

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

Minutes

June 24, 1998

**Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia**

The meeting of the Committee for the Purchase of Commodities and Services for the Handicapped was called to order by Lee Dixon. In attendance were Tom Bell, Janice Holland, Steve King, Debra Bensey, Chris Miller & Deloris Wilder. Linda Maniak, William Charnock and Jack McComas was absent from the meeting. Guest in attendance was Michael Cromier, President, SW Resources, Inc. and President of WVARF.

Lee Dixon made a motion to approve the minutes. Janice Holland seconded the motion.

The financial report was given by Janice Holland indicating a balance of \$1,749.16. All expenses have been processed to date.

Lee Dixon reported that Mike Pauley was at a marketing meeting by NISH and would attend next month's meeting.

Janice Holland suggested the Committee may want to consider the August meeting at a different location since this meeting will be a business planning meeting. The Committee may want to invite WARF Executive Board and facilitators to the August meeting.

Chris Miller gave an update on Accounts Receivable.

Curt Curtis discussed the FIMS process. Has offered WARF access to the mainframe to determine whether a purchase order has been processed. Curt Curtis also reminded the Committee, renewals sent cannot be processed until after July 1. Nothing is processed between July 1-6, so the auditor's office can have a cut off period. The paperwork is a problem in purchasing.

Questions regarding purchase orders were "Are there certain purchase orders held up each year?" Yes, the Building Commission. The agency can't pay until the new purchase order is processed.

A discussion was held to what we can do to expedite purchase orders. It was determined that time varies with different agencies in getting a purchase order processed. Normally two days to get through purchasing department. Michael Cromier suggested if possible modification of contract, it still goes through the same process.

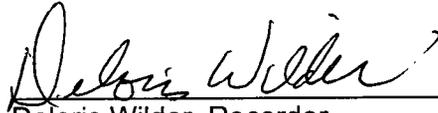
Steve King reported the DRS conference in September at the Charleston Marriott is being attended by WARF members to promote and educate the public about WARF.

Renewals were discussed. Curt Curtis made a motion to accept the renewals. Tom Bell seconded the motion; motion carried.

Tom Bell made a motion to approve new contracts. Curt Curtis seconded the motion; motion carried.

A brief discussion was held on the status of Shawnee receiving mail. Shawnee has received 40-80 crates of mail this month. Steve King reported having a discussion with William Charnock. A hearing did not occur regarding the Gallagher suit. No opinion has been rendered, by Judge McQueen. William Charnock will update the Committee next month.

Lee Dixon made a motion to adjourn the meeting. Tom Bell seconded the motion; motion carried. **The time and place for the next meeting is July 22, 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

June 24, 1998

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Financial Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Old Business
 - A. Update on receivables
- VII. New Business
- VIII. Contract Presentation from CNA
 - A. Renewals - (Supervisor increases only)
 - BEP- Beckley
 - Beckley Judges
 - Bluefield
 - Huntington
 - Huntington Job Service

Lewis Street
4401 MacCorkle
BEP - Moorefield
Parkersburg
Ronceverte
Summersville
Weirton
Big Chimney

Culture Center
EPA Logan
EPA Nitro
EPA Oak Hill
EPA Oak Hill Lawn
Division of Forestry
General Services - Parkersburg
Insurance Commission
Tax Dept. - Charleston
Tax Dept. - Martinsburg
Tax Dept. - Smith Street
Fairmont State College - Jayne Hall
Fairmont State College - Library
Survey Stakes

B. Renewals - Supervisor Increase plus other changes
DD Planning Council (additional sq. ft. added)

C. New Contracts
DOH - Parkersburg
DOH - Fairmont Lab
DOH - Fairmont Garage
DOH - Bridgeport
DOH - Bridgeport Garage

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: BEP
LOCATION: BECKLEY

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,000	9,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$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	\$568.19 per month
Standard chemical cost	6.00% \$34.09 of burdened DL
Standard equipment cost	4.00% \$22.73 of burdened DL
Monthly Chemical and Equipment Costs	\$56.82 per month
TOTAL MONTHLY DIRECT COSTS	\$625.01

