

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

P.O. Box 745
Institute, WV 25112

Minutes

May 28, 1998

**Large 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, Steve King, Debra Bensey, Chris Miller & Deloris Wilder. Linda Maniak was absent from the meeting.

Jack McComas made a motion to approve the minutes.

The financial report was given by Janice Holland indicating a balance of \$1,953.04. All expenses have been processed to date.

Debra Bensey reported considerable information was collected at the Ohio conference regarding wages and benefits for State Use Contracts. She will continue to collect information on West Virginia wages and benefits to assist her in competitive pricing. Debra also attended a one day seminar "How to Deliver Exceptional Customer Service" and found it very helpful. She will provide a report of Janitorial prices at next months meeting.

Curt Curtis reminded the Committee to review the rules included in last months minutes and if any questions he would be glad to respond. At this time he had no additional rules. Curt also suggested that the WARF Association may want to take advantage of the marketing possibility at the next State Purchasing Seminar by maintaining an exhibit and securing a place on the agenda. There is usually a 90 day notice to state agencies for participation in this Seminar which is held twice a year.

Steve King reported state agencies are requesting help in their performance. He also expressed a desire for a more cooperative relationship between WARF and its providers. Steve reported the Ohio conference was beneficial.

Steve King announced WARF and DRS are having a joint training meeting in Flatwoods, West Virginia, July 16. Steve invited Committee members to attend to begin building a stronger relationship.

Steve King reported the only marketing person for WARF is Mike Pauley. To assist the Committee, Mike Pauley will be invited to the June meeting.

Although a growth goal has not been established, the Committee would like to establish one at the August meeting and plan FY99 goals and objectives as well. This meeting will be a business and goal planning meeting.

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

OLD BUSINESS:

William Charnock reported the Shawnee/Gallagher hearing is on Tuesday of next week. A ruling was to made this morning by Judge McQueen, and the Director of Purchasing shall enter the preliminary step today. Shawnee can interplea this action. William Charnock suggested that WARF and Shawnee should interplea.

Janice Holland made a motion that CNA and WARF obtain legal counsel regarding the Gallagher/Shawnee situation. Jack McComas seconded the motion; motion carried.

To update accounts receivable, Chris Miller reported that he did prepare a letter to Shawnee requesting documentation on the invoicing problem. Chris also sent another letter to agencies and received an immediate reply on May 18 regarding delinquent accounts.

A handout was provided to all Committee members regarding the Rehab Services payment status. The Committee was informed that Rob McCracken was assigned by the Division of Rehabilitation Services to work directly with WARF regarding Rehabilitation Services accounts.

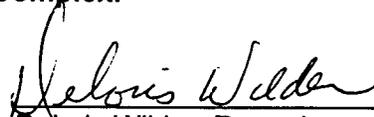
Tom Bell recommended the Committee continue to aggressively pursue delinquent accounts and continue quality control. He also suggested to divide invoices into two parts and that the statement contain a line regarding penalties.

Chris Miller reported purchase orders over \$10,000 are a problem. The Committee suggested Chris have access to the Financial Information Management System (FIMS) to evaluate information regarding purchase orders. Curt Curtis will assist Chris with this effort.

NEW BUSINESS:

All renewal contracts were approved as prepared by Debra Bensey. William Charnock made a motion to approve renewal contracts. Janice Holland seconded the motion; motion carried.

Jack McComas made a motion to adjourn the meeting. Tom Bell seconded the motion; motion carried. **The time and place for the next meeting is June 24th , 9:30 - 12:00 in the Small 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
May 28, 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
- VIII. New Business
- IV. Contract Presentation from CNA
 - A. Renewals - Janitorial
 - Air Guard - Charleston x
 - Air Guard - Martinsburg x
 - Child Advocate - Charleston - 1st x
 - Child Advocate - Charleston - 2nd x
 - Child Advocate - Morgantown x

Child Advocate - Sutton X
Chief Medical Examiner X
Forestry X
Highways - Central Ave. X
IS&C X
Miners Health X
Motor Vehicles - Bridgeport X
Motor Vehicles - Huntington X
Motor Vehicles - Kanawha Mall X
Motor Vehicles - Logan X
Motor Vehicles - Martinsburg X
Motor Vehicles - Moundsville X
Motor Vehicles - Teays X
Motor Vehicles - Washington Street X
Public Service X
DRS - Institute X
DRS - Grounds X
DRS - Recreation X
DRS - Elkins X
DRS - Keyser X
DRS - Logan X
DRS - Mullins X
DRS - New Martinsville X
DRS - Spencer X
DRS - Summersville X
DRS - Weirton X
DRS - Williamson X
Rest Area Contract X

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	99,221	99,221
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		99,221	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.57
*Wage Rate (Supervisor-Non-client)	\$5.57
*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	99,221 square feet
Cleaning hours per day	30.00 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)	22.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	352.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$965.47 Wages/month
Relief-Supervision		\$59.41 Wages/month
Client workers		\$2,454.83 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$151.07 Wages/month
Monthly Burdened Direct Labor Costs		\$4,004.67 per month
Standard chemical cost	6.00%	\$240.28 of burdened DL
Standard equipment cost	4.00%	\$160.19 of burdened DL
Monthly Chemical and Equipment Costs		\$400.47 per month
TOTAL MONTHLY DIRECT COSTS		\$4,405.14

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$660.77
		\$0.00
		\$0.00
FULLY BURDENED COST		\$5,065.91

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$507.01
WVARF Fee Rate and Monthly Fee	4%	\$222.92

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$5,795.83
ANNUALLY	\$69,549.95
Total Annual Square Foot Cost-Standard	\$0.70 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	15.0 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$14,883.15
WVARF Fee	4.00% \$595.33
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$15,478.48

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$85,028.43
TOTAL MONTHLY BILLING AMOUNT	\$7,085.70
Total Annual Square Foot Cost-Delux	\$0.86 per square foot

J. CONTRACT

Vendor	Shawnee Hills
Contract Period	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
West Virginia Association of
Rehabilitation Facilities
Director of Operations

Printed Name: _____
Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Guard
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	84,708	84,708
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		84,708	

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	84,708 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	6.00%	\$261.18 of burdened DL
Standard equipment cost	4.00%	\$174.12 of burdened DL
Monthly Chemical and Equipment Costs		\$435.30 per month
TOTAL MONTHLY DIRECT COSTS		\$4,788.35

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$718.25
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$5,506.60

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$550.66
WVARF Fee Rate and Monthly Fee	4.00%	\$242.29

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$6,299.55
ANNUALLY	\$75,594.58
Total Annual Square Foot Cost-Standard	\$0.89 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		14 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Deluxe Floor Care Charge		\$23,244.13
WVARF Fee	4.00%	\$929.77
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$24,173.89

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$99,768.48
TOTAL MONTHLY BILLING AMOUNT	\$8,314.04
Total Annual Square Foot Cost-Delux	\$1.18 per square foot

J. CONTRACT

Vendor: EPTC
 Contract Period: 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: CHILD ADVOCATE OFFICE
LOCATION: CHARLESTON - 1ST FLOOR

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	8,270	8,270
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		8,270	

