Clean window ledges.	X	X	X
e. Change linen as directed. Normally once during a one week stay and two times during a two week stay.	X		

SCOPE OF WORK-HOUSEKEEPING
PAGE 3

F. HALLWAYS, VESTIBULES DAILY

1. Clean and empty trash.
2. Clean and empty butt cans.
3. Sweep and pick-up leaves.

G. FACILITIES COVERED

1. Building 101,104,302,303,304 only in the absence of the Dawson Maid.

H. ITEMS SPECIFICALLY EXCLUDED.

1. Washing of bedspreads and mattress covers.
2. Removing blankets except as a part of regular re-make in Bldg. 106.
3. All snow related work.
4. Conference room in Building 301.
5. No activities associated with vending machines.
6. Replacement of light bulbs-ceiling/exterior.
7. Overhead work exceeding the normal reach of a person.
8. All activities involving the Billeting office - Bldg. 305.

STATEWIDE DATA ENTRY CONTRACT

VENDOR: JACKSON COUNTY DEVELOPMENTAL CENTER

DATES OF CONTRACT MAY 1, 1998 - APRIL 30, 1999

\$2.52 per 1000 keystrokes

\$2.42 per 1000 keystrokes on late work

Notes:

1. Error rate of one-half percent.
2. Current Ratio of persons with disabilities is 73/27.
3. Cost based on actual expenditures, see attachment.
4. Due to growth, five additional persons have been hired in past six months.
5. Increase requested is 3.7% over last years price.
6. New equipment was purchased in August 1997 to keep JCDC in a position to meet advancing technological requirements of the State Agencies.

**DATA ENTRY COSTING
MARCH 1998**

DIRECT LABOR:

Labor + Fringe = \$ 1.558/M keystrokes ❖

❖ Based on labor costs of \$191,284.26 for 6-month period of June - November 1997. (June, July and August wages were adjusted .084% for minimum wage increase effective September 1998) and divided by actual production during same period of 122,812,151 billable keystrokes.

SUPERVISORY:

\$ 20827.87 Actual cost for 6-month period of June - November 1997 divided by 122,812,151 billable keystrokes = \$ 0.17/M keystrokes.

SHIPPING:

\$ 3,541.97 Actual cost for 6-month period of June - November 1997 divided by 122,812,151 billable keystrokes = \$ 0.029 /M keystrokes.

EQUIPMENT:

\$1,514.32 per month x 6 = \$ 9,085.92 divided by 122,812,151 billable keystrokes = \$ 0.074/M keystrokes.

INDIRECT LABOR/ADMIN.

\$ 31,453.26 divided by 2 = \$ 15,726.63 divided by 122,812,151 billable keystrokes = \$ 0.128 /M keystrokes.

OVERHEAD:

\$ 80,405 divided by 2 = \$ 40,202.50 divided by 122,812,151 billable keystrokes = \$ 0.33 /M keystrokes.

TOTAL PER 1000 KEYSTROKES:

DIRECT LABOR	\$ 1.558	
SUPERVISORY	\$ 0.17	
SHIPPING	\$ 0.029	
EQUIPMENT	\$ 0.074	
INDIRECT LABOR/ADMIN.	\$ 0.128	
OVERHEAD	<u>\$ 0.33</u>	
SUB TOTAL	\$ 2.29	
	X <u>10%</u>	
	.23	PROFIT
TOTAL	\$ 2.52	

Jackson County Developmental Center, Inc.

112 Industrial Lane



Millwood, WV 25262

The Jackson County Developmental Center, Inc. (JCDC) is *currently providing or has provided data management services to the following West Virginia State Agencies:

***Bureau of Employment Programs**

Quarterly Wage Records, Supplemental Wage, Delinquent Wage, Statewide, Crossmatch

***Bureau of Employment Programs - Workers' Compensation**

Hospital, Travel, UB, Service, Pharmacy, OP Documents

***Department of Health and Human Resources**

Family Law Master, Rosa, Rodca, Eats, Oats, Fats

***Department of Administration - I S & C**

BRM, Post

***Cultural Center**

Goldenseal

***Bureau of Medical Services**

Contract support for Medicaid: Hospital, UB, Title, Screen, Clinic, Trans, Title UB

***Office of Family Support**

Utility, Telesist

Department of Tax and Revenue

Department of Education

Department of Natural Resources

Office of Behavioral Health Services

Insurance Commission

**MOUNTAINEER CHALLENGE ACADEMY
FOOD SERVICE PROGRAM**

Vendor: Preston County Sheltered Workshop

Dates of Contract: JULY 1, 1998 - JUNE 30, 1999

Title	Pay Rate (A)	Fringe Rate (B)	Burdened Labor Rate (A) + (B)	Total Ann. Vacation Earned	Total Ann. Sick Leave Earned
Supervisor	\$7.95	13.95%	\$9.06	80	144
Cook	\$6.80	13.95%	\$7.75	126	228.5
Worker	\$5.15	10.05%	\$5.67	0	0
Relief Cook	\$6.00	13.95%	\$6.84	0	0

Burdened Wages:

Supervisor	2,080 hours	\$18,842.77
Cook	3,300 hours	\$25,570.38
Worker	9,900 hours	\$56,108.99
Relief Cook	2,640 hours	\$18,049.68

Vacation/Sick:

	Hours		
Supervisor	80 vac + 144 sick =	224	\$9.06 \$2,029.22
Cook	184 vac + 333 sick =	354.5	\$7.75 \$2,746.88

Total Wages & Fringes

\$123,347.92

Plus:	30% overhead	\$37,004.38
		\$160,352.30
Plus:	8% profit	\$12,828.18
		\$173,180.48
Plus:	4% WVARF fee	\$6,927.22

Total Annual Cost

\$180,107.70

Monthly Cost

\$15,008.97

	Monthly	Extended
July 1, 1998 - June 30, 1999	\$15,008.97	\$180,107.64
TOTAL ANNUAL LABOR		\$180,107.64
ESTIMATED FOOD COSTS (based on \$6.40 per cadet per day)		\$135,833.60
TOTAL CONTRACT		\$315,941.24

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

CUSTOMER: Department of Highways
LOCATION: Princeton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	5,000	5,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	3		
TOTAL ADJUSTED SQUARE FEET		5,000	

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	5,000 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		\$156.00 Wages/month
Relief-Supervision		\$16.00 Wages/month
Client workers		\$133.90 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$354.19 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	minimum	\$20.00 of burdened DL
Monthly Chemical and Equipment Costs		\$20.00 per month
TOTAL MONTHLY DIRECT COSTS		\$374.19

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$74.84
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$449.03

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$44.90
WVARF Fee Rate and Monthly Fee	4.00%	\$19.76

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$513.69
ANNUALLY	\$6,164.30
Total Annual Square Foot Cost-Standard	\$1.23 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$850.00
WVARF Fee	4.00% \$34.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$884.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$7,048.30
TOTAL MONTHLY BILLING AMOUNT	\$587.36
Total Annual Square Foot Cost-Deluxe	\$1.41 per square foot

J. CONTRACT

Vendor: Mercer County Opportunity Workshop
 Contract Period:

Small Business Impact:

None, service has been provided by State worker who is retiring.

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: _____
 Office: _____

Governor's Committee for the Purchase of
 Commodities and Services from the Handicapped