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$93.75
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$718.76

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$71.88
WYARF Fee Rate and Monthly Fee	4%	\$31.63

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$822.26
ANNUALLY	\$9,867.13
Total Annual Square Foot Cost-Standard	\$1.10 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	\$1,080.00
WVARF Fee	4.00% \$43.20
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,123.20

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,990.33
TOTAL MONTHLY BILLING AMOUNT	\$915.86
Total Annual Square Foot Cost-Delux	\$1.22 per square foot

July 1, 1997 - June 30, 1998 \$852.69

J. CONTRACT

Vendor
Contract Period

WYOMING COUNTY SHELTERED WORKSHOP
July 1, 1998 - June 30, 1999

Small Business Impact:

None, Currently have contract.

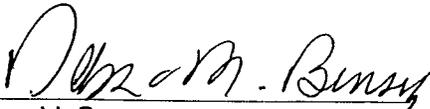
Notes:

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: BEP (JUDGES)
LOCATION: BECKLEY**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	4,600	4,600
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		4,600	

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 Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	4,600 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	\$130.00 Wages/month
Relief-Supervision	\$8.00 Wages/month
Client workers	\$111.58 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$6.87 Wages/month
Monthly Burdened Direct Labor Costs	\$284.09 per month
Standard chemical cost	6.00% \$17.05 of burdened DL
Standard equipment cost	4.00% \$11.36 of burdened DL
Monthly Chemical and Equipment Costs	\$28.41 per month
TOTAL MONTHLY DIRECT COSTS	\$312.50

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$46.88
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$359.38

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$35.94
WVARF Fee Rate and Monthly Fee	4%	\$15.81

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

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

**CUSTOMER: BEP - JOB SERVICE
LOCATION: BLUEFIELD**

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	6,314	6,314
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,314	

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	6,314 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	15.00%	\$70.31
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$539.07

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$53.91
WVARF Fee Rate and Monthly Fee	4%	\$23.72

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$616.70
ANNUALLY	\$7,400.35
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	\$1,515.36
WVARF Fee	4.00% \$60.61
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,575.97

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,976.32
TOTAL MONTHLY BILLING AMOUNT	\$748.03
Total Annual Square Foot Cost-Deluxe	\$1.42 per square foot

July 1, 1997 - June 30, 1998 \$713.02

J. CONTRACT

Vendor: MERCER COUNTY OPPORTUNITY WORKSHOP
 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: Employment Security
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	6,160	6,160
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,160	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,160 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	\$178.75 Wages/month
Relief-Supervision	\$11.00 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	\$406.88 per month
Standard chemical cost	6.00% \$24.41 of burdened DL
Standard equipment cost	4.00% \$16.28 of burdened DL
Monthly Chemical and Equipment Costs	\$40.69 per month
TOTAL MONTHLY DIRECT COSTS	\$447.57

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$67.14
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$514.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$51.47
WVARF Fee Rate and Monthly Fee	4.00%	\$22.65

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$588.82
ANNUALLY	\$7,065.89
Total Annual Square Foot Cost-Standard	\$1.15 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10.00 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$1,232.00
WVARF Fee	4.00% \$49.28
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,281.28

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$8,347.17
TOTAL MONTHLY BILLING AMOUNT	\$695.60
Total Annual Square Foot Cost-Delux	\$1.36 per square foot

July 1, 1997 - June 30, 1998 **\$639.86**

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

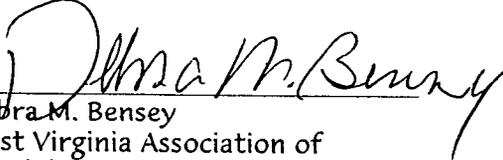
Notes:

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: BEP-Job Service
LOCATION: Huntington

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	7,685	7,685
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		7,685	

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	7,685 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	15.00%	\$70.31
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$539.07