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	14.15%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	8,270 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	2.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 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		\$260.00 Wages/month
Relief-Supervision		\$16.00 Wages/month
Client workers		\$223.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$581.01 per month
Standard chemical cost	0.00%	of burdened DL
Standard equipment cost	4.00%	\$23.24 of burdened DL
Monthly Chemical and Equipment Costs		\$23.24 per month
TOTAL MONTHLY DIRECT COSTS		\$604.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20%	\$120.85
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$725.10

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$72.51
WVARE Fee Rate and Monthly Fee	4.00%	\$31.90

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$829.52
ANNUALLY	\$9,954.21
Total Annual Square Foot Cost-Standard	\$1.20 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		\$1,984.80
WVARE Fee	4.00%	\$79.39
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$2,064.19

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$12,018.41
TOTAL MONTHLY BILLING AMOUNT	\$1,001.53
Total Annual Square Foot Cost-Deluxe	\$1.45 per square foot

J. CONTRACT

Vendor: GOODWILL OF KANAWHA VALLEY
 Contract Period: JULY 1, 1998 - JUNE 30, 1999

Small Business Impact: None, CRP has had contract

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

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: CHILD ADVOCATE OFFICE
LOCATION: CHARLESTON - 2nd FLOOR

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	8,270	8,270
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		8,270	

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	14.15%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	8,270 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	2.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 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		\$260.00 Wages/month
Relief-Supervision		\$16.00 Wages/month
Client workers		\$223.17 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$581.01 per month
Standard chemical cost	0.00%	of burdened DL
Standard equipment cost	4.00%	\$23.24 of burdened DL
Monthly Chemical and Equipment Costs		\$23.24 per month
TOTAL MONTHLY DIRECT COSTS		\$604.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20%	\$120.85
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$725.10

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$72.51
WVARE Fee Rate and Monthly Fee	4.00%	\$31.90

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$829.52
ANNUALLY	\$9,954.21
Total Annual Square Foot Cost-Standard	\$1.20 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		\$1,984.80
WVARE Fee	4.00%	\$79.39
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$2,064.19

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$12,018.41
TOTAL MONTHLY BILLING AMOUNT	\$1,001.53
Total Annual Square Foot Cost-Deluxe	\$1.45 per square foot

J. CONTRACT

Vendor: GOODWILL OF KANAWHA VALLEY
 Contract Period: JULY 1, 1998 - JUNE 30, 1999

Small Business Impact: None, CRP has had contract

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

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:

Debra M. Bensey

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

Accepted and approved by:

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: CHILD ADVOCATE OFFICE
LOCATION: SUTTON

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	4,000	4,000
*	1.00	1,200	1,200
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		5,200	

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	5,200 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	1.50 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)	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	6.00% \$25.57 of burdened DL
Standard equipment cost	4.00% \$17.05 of burdened DL
Monthly Chemical and Equipment Costs	\$42.61 per month
TOTAL MONTHLY DIRECT COSTS	\$468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	14.97%	\$70.17
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$538.93

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$53.89
WVARE Fee Rate and Monthly Fee	4.00%	\$23.71

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$616.53
ANNUALLY		\$7,398.42
Total Annual Square Foot Cost-Standard		\$1.42 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		\$1,248.00
WVARE Fee	4.00%	\$49.92
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,297.92

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$8,696.34
TOTAL MONTHLY BILLING AMOUNT		\$724.69
Total Annual Square Foot Cost-Deluxe		\$1.67 per square foot

J. CONTRACT

Vendor: PRECISION SERVICES
 Contract Period: July 1, 1998 - June 30, 1999

Small Business Impact: None, CRP 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

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: CHILD ADVOCATE OFFICE
LOCATION: MORGANTOWN**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	3,325	3,325
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		3,325	

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	3,325 square feet
Cleaning hours per day	1.50 hours/day
*Time allocation-Working Client Supervisor	0.75 hours/day
*Time allocation-Working Non-client Supervisor	0.00 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		\$97.50 Wages/month
Relief-Supervision		\$6.00 Wages/month
Client workers		\$83.69 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$5.15 Wages/month
Monthly Burdened Direct Labor Costs		\$213.07 per month
Standard chemical cost	6.00%	\$12.78 of burdened DL
Standard equipment cost	MINIMUM	\$10.00 of burdened DL
Monthly Chemical and Equipment Costs		\$22.78 per month
TOTAL MONTHLY DIRECT COSTS		\$235.86

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15%	\$35.18
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$271.04

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$27.10
WVARE Fee Rate and Monthly Fee	4.00%	\$11.93

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$310.07
ANNUALLY	\$3,720.81
Total Annual Square Foot Cost-Standard	\$1.12 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		\$798.00
WVARE Fee	4.00%	\$31.92
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$829.92

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,550.73
TOTAL MONTHLY BILLING AMOUNT	\$379.23
Total Annual Square Foot Cost-Deluxe	\$1.37 per square foot

J. CONTRACT

Vendor PACE TEC
 Contract Period JULY 1, 1998 - JUNE 30, 1999

Small Business Impact: None, CRP 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

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: OFFICE OF CHIEF MEDICAL EXAMINER

LOCATION: MORGANTOWN

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.5	672	1008.0
*	0.0	0	0.0
*	0.0	0	0.0
*	0.0	0	0.0
Number of days per week cleaned	2.0		
TOTAL ADJUSTED SQUARE FEET		1,008	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.50
*Wage Rate (Worker-Non-client)	\$5.50
*Wage Benefits	12.17%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,008 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	1.00 hours/day
*Time allocation-Client Workers (hours)	1.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	16.00 hours/year
Annual relief (Workers)	16.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$52.00 Wages/month
Relief-Supervision		\$8.00 Wages/month
Client workers		\$47.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$7.33 Wages/month
Monthly Burdened Direct Labor Costs		\$128.04 per month
Standard chemical cost	0.06	\$15.00 of burdened DL
Standard equipment cost	0.04	\$15.00 of burdened DL
Monthly Chemical and Equipment Costs		\$30.00 per month
TOTAL MONTHLY DIRECT COSTS		\$158.04

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$46.88
	7.50%	\$38.67
	5.00%	\$25.78
FULLY BURDENED COST		\$554.30

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$55.43
WVARE Fee Rate and Monthly Fee	0.00%	\$0.00
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

Paper Products	\$169.88
MONTHLY	\$779.61
ANNUALLY	\$9,355.38
Total Annual Square Foot Cost-Standard	\$1.40 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	\$1,340.00
WVARE Fee	0.00% \$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,340.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,695.38
TOTAL MONTHLY BILLING AMOUNT	\$891.28
Total Annual Square Foot Cost-Deluxe	\$1.60 per square foot

J. CONTRACT

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

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

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

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
 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: Division of Forestry
LOCATION: Fairmont

A. BUILDING DESCRIPTION

Area Description.	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	10,065	10,065
*	0.5	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		10,065	

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	13.77%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	10,065 square feet
Cleaning hours per day	5.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.50 hours/day
*Time allocation-Client Workers (hours)	2.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	40.00 hours/year
Annual relief (Workers)	40.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$297.92 Wages/month
Relief-Supervision		\$18.33 Wages/month
Client workers		\$278.96 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$17.17 Wages/month
Monthly Burdened Direct Labor Costs		\$691.12 per month
Standard chemical cost	6%	\$41.47 of burdened DL
Standard equipment cost	4%	\$27.64 of burdened DL
Monthly Chemical and Equipment Costs		\$69.11 per month
TOTAL MONTHLY DIRECT COSTS		\$760.23