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$53.91
WVARF Fee Rate and Monthly Fee	4.00%	\$23.72

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$616.70
ANNUALLY	\$7,400.35
Total Annual Square Foot Cost-Standard	\$0.96 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	\$1,690.70
WVARF Fee	4.00% \$67.63
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,758.33

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$9,158.68
TOTAL MONTHLY BILLING AMOUNT	\$763.22
Total Annual Square Foot Cost-Delux	\$1.19 per square foot
July 1, 1998 - June 30, 1999	\$715.84

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

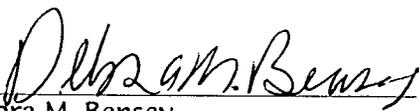
Notes:

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: BEP
LOCATION: LEWIS STREET
CHARLESTON**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	44,055	44,055
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		44,055	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	44,055 square feet
Cleaning hours per day	18.00 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)	10.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	160.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$996.67 Wages/month
Relief-Supervision		\$61.33 Wages/month
Client workers		\$1,115.83 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$68.67 Wages/month
Monthly Burdened Direct Labor Costs		\$2,481.43 per month
Standard chemical cost	6.00%	\$148.89 of burdened DL
Standard equipment cost	4.00%	\$99.26 of burdened DL
Monthly Chemical and Equipment Costs		\$248.14 per month
TOTAL MONTHLY DIRECT COSTS		\$2,729.58

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$545.92
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$3,275.49

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$164.36
WVARF Fee Rate and Monthly Fee	4%	\$137.59

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,577.45
ANNUALLY	\$42,929.43
Total Annual Square Foot Cost-Standard	\$0.97 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 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	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$42,929.43
TOTAL MONTHLY BILLING AMOUNT	\$3,577.45
Total Annual Square Foot Cost-Delux	\$0.97 per square foot
July 1, 1997- June 30, 1998	\$3,505.99

J. CONTRACT

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

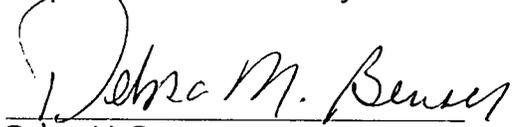
Small Business Impact: None, Currently have contract.

Notes:

1. Disposables supplied by the State of West Virginia.
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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:



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: BEP

**LOCATION: 4401 MACCORKLE AVENUE S.E.
CHARLESTON**

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	5,940	5,940
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		5,940	

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	5,940 square feet
Cleaning hours per day	2.5 hours/day
*Time allocation-Working Client Supervisor	0 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 hours/day
Annual relief (Supervisor)	20 hours/year
Annual relief (Workers)	20 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$162.50 Wages/month
Relief-Supervision		\$10.00 Wages/month
Client workers		\$139.48 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$8.58 Wages/month
Monthly Burdened Direct Labor Costs		\$355.12 per month
Standard chemical cost	6.00%	\$21.31 of burdened DL
Standard equipment cost	4.00%	\$14.20 of burdened DL
Monthly Chemical and Equipment Costs		\$35.51 per month
TOTAL MONTHLY DIRECT COSTS		\$390.63

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$78.13
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$468.76

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$46.88
WVARF Fee Rate and Monthly Fee	4%	\$20.63

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$536.26
ANNUALLY	\$6,435.09
Total Annual Square Foot Cost-Standard	\$1.08 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12 cents/sq foot
*Number of Floor Cleanings Per Year	0 cleanings/year
Total Deluxe Floor Care Charge	\$0.00
WVARF Fee	4.00% \$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$6,435.09
TOTAL MONTHLY BILLING AMOUNT	\$536.26
Total Annual Square Foot Cost-Delux	\$1.08 per square foot
July 1, 1998- June 30, 1999	\$514.19

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

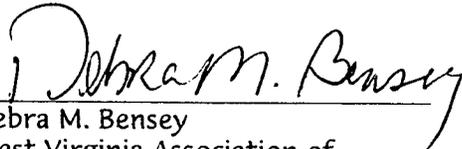
Notes:

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: BEP-Job Service
LOCATION: Moorefield

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	1,827	1,827
*	1.0	1,020	1,020
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5	
TOTAL ADJUSTED SQUARE FEET		2,847	

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	2,847 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
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$281.25

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$26.74
WVARF Fee Rate and Monthly Fee	0%	\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$307.99
ANNUALLY	\$3,695.91
Total Annual Square Foot Cost-Standard	\$1.30 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	\$967.98
WVARF Fee	0.00%
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$967.98

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,663.89
TOTAL MONTHLY BILLING AMOUNT	\$388.66
Total Annual Square Foot Cost-Delux	\$1.64 per square foot

July 1, 1997 - June 30, 1998

\$388.66

J. CONTRACT

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

Small Business Impact: None, Currently have contract.

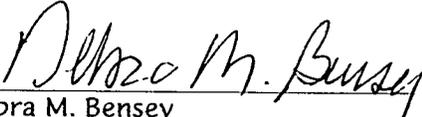
Notes:

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: BEP
LOCATION: PARKERSBURG**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	9,300	9,300
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		9,300	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,300 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$238.33 Wages/month
Relief-Supervision		\$14.67 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		\$542.51 per month
Standard chemical cost	6.00%	\$32.55 of burdened DL
Standard equipment cost	4.00%	\$21.70 of burdened DL
Monthly Chemical and Equipment Costs		\$54.25 per month
TOTAL MONTHLY DIRECT COSTS		\$596.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$89.51
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$686.28

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$34.31
WVARF Fee Rate and Monthly Fee	4%	\$28.82

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$749.41
ANNUALLY	\$8,992.95
Total Annual Square Foot Cost-Standard	\$0.97 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	\$1,860.00
WVRF Fee	4.00% \$74.40
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$1,934.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$10,927.35
TOTAL MONTHLY BILLING AMOUNT	\$910.61
Total Annual Square Foot Cost-Delux	\$1.17 per square foot

July 1, 1997 - June 30, 1998. **\$853.77**

J. CONTRACT

Vendor
Contract Period

SW Resources
July 1, 1998 - June 30, 1999

Small Business Impact:

None, Currently have contract.

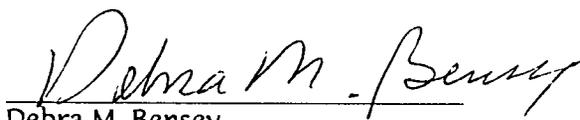
Notes:

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

WVRF 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: BEP
LOCATION: RONCEVERTE**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	6,000	6,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		6,000	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	6,000 square feet
Cleaning hours per day	3.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.50 hours/day
*Time allocation-Client Workers (hours)	1.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	24.00 hours/year
Annual relief (Workers)	24.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$178.75 Wages/month
Relief-Supervision	\$11.00 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	\$406.88 per month
Standard chemical cost	6.00% \$24.41 of burdened DL
Standard equipment cost	4.00% \$16.28 of burdened DL
Monthly Chemical and Equipment Costs	\$40.69 per month
TOTAL MONTHLY DIRECT COSTS	\$447.57

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$67.14
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$514.71

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$51.47
WVARF Fee Rate and Monthly Fee	4%	\$22.65

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$588.82
ANNUALLY	\$7,065.89
Total Annual Square Foot Cost-Standard	\$1.18 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		\$1,200.00
WVARF Fee	4.00%	\$48.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,248.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$8,313.89
TOTAL MONTHLY BILLING AMOUNT		\$692.82
Total Annual Square Foot Cost-Delux		\$1.39 per square foot

July 1, 1997 - June 30, 1999 \$647.44 \$1,942.32

J. CONTRACT

Vendor
Contract Period

SOUTHEASTERN REGIONAL WORKSHOP
July 1, 1998 - June 30, 1999

Small Business Impact:

None, Currently have contract.

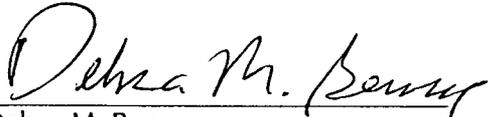
Notes:

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: Employment Security
LOCATION: Summersville

A. BUILDING DESCRIPTION

Area Description	Difficulty	Square Feet	Adjusted
	Factor (.5 to 1.5)		Square Feet
*	1.0	9,000	9,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleared	5		
TOTAL ADJUSTED SQUARE FEET		9,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$249.17 Wages/month
Relief-Supervision	\$15.33 Wages/month
Client workers	\$223.17 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$13.73 Wages/month
Monthly Burdened Direct Labor Costs	\$555.35 per month
Standard chemical cost	6.00% \$33.32 of burdened DL
Standard equipment cost	4.00% \$22.21 of burdened DL
Monthly Chemical and Equipment Costs	\$55.53 per month
TOTAL MONTHLY DIRECT COSTS	\$610.88

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$91.63
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$702.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$35.13
WVARF Fee Rate and Monthly Fee	4.00%	\$29.51

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$767.15
ANNUALLY	\$9,205.79
Total Annual Square Foot Cost-Standard	\$1.02 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		\$1,800.00
WVARF Fee	4.00%	\$72.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$1,872.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$11,077.79
TOTAL MONTHLY BILLING AMOUNT	\$923.15
Total Annual Square Foot Cost-Delux	\$1.23 per square foot
July 1, 1997 - June 30, 1999	\$854.70

J. CONTRACT

Vendor: Nicholas County Sheltered Workshop
 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: BEP
LOCATION: Weirton

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	10,000	10,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		10,000	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	\$0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	10,000 square feet
Cleaning hours per day	4.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.00 hours/day
*Time allocation-Client Workers (hours)	2.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$238.33 Wages/month
Relief-Supervision	\$14.67 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	\$542.51 per month
Standard chemical cost	6.00% \$32.55 of burdened DL
Standard equipment cost	4.00% \$21.70 of burdened DL
Monthly Chemical and Equipment Costs	\$54.25 per month
TOTAL MONTHLY DIRECT COSTS	\$596.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$89.51
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$686.28

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$68.63
WVAF Fee Rate and Monthly Fee	4%	\$30.20

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$785.10
ANNUALLY	\$9,421.19
Total Annual Square Foot Cost-Standard	\$0.94 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	\$2,000.00
WVAF Fee	4.00% \$80.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE	2080.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$11,501.19
TOTAL MONTHLY BILLING AMOUNT	\$958.43
Total Annual Square Foot Cost-Delux	\$1.15 per square foot

July 1, 1997 - June 30, 1998 **\$897.91**

J. CONTRACT

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

Small Business Impact:

None, Currently have contract.

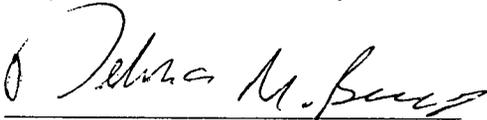
Notes:

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

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
 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: Workers Compensation
LOCATION: Big Chimney

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	13,106	13,106
*	1.0	2,600	2,600
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		15,706	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	15,706 square feet
Cleaning hours per day	7 hours/day
*Time allocation-Working Client Supervisor	0 hours/day
*Time allocation-Working Non-client Supervisor	3.5 hours/day
*Time allocation-Client Workers (hours)	3.5 hours/day
*Time allocation-Non-Client Workers (hours)	0 hours/day
Annual relief (Supervisor)	56 hours/year
Annual relief (Workers)	56 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$436.04 Wages/month
Relief-Supervision	\$26.83 Wages/month
Client workers	\$390.54 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$24.03 Wages/month
Monthly Burdened Direct Labor Costs	\$971.86 per month
Standard chemical cost	6.00% \$58.31 of burdened DL
Standard equipment cost	4.00% \$38.87 of burdened DL
Monthly Chemical and Equipment Costs	\$97.19 per month
TOTAL MONTHLY DIRECT COSTS	\$1,069.05