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15%	\$114.03
	0%	\$0.00
	0%	\$0.00
FULLY BURDENED COST		\$874.27

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9%	\$77.77
WVARF Fee Rate and Monthly Fee	4%	\$38.08

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$990.11
ANNUALLY	\$11,881.37
Total Annual Square Foot Cost-Standard	\$1.18 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	0.0 cents/sq foot
*Number of Floor Cleanings Per Year	0 cleanings/year
Total Deluxe Floor Care Charge	\$0.00
WVARF Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$11,881.37
TOTAL MONTHLY BILLING AMOUNT	\$990.11
Total Annual Square Foot Cost-Delux	\$1.18 per square foot

J. CONTRACT

Vendor
Contract Period

Floor care will be done at .15 cents per customer request.
The Op Shop
July 1, 1998 - June 30, 1999

Small Business Impact:

None.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:


Debra M. Bensey
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: Central Avenue

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	6,700	6,700
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,700	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,700 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	6.00%	\$25.57 of burdened DL
Standard equipment cost	4.00%	\$17.05 of burdened DL
Monthly Chemical and Equipment Costs		\$42.61 per month
TOTAL MONTHLY DIRECT COSTS		\$468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$46.88
	7.50%	\$38.67
	5.00%	\$25.78
FULLY BURDENED COST		\$554.30

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$55.43
WVAF Fee Rate and Monthly Fee	4.00%	\$24.39
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

Paper Products	\$169.88
MONTHLY	\$804.00
ANNUALLY	\$9,648.05
Total Annual Square Foot Cost-Standard	\$1.44 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	\$1,340.00
WVAF Fee	4.00% \$53.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,393.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$11,041.65
TOTAL MONTHLY BILLING AMOUNT	\$920.14
Total Annual Square Foot Cost-Deluxe	\$1.65 per square foot

J. CONTRACT

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

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

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

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: IS&C Office
LOCATION: Kanawha City

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	22,400	22,400
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		22,400	

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	22,400 square feet
Cleaning hours per day	9.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	\$4.50 hours/day
*Time allocation-Client Workers (hours)	\$4.50 hours/day
*Time allocation-Non-Client Workers (hours)	\$0.00 hours/day
Annual relief (Supervisor)	\$72.00 hours/year
Annual relief (Workers)	\$72.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$585.00 Wages/month
Relief-Supervision		\$36.00 Wages/month
Client workers		\$502.13 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$30.90 Wages/month
Monthly Burdened Direct Labor Costs		\$1,278.43 per month
Standard chemical cost	6.00%	\$76.71 of burdened DL
Standard equipment cost	4.00%	\$51.14 of burdened DL
Monthly Chemical and Equipment Costs		\$127.84 per month
TOTAL MONTHLY DIRECT COSTS		\$1,406.27

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$140.63
*DBG Overhead Rate	7.00%	\$108.28
*Shawnee Hills Overhead Rate	5.50%	\$85.08
FULLY BURDENED COST		\$1,655.18

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$82.76
WVARF Fee Rate and Monthly Fee	4.00%	\$69.52

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,807.46
ANNUALLY	\$21,689.46
Total Annual Square Foot Cost-Standard	\$0.97 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot	10.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Delux Floor Care Charge	\$4,480.00
WVARF Fee	4.00% \$179.20
TOTAL ANNUAL DELUX FLOOR CARE FEE	\$4,659.20
Parking Lot Care	600.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$26,948.66
TOTAL MONTHLY BILLING AMOUNT	\$2,245.72
Total Annual Square Foot Cost-Delux	\$1.20 per square foot

J. CONTRACT

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

Small Business Impact: None. Shawnee currently 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
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: OFFICE OF MINERS HEALTH, SAFETY & TRAINING
LOCATION: CHARLESTON

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	7,713	7,713
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		7,713	

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	7,713 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	1.50 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)	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	6.00%	\$25.57 of burdened DL
Standard equipment cost	4.00%	\$17.05 of burdened DL
Monthly Chemical and Equipment Costs		\$42.61 per month
TOTAL MONTHLY DIRECT COSTS		\$468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$46.88
	7.50%	\$3.20
	5.00%	\$25.78
FULLY BURDENED COST		\$518.83

F. MONTHLY PROFIT AND FEES

Profit Rate and Monthly Profit	10.00%	\$51.88
WVAF Fee Rate and Monthly Fee	4.00%	\$22.83

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$593.54
ANNUALLY	\$7,122.47
Total Annual Square Foot Cost-Standard	\$0.92 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$940.52
WVAF Fee	4.00% \$37.62
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$978.14

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,100.62
TOTAL MONTHLY BILLING AMOUNT	\$675.05
Total Annual Square Foot Cost-Deluxe	\$1.05 per square foot
Fiscal Year July 1, 1997 - June 30, 1998	\$634.81 \$7,617.76

J. CONTRACT

Vendor SHAWNEE HILLS
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None, CRP 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

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 Motor Vehicles
LOCATION: Bridgeport

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	7,000	7,000
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		7,000	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	7,000 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	227.50 Wages/month
Relief-Supervision	14.00 Wages/month
Client workers	195.27 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	12.02 Wages/month
Monthly Burdened Direct Labor Costs	497.17 per month
Standard chemical cost	6.00% 29.83 of burdened DL
Standard equipment cost	4.00% 19.89 of burdened DL
Monthly Chemical and Equipment Costs	49.72 per month
TOTAL MONTHLY DIRECT COSTS	546.88

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	109.38
FULLY BURDENED COST		656.26

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	65.63
WVARE Fee Rate and Monthly Fee	4.00%	28.88

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$750.76
ANNUALLY	\$9,009.12
Total Annual Square Foot Cost-Standard	\$1.29 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	\$1,400.00
WVARE Fee	4.00% \$56.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,456.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,465.12
TOTAL MONTHLY BILLING AMOUNT	\$872.09
Total Annual Square Foot Cost-Deluxe	\$1.50 per square foot

J. CONTRACT

Vendor Harrison County Sheltered Workshop
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None.