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$213.81
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$1,282.86

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$128.29
WVAF Fee Rate and Monthly Fee	4%	\$56.45

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,467.59
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ANNUALLY	\$17,611.07
Total Annual Square Foot Cost-Standard	\$1.12 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		\$4,711.80
WVARF Fee	4.00%	\$188.47
TOTAL ANNUAL DELUXE FLOOR CARE FEE		4900.272

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$22,511.35
TOTAL MONTHLY BILLING AMOUNT	\$1,875.95
Total Annual Square Foot Cost-Delux	\$1.43 per square foot

July 1, 1997 - June 30, 1998 **\$1,837.83**

J. CONTRACT

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

Small Business Impact: None, have been doing.

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: Building Commission
LOCATION: Culture Center**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	62,550	62,550
*	0.045	1,338	60
*	0.50	5,000	2,500
	0.2	29,562	5,912
	0.09	2,050	185
	0.23	9,600	2,208
	0.40	5,400	2,160
	0.30	18,500	5,550
Number of days per week cleaned	5.00	134,000	
TOTAL ADJUSTED SQUARE FEET		Adjusted Square Feet	81,125

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	81,125 square feet
Cleaning hours per day	32.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Client Supervisor	0.00 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	6.00%	\$261.18 of burdened DL
Monthly Chemical and Equipment Costs		\$522.37 per month
TOTAL MONTHLY DIRECT COSTS		\$4,875.41

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$487.54
*DBG Overhead Rate	7.00%	\$375.41
*Shawnee Hills Overhead Rate	5.50%	\$294.96
FULLY BURDENED COST		\$5,738.35

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$573.84
WVARF Fee Rate and Monthly Fee	4.00%	\$252.49

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$6,564.68
ANNUALLY	\$78,776.13
Total Annual Square Foot Cost-Standard	\$0.97 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		15.0 cents/sq foot
*Number of Floor Cleanings Per Year		0 cleanings/year
Total Deluxe Floor Care Charge		\$0.00
WVARF Fee	4.00%	\$0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$78,776.13
TOTAL MONTHLY BILLING AMOUNT	\$6,564.68
Total Annual Square Foot Cost-Delux	\$0.97 per square foot

J. CONTRACT

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

Small Business Impact: None, Shawnee has had contract.

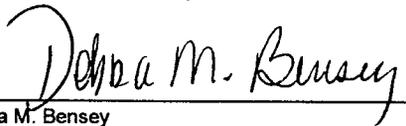
Notes:

1. Disposables supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours
5. Stripping, Waxing, and Carpet Shampooing done at customer request on separate invoice. Cost will be .17 cents a sq. ft. Separate P.O. must be approved by customer.

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

Prepared and submitted by:

Accepted and approved by:



 Debra M. Bensey
 West Virginia Association of
 Rehabilitation Facilities

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

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

**CUSTOMER: EPA
LOCATION: Nitro**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet
*	1.0	48,805
*	0.0	0
*	0.0	0
*	0.0	0
Number of days per week cleaned	5	
TOTAL ADJUSTED SQUARE FEET		48,805

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	48,805
Cleaning hours per day	20.00
*Time allocation-Working Client Supervisor	0.00
*Time allocation-Working Non-client Supervisor	8.00
*Time allocation-Client Workers (hours)	12.00
*Time allocation-Non-Client Workers (hours)	0.00
Annual relief (Supervisor)	128.00
Annual relief (Workers)	192.00

D. MONTHLY DIRECT COSTS

Supervision	\$953.33	
Relief-Supervision	\$58.67	
Client workers	\$1,339.00	
Non-client Workers	\$0.00	
Relief-Workers	\$82.40	
Monthly Burdened Direct Labor Costs	\$2,690.11	
Standard chemical cost	6.00%	\$161.41
Standard equipment cost	4.00%	\$107.60
Monthly Chemical and Equipment Costs	\$269.01	
TOTAL MONTHLY DIRECT COSTS	\$2,959.12	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$295.91
	7.50%	\$244.13
	5.00%	\$162.75
FULLY BURDENED COST		\$3,499.16

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	3%	\$106.28
WVARF Fee Rate and Monthly Fee	4%	\$144.22

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,749.66
ANNUALLY	\$44,995.96
Total Annual Square Foot Cost-Standard	\$0.92

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10.00
*Number of Floor Cleanings Per Year		2.00
Total Deluxe Floor Care Charge		9761.00
WVARF Fee	4.00%	390.44
TOTAL ANNUAL DELUXE FLOOR CARE FEE		10151.44

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	
TOTAL MONTHLY BILLING AMOUNT	
Total Annual Square Foot Cost-Deluxe	\$1.13

J. CONTRACT

Vendor:

Shawnee Hills

Contract Period:

August 1, 1998 - July 31, 1999

Small Business Impact:

None.

Notes: Equipment and Cleaning supplies supplied by the vendor.

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: EPA

LOCATION: Logan

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet
*	1.0	8,250
*	0.0	0
*	0.0	0
*	0.0	0
Number of days per week cleaned	5	
TOTAL ADJUSTED SQUARE FEET		8,250

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	8,250
Cleaning hours per day	3.00
*Time allocation-Working Client Supervisor	0.00
*Time allocation-Working Non-client Supervisor	1.50
*Time allocation-Client Workers (hours)	1.50
*Time allocation-Non-Client Workers (hours)	0.00
Annual relief (Supervisor)	24.00
Annual relief (Workers)	24.00

D. MONTHLY DIRECT COSTS

Supervision		\$195.00
Relief-Supervision		\$12.00
Client workers		\$167.38
Non-client Workers		\$0.00
Relief-Workers		\$10.30
Monthly Burdened Direct Labor Costs		\$426.14
Standard chemical cost	6.00%	\$25.57
Standard equipment cost	4.00%	\$17.05
Monthly Chemical and Equipment Costs		\$42.61
TOTAL MONTHLY DIRECT COSTS		\$468.76

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.22%	\$71.35
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST -		\$540.11

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$27.01
WVARF Fee Rate and Monthly Fee	4%	\$22.68

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$589.80
ANNUALLY	\$7,077.61
Total Annual Square Foot Cost-Standard	\$0.86

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		10.00
*Number of Floor Cleanings Per Year		2.00
Total Deluxe Floor Care Charge		1650.00
WVARF Fee	4.00%	66.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		1716.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	
TOTAL MONTHLY BILLING AMOUNT	
Total Annual Square Foot Cost-Deluxe	\$1.07

August 1, 1998 - July 31, 1999 _____ \$732.80

J. CONTRACT

Vendor: _____

Wyoming County Sheltered Works
August 1, 1997 - July 31, 1998

Contract Period: _____

Small Business Impact: _____

None.

Notes: Equipment and Cleaning Supplies supplied by the vendor.

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: EPA

LOCATION: Oak Hill

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,340	17,340
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,340	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	17,340 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$417.08 Wages/month
Relief-Supervision	\$25.67 Wages/month
Client workers	\$390.54 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$24.03 Wages/month
Monthly Burdened Direct Labor Costs	\$949.39 per month
Standard chemical cost	6.00% of burdened DL \$56.96
Standard equipment cost	4.00% of burdened DL \$37.98
Monthly Chemical and Equipment Costs	\$94.94 per month
TOTAL MONTHLY DIRECT COSTS	\$1,044.33

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$156.65
		\$0.00
		\$0.00
FULLY BURDENED COST		\$1,200.98

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5%	\$60.05
WVARF Fee Rate and Monthly Fee	4%	\$50.44

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,311.47
ANNUALLY	\$15,737.66
Total Annual Square Foot Cost-Standard	\$0.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.00 cents/sq foot
*Number of Floor Cleanings Per Year	1.00 cleanings/year
Total Deluxe Floor Care Charge	2080.80
WVARF Fee	4.00% 83.23
TOTAL ANNUAL DELUXE FLOOR CARE FEE	2164.03