Notes:

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

WVARE 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:

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

Accepted and approved by:

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 Motor Vehicles
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
I. Offices	1.00	6,450	6,450
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		6,450	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,450 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	6.00%	25.57 of burdened DL
Standard equipment cost	4.00%	17.05 of burdened DL
Monthly Chemical and Equipment Costs		42.61 per month
TOTAL MONTHLY DIRECT COSTS		468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	93.75
FULLY BURDENED COST		562.51

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	56.25
WVARE Fee Rate and Monthly Fee	4.00%	24.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$643.51
ANNUALLY	\$7,722.10
Total Annual Square Foot Cost-Standard	\$1.20 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	\$1,548.00
WVARE Fee	4.00% \$61.92
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,609.92

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER **\$9,332.02**
 TOTAL MONTHLY BILLING AMOUNT **\$777.67**
 Total Annual Square Foot Cost-Deluxe **\$1.45 per square foot**

J. CONTRACT

Vendor _____ Goodwill / Huntington
 Contract Period _____ July 1, 1998 - June 30, 1999

Small Business Impact: None, have 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

WVARE 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:

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

Accepted and approved by:

 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 Motor Vehicles
LOCATION: Kanawha Mall

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	3,216	3,216
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		3,216	

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	15.00%
*Other Fringe Benefits	0.00

C. DAILY STAFFING PLAN

1.40

Total Adjusted Square Feet	3,216 square feet
Cleaning hours per day	1.40 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.70 hours/day
*Time allocation-Client Workers (hours)	0.70 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	11.20 hours/year
Annual relief (Workers)	11.20 hours/year

D. MONTHLY DIRECT COSTS

Supervision	91.00 Wages/month
Relief-Supervision	5.60 Wages/month
Client workers	78.11 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	4.81 Wages/month
Monthly Burdened Direct Labor Costs	204.88 per month
Standard chemical cost	6.00% 12.29 of burdened DL
Standard equipment cost	4.00% 8.20 of burdened DL
Monthly Chemical and Equipment Costs	20.49 per month
TOTAL MONTHLY DIRECT COSTS	225.37

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	45.07
	0.00%	0.00
	0.00%	0.00
FULLY BURDENED COST		270.44

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	27.04
WVARE Fee Rate and Monthly Fee	4.00%	11.90

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$309.39
ANNUALLY	\$3,712.62
Total Annual Square Foot Cost-Standard	\$1.15 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	\$1,093.44
WVARE Fee	4.00% \$43.74
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,137.18

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,849.80
TOTAL MONTHLY BILLING AMOUNT	\$404.15
Total Annual Square Foot Cost-Deluxe	\$1.51 per square foot

J. CONTRACT

Vendor	Goodwill of Kanawha Valley
Contract Period	July 1, 1998 - June 30, 1999

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 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:

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

Accepted and approved by:

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 Motor Vehicles
LOCATION: Logan

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	6,600	6,600
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		6,600	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,600 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	6.00%	25.57 of burdened DL
Standard equipment cost	4.00%	17.05 of burdened DL
Monthly Chemical and Equipment Costs		42.61 per month
TOTAL MONTHLY DIRECT COSTS		468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	93.75
FULLY BURDENED COST		
		562.51

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	56.25
WVARE Fee Rate and Monthly Fee	4.00%	24.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$643.51
ANNUALLY	\$7,722.10
Total Annual Square Foot Cost-Standard	\$1.17 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	\$1,584.00
WVARE Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,647.36

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,369.46
TOTAL MONTHLY BILLING AMOUNT	\$780.79
Total Annual Square Foot Cost-Deluxe	\$1.42 per square foot

J. CONTRACT

Vendor Wyoming County Sheltered Workshop
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None.

Notes:

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

WVARE 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:

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

Accepted and approved by:

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 Motor Vehicles
LOCATION: Martinsburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	4,000	4,000
*	1.00	2,515	2,515
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		6,515	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,515 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	6.00%	25.57 of burdened DL
Standard equipment cost	4.00%	17.05 of burdened DL
Monthly Chemical and Equipment Costs		42.61 per month
TOTAL MONTHLY DIRECT COSTS		468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	93.75
FULLY BURDENED COST		562.51

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	56.25
WVARE Fee Rate and Monthly Fee	4.00%	24.75

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$643.51
ANNUALLY	\$7,722.10
Total Annual Square Foot Cost-Standard	\$1.19 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	13 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,651.06
WVARE Fee	4.00% \$66.04
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,717.10

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,439.20
TOTAL MONTHLY BILLING AMOUNT	\$786.60
Total Annual Square Foot Cost-Deluxe	\$1.45 per square foot

J. CONTRACT

Vendor	EPTC
Contract Period	July 1, 1998 - June 30, 1999

Small Business Impact: None, have 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

WVARE agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and approved by:

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

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

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

CUSTOMER: Department of Motor Vehicles
LOCATION: Moundsville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	913	913
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		913	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	913 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	65.00 Wages/month
Relief-Supervision	4.00 Wages/month
Client workers	55.79 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	3.43 Wages/month
Monthly Burdened Direct Labor Costs	142.05 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	162.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	32.41
FULLY BURDENED COST		194.46

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	19.45
WVARE Fee Rate and Monthly Fee	4.00%	8.56

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$222.46
ANNUALLY	\$2,669.50
Total Annual Square Foot Cost-Standard	\$2.92 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	\$273.90
WVARE Fee	4.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$284.86

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,954.36
TOTAL MONTHLY BILLING AMOUNT	\$246.20
Total Annual Square Foot Cost-Deluxe	\$3.24 per square foot

J. CONTRACT

Vendor	Adena - Moundsville
Contract Period	July 1, 1998 - June 30, 1999

Small Business Impact: None, new office

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 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:

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

Accepted and approved by:

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 Motor Vehicles
LOCATION: Teays Valley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	8,000	8,000
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		8,000	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	8,000 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		227.50 Wages/month
Relief-Supervision		14.00 Wages/month
Client workers		195.27 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		12.02 Wages/month
Monthly Burdened Direct Labor Costs		497.17 per month
Standard chemical cost	6.00%	29.83 of burdened DL
Standard equipment cost	4.00%	19.89 of burdened DL
Monthly Chemical and Equipment Costs		49.72 per month
TOTAL MONTHLY DIRECT COSTS		546.88

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	109.38
FULLY BURDENED COST		656.26

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	65.63
WVARE Fee Rate and Monthly Fee	4.00%	28.88

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$750.76
ANNUALLY	\$9,009.12
Total Annual Square Foot Cost-Standard	\$1.13 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	11 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,690.80
WVARE Fee	4.00% \$67.63
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,758.43

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,767.55
TOTAL MONTHLY BILLING AMOUNT	\$897.30
Total Annual Square Foot Cost-Deluxe	\$1.35 per square foot

J. CONTRACT

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

Small Business Impact: None.

Notes:

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

WVARE 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:

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

Accepted and approved by:

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 Motor Vehicles
LOCATION: 1600 Washington Street East

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
1. Offices	1.00	2,200	2,200
* _____	0.00	0	0
* _____	0.00	0	0
* _____	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		2,200	

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 Fringe Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	65.00 Wages/month
Relief-Supervision	4.00 Wages/month
Client workers	55.79 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	3.43 Wages/month
Monthly Burdened Direct Labor Costs	142.05 per month
Standard chemical cost	6.00% 8.52 of burdened DL
Standard equipment cost	4.00% 5.68 of burdened DL
Monthly Chemical and Equipment Costs	14.20 per month
TOTAL MONTHLY DIRECT COSTS	156.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	15.63
	7.00%	12.03
	5.50%	9.45
FULLY BURDENED COST		193.36

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	19.34
WVARE Fee Rate and Monthly Fee	4.00%	8.51

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$221.21
ANNUALLY	\$2,654.47
Total Annual Square Foot Cost-Standard	\$1.21 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	\$440.00
WVARE Fee	4.00% \$17.60
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$457.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER **\$3,112.07**
 TOTAL MONTHLY BILLING AMOUNT **\$259.34**
 Total Annual Square Foot Cost-Deluxe **\$1.41 per square foot**

J. CONTRACT

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

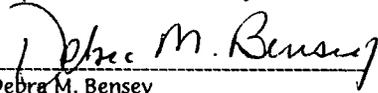
Small Business Impact: None, have had contract.

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

WVARE 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:


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

Accepted and approved by:

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

CUSTER: Public Service Commission

LOCAON: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	43,850	43850.00
*	0.0	0	0.00
*	0.0	0	0.00
*	0.0	0	0.00
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		43,850	

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	14.15%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	43,850 square feet
Cleaning hours per day	20.00 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)	12.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	192.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$953.33 Wages/month
Relief-Supervision		\$58.67 Wages/month
Client workers		\$1,339.00 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$82.40 Wages/month
Monthly Burdened Direct Labor Costs		\$2,750.95 per month
Standard chemical cost	6.00%	\$165.06 of burdened DL
Standard equipment cost	4.00%	\$110.04 of burdened DL
Monthly Chemical and Equipment Costs		\$275.09 per month
TOTAL MONTHLY DIRECT COSTS		\$3,026.04

OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$453.91
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$3,479.95

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	8.50%	\$295.80
WVARF Fee Rate and Monthly Fee	4.00%	\$151.03

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,926.77
ANNUALLY	\$47,121.26
Total Annual Square Foot Cost-Standard	\$1.07 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	0.04	\$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$47,121.26
TOTAL MONTHLY BILLING AMOUNT	\$3,926.77
Total Annual Square Foot Cost-Delux	\$1.07 per square foot

J. CONTRACT

Vendor: Goodwill of Kanawha Valley
 Contract Period: 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: Division of Rehabilitation -
LOCATION: Institute

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Number of Supervisors	Number of Workers
Cafeteria		N/A	1	5
Men's Dorm		N/A	0	5
LSAB, Chapel		120,045	1	8
# of days per week cleaned		5		

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	14.15%
*Other Fringe Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	square feet
Cleaning hours per day	156.25 hours/day
*Time allocation-Working Client Supervisor	7.25 hours/day
*Time allocation-Working Non-client Supervisor	7.25 hours/day
*Time allocation-Client Workers (hours)	141.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	232.00 hours/year
Annual relief (Workers)	2384.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$1,885.00	Wages/month
Relief-Supervision	\$116.00	Wages/month
Client workers	\$15,816.94	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$1,023.13	Wages/month
Monthly Burdened Direct Labor Costs	\$21,190.74	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	\$21,190.74	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$3,178.61
*	0.00%	\$0.00
*	0.00%	\$0.00
FULLY BURDENED COST		\$24,369.36

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3.25%	\$792.00
WVARF Fee Rate and Monthly Fee	4.00%	\$1,006.45

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$26,167.81
ANNUALLY	\$314,013.76

Period ending June 30, 1998	\$25,010.71			
Increasing Workers Comp. & Unemployment	\$25,275.91	\$303,310.92	\$25,932.76	\$311,193.12
Increasing Supervisor from \$5.50 - \$6.00	\$25,510.97	\$306,131.64	\$26,167.81	\$314,013.72
Contract Year	July 1, 1998 - June 30, 1999			

4 Hour Worker
Added to Contract
\$25,932.76 \$311,193.12
~~\$26,167.81~~ \$314,013.72

H. CONTRACT

Vendor	Goodwill - Kanawha Valley	supervisor \$27,578.12	27358.35
Contract Period	July 1, 1998 - June 30, 1999	26167.81	26167.81
		1410.31	\$1,190.54 to add one janitor 1410.31

Small Business Impact: Renewal

Notes:

1. Disposable, chemicals, 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 work week of 36.25 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:

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

Accepted and approved by:

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

28,548.89 adding 2 worker
\$342,586.68

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

CUSTOMER: Division of Rehabilitation - Grounds Maintenance
LOCATION: Institute

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
	0.0	0	0
	0.0	0	0
	0.0	0	0
# of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		0	

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	14.15%
*Other Fringe Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0 square feet
Working hours per day	29.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	7.25 hours/day
*Time allocation-Client Workers (hours)	21.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	116.00 hours/year
Annual relief (Workers)	464.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$942.50	Wages/month
Relief-Supervision	\$58.00	Wages/month
Client workers	\$2,426.94	Wages/month
Non-client Workers	\$0.00	Wages/month
Relief-Workers	\$199.13	Wages/month
Monthly Burdened Direct Labor Costs	\$4,091.19	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	\$4,091.19	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$613.68
*	0.00%	\$0.00
*	0.00%	\$0.00
FULLY BURDENED COST		\$4,704.87

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$470.49
WVAF Fee Rate and Monthly Fee	4.00%	\$207.01

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$5,382.37
ANNUALLY		\$64,588.46
July 1, 1997 - June 30, 1998	\$5,326.07	
July 1, 1998 - June 30, 1999	\$5,382.37	\$64,588.44
***Increase due to increase in Workers Comp. and Unemployment Rates		
	July 1, 1998 - June 30, 1999	\$64,588.44

Any additional Grounds Workers would be available at \$8.48 per hour.
 When the four Ground Maintenance Employees could not work outside, they would be moved inside as Maintenance Workers.

H. CONTRACT

Vendor: Goodwill - Kanawha Valley
 Contract Period: July 1, 1997 - June 30, 1998

Small Business Impact: Renewal

Notes:

1. Disposable, chemicals, 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 work week of 36.25 hours

WVAF 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:

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

Accepted and approved by:

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: DRS
LOCATION: Elkins

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,500	1,500
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,500	

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	1,500 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	65.00 Wages/month
Relief-Supervision	4.00 Wages/month
Client workers	55.79 Wages/month
Non-client Workers	0.00 Wages/month
Relief-Workers	3.43 Wages/month
Monthly Burdened Direct Labor Costs	142.05 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	162.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$32.41
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$194.46

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	13%	25.84
WVARF Fee Rate and Monthly Fee	4%	8.81

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		229.11
ANNUALLY		2749.27
Total Annual Square Foot Cost-Standard		\$1.83 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$450.00
WVARF Fee	4.00%	\$18.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$468.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,217.27
TOTAL MONTHLY BILLING AMOUNT		\$268.11
Total Annual Square Foot Cost-Deluxe		\$2.14 per square foot

July 1, 1998 - June 30, 1999	MONTHLY \$268.11	\$3,217.27
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$3,217.27

J. CONTRACT

Vendor
Contract Period

Randolph County Sheltered WorkshoWorkshop
July 1, 1998 - June 30, 1999

Small Business Impact: None, CRP has had this 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: DRS
LOCATION: Keyser

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,800	1,800
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,800	

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	1,800 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		97.50 Wages/month
Relief Supervision		6.00 Wages/month
Client workers		83.69 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		5.15 Wages/month
Monthly Burdened Direct Labor Costs		213.07 per month
Standard chemical cost	6.00%	12.78 of burdened DL
Standard equipment cost	4.00%	8.52 of burdened DL
Monthly Chemical and Equipment Costs		21.31 per month
TOTAL MONTHLY DIRECT COSTS		234.38

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$46.88
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$281.25

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	28.13
WVARF Fee Rate and Monthly Fee	4.00%	12.38

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		321.75
ANNUALLY		3861.05
Total Annual Square Foot Cost-Standard		\$2.15 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$540.00
WVARF Fee	4.00%	\$21.60
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$561.60

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$4,422.65
TOTAL MONTHLY BILLING AMOUNT		\$368.55
Total Annual Square Foot Cost-Deluxe		\$2.46 per square foot

	MONTHLY	
July 1, 1998 - June 30, 1999	\$368.55	\$4,422.65
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$4,422.65

J. CONTRACT

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

Small Business Impact: None, CRP has had this 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
 Director of Operations

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

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

CUSTOMER: DRS
LOCATION: Logan

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,750	1,750
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,750	

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	1,750 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		65.00 Wages/month
Relief-Supervision		4.00 Wages/month
Client workers		55.79 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.43 Wages/month
Monthly Burdened Direct Labor Costs		142.05 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		162.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$32.41
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$194.46

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	15.10%	29.35
WVARF Fee Rate and Monthly Fee	4.00%	8.95

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		232.76
ANNUALLY		2793.15
Total Annual Square Foot Cost-Standard		\$1.60 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$525.00
WVARF Fee	4.00%	\$21.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$546.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,339.15
TOTAL MONTHLY BILLING AMOUNT		\$278.26
Total Annual Square Foot Cost-Deluxe		\$1.91 per square foot

July 1, 1998 - June 30, 1999	\$278.26	\$3,339.15
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$3,339.15

J. CONTRACT

Vendor: Wyoming County Sheltered Workshop Workshop
 Contract Period: July 1, 1998 - June 30, 1999

Small Business Impact: None, Wyoming has had this contr

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
 of Commodities and Services from the Handicapped

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

CUSTOMER: DRS

LOCATION:

Mullins

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,512	1,512
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		1,512	

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	1,512 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		32.50 Wages/month
Relief-Supervision		10.00 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		87.62 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		107.62

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$21.52
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$129.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	12.91
WVARF Fee Rate and Monthly Fee	4.00%	5.68

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		147.74
ANNUALLY		1772.93
Total Annual Square Foot Cost-Standard		\$1.17 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$362.88
WVARF Fee	4.00%	\$14.52
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$377.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,150.32
TOTAL MONTHLY BILLING AMOUNT		\$179.19
Total Annual Square Foot Cost-Deluxe		\$1.42 per square foot

	MONTHLY	
July 1, 1998 - June 30, 1999	\$179.19	\$2,150.32
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$2,150.32

J. CONTRACT

Vendor Wyoming County Sheltered Workshop Workshop
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None, Wyoming has had this contract.

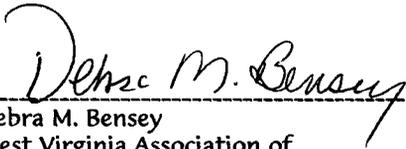
Notes:

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
 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: DRS
LOCATION:
New Martinsville
A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,148	1,148
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		1,148	

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	1,148 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		32.50 Wages/month
Relief-Supervision		10.00 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		87.62 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		0.00 per month
TOTAL MONTHLY DIRECT COSTS		87.62

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$17.52
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$105.15

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	25.00%	\$26.29
WVARF Fee Rate and Monthly Fee	4.00%	\$5.26

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$136.69
ANNUALLY		\$1,640.29
Total Annual Square Foot Cost-Standard		\$1.43 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$275.52
WVARF Fee	4.00%	\$11.02
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$286.54

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,926.83
TOTAL MONTHLY BILLING AMOUNT		\$160.57
Total Annual Square Foot Cost-Delux		\$1.68 per square foot

	MONTHLY	
FISCAL YEAR JULY 1, 1998 - JUNE 30, 1999	\$160.57	\$1,926.83

J. CONTRACT

Vendor Adena
 Contract Period JULY 1, 1998 - JUNE 30, 1999

Small Business Impact: Adena 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: DRS
LOCATION: Spencer

A. BUILDING DESCRIPTION

Area Description -	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,200	1,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	I		
TOTAL ADJUSTED SQUARE FEET		1,200	

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	1,200 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		39.00 Wages/month
Relief-Supervision		12.00 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		105.15 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		125.15

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$25.03
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$150.18

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	15.02
WVARF Fee Rate and Monthly Fee	4%	6.61

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		171.80
ANNUALLY		2061.62
Total Annual Square Foot Cost-Standard		\$1.72 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$288.00
WVARF Fee	4.00%	\$11.52
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$299.52

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$2,361.14
TOTAL MONTHLY BILLING AMOUNT		\$196.76
Total Annual Square Foot Cost-Deluxe		\$1.97 per square foot

July 1, 1998 - June 30, 1999	MONTHLY \$196.76	\$2,361.14
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$2,361.14

J. CONTRACT

Vendor
Contract Period

Jackson County Developmental Cental Center
July 1, 1998 - June 30, 1999

Small Business Impact: None JCDC 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 of Services from the Handicapped

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

CUSTOMER: DRS
LOCATION: Summersville

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,636	1,636
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,636	

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	1,636 square feet
Cleaning hours per day	0.75 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.38 hours/day
*Time allocation-Client Workers (hours)	0.38 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	6.00 hours/year
Annual relief (Workers)	6.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		48.75 Wages/month
Relief-Supervision		3.00 Wages/month
Client workers		41.84 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		2.58 Wages/month
Monthly Burdened Direct Labor Costs		106.54 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		106.54

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$21.31
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$127.84

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	12.78
WVARF Fee Rate and Monthly Fee	4%	5.63

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		146.25
ANNUALLY		1755.02
Total Annual Square Foot Cost-Standard		\$1.07 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		0.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$0.00
WVARF Fee	0.00%	\$0.00
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$1,755.02
TOTAL MONTHLY BILLING AMOUNT		\$146.25
Total Annual Square Foot Cost-Deluxe		\$1.07 per square foot

July 1, 1998 - June 30, 1999	MONTHLY \$146.25	\$1,755.02
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$1,755.02

J. CONTRACT

Vendor: Nicholas County Sheltered Workshop
 Contract Period: July 1, 1998 - June 30, 1999

Small Business Impact: None, CRP has had this 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
 of Commodities and Services from the Handicapped

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

CUSTOMER: DRS
LOCATION: Weirton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,200	2,200
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		2,200	

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	2,200 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		65.00 Wages/month
Relief-Supervision		4.00 Wages/month
Client workers		55.79 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.43 Wages/month
Monthly Burdened Direct Labor Costs		142.05 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		162.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$32.41
*DBG Overhead Rate	0.00%	\$0.00
*Shawnee Hills Overhead Rate	0.00%	\$0.00
FULLY BURDENED COST		\$194.46

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	19.19
WVARF Fee Rate and Monthly Fee	4%	8.55

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		222.20
ANNUALLY		2666.35
Total Annual Square Foot Cost-Standard		\$1.21 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$660.00
WVARF Fee	4.00%	\$26.40
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$686.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,352.75
TOTAL MONTHLY BILLING AMOUNT		\$279.40
Total Annual Square Foot Cost-Deluxe		\$1.52 per square foot

	MONTHLY	
July 1, 1998 - June 30, 1999	\$279.40	\$3,352.75
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$3,352.75

J. CONTRACT

Vendor Hancock County Sheltered Workshop
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None, CRP has had this 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: DRS
LOCATION: Williamson

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,560	1,560
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		1,560	

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	1,560 square feet
Cleaning hours per day	1.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	0.50 hours/day
*Time allocation-Client Workers (hours)	0.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	8.00 hours/year
Annual relief (Workers)	8.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		65.00 Wages/month
Relief-Supervision		4.00 Wages/month
Client workers		55.79 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		3.43 Wages/month
Monthly Burdened Direct Labor Costs		142.05 per month
Standard chemical cost	6.00%	8.52 of burdened DL
Standard equipment cost	4.00%	6.02 of burdened DL
Monthly Chemical and Equipment Costs		14.55 per month
TOTAL MONTHLY DIRECT COSTS		156.59

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$31.32
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$187.91

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	25%	46.98
WVARF Fee Rate and Monthly Fee	4%	9.40

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		244.29
ANNUALLY		2931.42
Total Annual Square Foot Cost-Standard		\$1.88 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		12.0 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$374.40
WVARF Fee	4.00%	\$14.98
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$389.38

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$3,320.80
TOTAL MONTHLY BILLING AMOUNT		\$276.73
Total Annual Square Foot Cost-Deluxe		\$2.13 per square foot

July 1, 1998 - June 30, 1999	MONTHLY \$276.73	\$3,320.80
FISCAL YEAR - JULY 1, 1998 - JUNE 30, 1999		\$3,320.80

J. CONTRACT

Vendor Wyoming County Opportunity Workal Center
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact: None, Wyoming Co. 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

WVARF Routing Slip		Date
To Deb		Location
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Note & Return		For Your Signature
Note & See Me		For Your Approval
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Answer: For My Signature		For Your Comments

Remarks

In better form this was
sent to Feels.

Mr James Teets, Chief of Staff

Dear Mr. Teets:

At the March meeting of the Committee for the Purchase of Commodities and Services from the Handicapped (Governor's Committee), it was recommended that you be invited to attend the next or if not possible, a future meeting to provide guidance relative to concerns and questions about state agencies' budget- forming procedures.

In the short time span of service by this Committee, there have been several discussions about the contracts that fall under the State Use Program, and the wages and fringe benefits afforded the workers thereby employed. Since the state agencies must pay for the contracted services in question, there is routine resistance to granting contract increases for any reason if their budgets have not been increased proportionately. You were suggested as the state official who was best positioned to offer advice on these issues.

It would be most helpful if you or an appropriate representative could attend a meeting to address these concerns with the Committee. The next meeting of the Governor's Committee is scheduled for April 29, 1998 in the Small Conference Room at West Virginia Rehabilitation Center in Institute. If additional information related to this request is needed, or if you have suggestions for some other official to meet with the Committee, please let me know. I look forward to hearing from you.

Sincerely,

Stephen R. King
Executive Director

COMMODITIES AND SERVICES FROM HANDICAPPED § 5A-3A-1

shall be liable for payment of interest owed by another state agency under this section.

(e) Any other state agency charged by law with processing a state agency's requisition for payment of a legitimate uncontested invoice shall either process the claim or reject it for good cause within ten days after such state agency receives it. Failure to comply with the requirements of this subsection shall render such state agency liable for payment of the interest mandated by this section when there is a failure to promptly pay a legitimate uncontested invoice: Provided, That no such state agency shall be liable for payment of interest owed by another state agency under this section.

(f) For purposes of this section, the phrase "state agency" means any agency, department, board, office, bureau, commission, authority or any other entity of state government.

(g) This section may be cited as the "Prompt Pay Act of 1990." (1990, c. 2.)

ARTICLE 3A.

CENTRAL NONPROFIT COORDINATING AGENCY AND COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED.

- Sec. 5A-3A-1. Purpose.
5A-3A-2. Central nonprofit agency.
5A-3A-3. Committee for the purchase of commodities and services from the handicapped.
5A-3A-4. Responsibilities of the committee
Sec. for the purchase of commodities and services from the handicapped.
5A-3A-5. Rules.
5A-3A-6. Exceptions.

Revision of article. - Acts 1990, c. 2, amended and reenacted this article substituting present §§ 5A-3A-1 to 5A-3A-6 for former §§ 5A-3A-1 to 5A-3A-6 (enacted by Acts 1989, c. 78), concerning the central nonprofit coordinating agency and committee for the purchase of commodities and services for the handi-

capped. Although similar in many respects to former §§ 5A-3A-1 to 5A-3A-6, the new provisions are sufficiently different that a detailed explanation of the changes and the retention of historical citations from the former laws was impracticable.

START

§ 5A-3A-1. Purpose.

The purpose of this article is to further the state's policy of encouraging disabled persons to achieve maximum personal independence by engaging in productive activities and in addition to provide state agencies, institutions and political subdivisions with a method for achieving conformity with purchasing procedures and requirements of nondiscrimination, affirmative action, in employment matters related to disabled persons. (1990, c. 2.)

§ 5A-3A-2**DEPARTMENT OF ADMINISTRATION****§ 5A-3A-2. Central nonprofit agency.**

A central nonprofit agency approved by the director of the division of rehabilitation services is established for the purpose of coordinating purchases under the provisions of section ten (§ 5A-3-10), article three of this chapter, between various "spending units" of the state and "nonprofit workshops." This agency shall have the following responsibilities:

- (a) Represent qualified nonprofit workshops in dealing with state purchasing agents and the other bodies charged with purchasing responsibilities;
- (b) Evaluating the qualifications and capabilities of workshops and entering, as necessary, into contracts with government procuring entities for the furnishing of the commodities or services provided by the workshops;
- (c) Overseeing workshops to ensure compliance with contract performance and quality standards; list the commodities and services of participating workshops, research and assist the workshops in developing new products and upgrading existing ones, and shall survey applicable private industry to provide input on fair market prices; and
- (d) Present an annual report for each fiscal year concerning the operations of its nonprofit workshops to the director of the division of rehabilitation services. (1990, c. 2.)

§ 5A-3A-3. Committee for the purchase of commodities and services from the handicapped.

(a) The committee for the purchase of commodities and services from the handicapped is hereby created as a part of the department of administration and shall be composed of the following six members who are to be appointed by the governor with the advice and consent of the Senate: A private citizen who is conversant with the problems incidental to the employment of handicapped persons; a representative of a producing nonprofit workshop; a representative of the division of rehabilitation services; a representative of the department of administration who is knowledgeable in the purchasing requirements of the state; a representative of private business who is knowledgeable in the activities involved in the sale of commodities or services to governmental entities; and a representative of organized labor who is knowledgeable in matters relating to employment of the disabled. The governor shall appoint one member to serve as chairperson.

(b) Members of the committee are appointed to serve two-year terms expiring on the thirty-first day of January of odd-numbered years. Members who are not state employees shall receive compensation for their service of fifty dollars per day for each day actually engaged in the work of the committee and all members shall receive reimbursement by the state for expenses incurred in performing their duties as members.

(c) The committee shall have as an executive secretary the person charged with program management in section ten (§ 5A-3-10), article three of this chapter. The executive secretary shall be responsible for the day-to-day management of the committee and shall coordinate with the central nonprofit

agency to
chapter.

§ 5A-3A

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§ 5A-3A

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COMMODITIES AND SERVICES FROM HANDICAPPED § 5A-3A-5

agency to perform the duties outlined in section ten, article three of this chapter. (1990, c. 2.)

§ 5A-3A-4. Responsibilities of the committee for the purchase of commodities and services from the handicapped.

The committee shall have the following duties and responsibilities:

(a) Determining the fair market price of all commodities, printing and services produced by nonprofit workshops and offered for sale by the central nonprofit agency to the various departments and political subdivisions of the state. Prices shall be revised periodically to reflect changing market conditions.

(b) Monitoring the activities of the central nonprofit agency to assure that the interests of the state's handicapped citizens are advanced by the agency. The committee shall make rules necessary to monitor the agency as well as matters related to the state's use of the products and services produced by the handicapped. Except as stated in section ten [§ 5A-3-10], article three of this chapter, rules shall reflect agreement with the policies and procedures established by the state's purchasing units.

(c) Monitoring the performance of the central nonprofit agency to see that the commodities and services produced meet state specifications (or in the absence of specifications meet standards in use by the federal government or industry) as to quality and delivery. The committee shall provide procedures for formal and informal resolution of provider and consumer grievances or complaints.

(d) Maintaining records pertaining to its activities under the act including records of sales, formal grievances, number of handicapped workers employed, a summary of disabilities for workers providing services, a list of workshop products and services, and the geographic distribution of provider workshops. On or before the first day of January of each year the committee shall file with the governor and the presiding officer of each house of the Legislature a written report summarizing the above records and giving a detailed accounting for all funds received and disbursed by the committee during the preceding year. (1990, c. 2.)

§ 5A-3A-5. Rules.

The committee may adopt rules for the implementation, extension, administration, or improvement of the program authorized by this article. (1990, c. 2.)

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§ 5A-3A-6

DEPARTMENT OF ADMINISTRATION

§ 5A-3A-6. Exceptions.

Exceptions from the operation of the mandatory provisions of section ten (§ 5A-3-10), article three of this chapter may be made in any case where the commodity or printing so produced or provided does not meet the reasonable requirements of the purchasing unit, cannot be reasonably provided by a nonprofit workshop in the opinion of the committee or the central nonprofit agency, or is not of a fair market price and of like quality to other commodities or printing otherwise available as determined by the director of purchasing with the advice of the committee for the purchase of commodities and services from the handicapped. No spending unit may evade the intent of this section when required goods or services are reasonably available from nonprofit workshops. (1990, c. 2.)

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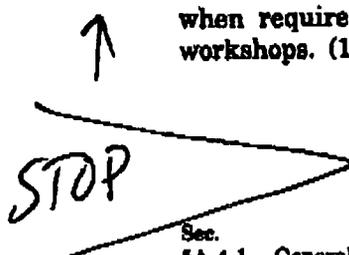
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§ 5A

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ARTICLE 4.

GENERAL SERVICES DIVISION.



- Sec. 5A-4-1. General services division; director.
- 5A-4-2. Care, control and custody of capitol buildings and grounds.
- 5A-4-3. Security officers; appointment; oath; carrying weapons; powers and duties generally, etc.
- 5A-4-4. Unlawful to kill or molest animals,

- Sec. birds or fowls upon grounds of capitol; powers and duties of security officers; penalties.
- 5A-4-5. Regulation of parking on state-owned property in Charleston; penalties; jurisdiction.

Revision of article. — Acts 1990, c. 2, amended and reenacted this article substituting present §§ 5A-4-1 to 5A-4-5 for former §§ 5A-4-1, 5A-4-1a, 5A-4-2 to 5A-4-7 (enacted by Acts 1933, 2nd Ex. Sess., c. 85, §§ 1-4 and amended by Acts 1947, c. 33; 1951, c. 12; 1957, c. 52; 1961, c. 132; 1963, c. 143; 1965, c. 45;

1969, c. 13; 1978, c. 45; 1983, c. 93), concerning the general services division. Although similar in many respects to former §§ 5A-4-1, 5A-4-1a, 5A-4-2 to 5A-4-7, the new provisions are sufficiently different that a detailed comparison of the changes and the retention of historical citations from the former laws was impracticable.

§ 5A-4-1. General services division; director.

There is hereby created a new general services division of the department of administration for the purpose of having the care, custody and control of the capitol buildings. The division shall be under the supervision of a director. (1990, c. 2.)

§ 5A-4-2. Care, control and custody of capitol buildings and grounds.

The director shall be charged with the full responsibility for the care, control and custody of the capitol buildings and in this connection he shall:
(1) Furnish janitorial services, such services to be provided by employees of the department of administration for the main capitol building, including east

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**TITLE 186
PROCEDURAL RULE
GOVERNOR'S COMMITTEE
FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED**

**SERIES 2
VIOLATIONS AND GRIEVANCES**

§186-2-1. General.

1.1. Scope. -- The scope of these procedural rules involves the handling of violations and grievances by the Committee for the Purchase of Commodities and Services from the Handicapped, "Committee."

1.2. Authority. -- W. Va. Code §5A-3A-4.

1.3. Filing Date. -- September 18, 1990.

1.4. Effective Date. -- October 19, 1990.

§186-2-2. Violations.

2.1. Generally. -- When any regulation of the Committee or any of the applicable sections of the West Virginia Code has been violated, the following actions may be taken by the Committee:

2.1.1. In the event an alleged violation by a State purchasing agent is presented to the Committee, the agent shall be provided with information to correct the violation. If the alleged violation is deemed serious, the Committee, or a designee of the Committee, may conduct a conference with all parties involved, and report the findings to the Director of Purchasing for appropriate action.

2.1.2. In the event of an alleged violation by a participating workshop or rehabilitation facility, the Committee shall notify the participating workshop or rehabilitation facility of the violation and afford it an opportunity to submit a statement of facts and any other pertinent information.

2.1.2.a. Upon receipt of the statement of facts and any other pertinent information from the participating workshop or rehabilitation facility, the CNA shall also submit a statement of facts and any other pertinent information to the Committee, if requested.

2.1.2.b. The Committee shall issue a ruling on the materials submitted, unless a hearing is requested. Upon request that a hearing be held, the hearing shall be conducted in accordance with Section 4 of these regulations.

2.2. Violations by CNA. -- In the event of an alleged violation of the regulations of the Committee or the pertinent provisions of the West Virginia Code or in matters of serious breach of duty by the Central Nonprofit Agency, "CNA", the Committee may recommend appropriate disciplinary action to the Director of the Division of Rehabilitation Services.

2.3. Cancellation of Contract.

2.3.1. A contract with a workshop or rehabilitation facility may be canceled by the CNA for non-compliance with the terms and conditions of the contract, such as failure to meet State specifications, quality assurance standards, quantity or delivery requirements, or payment of obligations to materials vendors or the CNA. Prior to any contract cancellation, the facility shall be informed of the problem and given a reasonable period of time to correct the non-compliance. A facility may protest to the Committee a cancellation by the CNA in the form of a grievance.