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$17,901.69
TOTAL MONTHLY BILLING AMOUNT	\$1,491.81
Total Annual Square Foot Cost-Delux	\$1.03 per square foot

J. CONTRACT

Vendor: Nicholas County Sheltered Workshop
 Contract Period: May 1, 1998 - April 30, 1999

Small Business Impact: None.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

Printed Name: _____
 Office: _____

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

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

CUSTOMER: EPA

LOCATION: Oak Hill

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet
*	1.0	0
*	0.0	0
*	0.0	0
*	0.0	0
Number of days per week cleaned	1	
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)	\$0.00
*Wage Rate (Worker-Non-client)	\$0.00
*Wage Benefits	11.65%
*Other Benefits	0.00

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	0
Cleaning hours per day	3.00
*Time allocation-Working Client Supervisor	0.00
*Time allocation-Working Non-client Supervisor	3.00
*Time allocation-Client Workers (hours)	0.00
*Time allocation-Non-Client Workers (hours)	0.00
Annual relief (Supervisor)	48.00
Annual relief (Workers)	0.00

D. MONTHLY DIRECT COSTS

Supervision	\$78.00
Relief-Supervision	\$24.00
Client workers	\$0.00
Non-client Workers	\$0.00
Relief-Workers	\$0.00
Monthly Burdened Direct Labor Costs	\$113.88
Standard chemical cost	\$0.00
Standard equipment cost	\$50.00
Monthly Chemical and Equipment Costs	\$50.00
TOTAL MONTHLY DIRECT COSTS	\$163.88

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$32.78
		\$0.00
		\$0.00
FULLY BURDENED COST		\$196.66

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$19.67
WVARF Fee Rate and Monthly Fee	4%	\$8.65

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$224.98
ANNUALLY	\$1,574.86

April 1, 1998 - October 31, 1998

\$224.98

\$1,574.86

J. CONTRACT

Vendor:

Nicholas County Sheltered Workshop

Contract Period:

April 1, 1998 - October 31, 1998

Small Business Impact:

None.

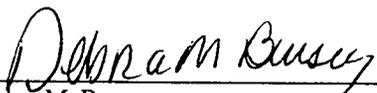
Notes:

- 1 Equipment supplied by the vendor.
- 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: Division of Forestry
LOCATION: Parkersburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,240	2,240
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned		2	
TOTAL ADJUSTED SQUARE FEET		2,240	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,240 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		\$33.48 Wages/month
Relief Supervision		\$5.15 Wages/month
Client workers		\$33.48 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief Workers		\$5.15 Wages/month
Monthly Burdened Direct Labor Costs		\$85.58 per month
Standard chemical cost	6.00%	\$5.13 of burdened DL
Standard equipment cost	4.00%	\$3.42 of burdened DL
Monthly Chemical and Equipment Costs		\$8.56 per month
TOTAL MONTHLY DIRECT COSTS		\$94.14

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	25.00%	\$23.53
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$117.67

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	21.50%	\$25.30
WVARF Fee Rate and Monthly Fee	4.00%	\$5.72

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$148.69
ANNUALLY	\$1,784.29
Total Annual Square Foot Cost-Standard	\$0.80 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$537.60
WVARF Fee	4.00% \$21.50
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$559.10

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,343.40
TOTAL MONTHLY BILLING AMOUNT	\$195.28
Total Annual Square Foot Cost-Delux	\$1.05 per square foot

J. CONTRACT

Vendor SW Resources
 Contract Period July 1, 1998 - June 30, 1999

Small Business Impact:

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

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

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

**CUSTOMER: General Services
LOCATION: State Office Building
Parkersburg**

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	38,506	38,506
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		38,506	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$5.50
*Wage Rate (Supervisor-Non-client)	\$5.50
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	38,506 square feet
Cleaning hours per day	16.00 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)	8.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	128.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$953.33 Wages/month
Relief-Supervision		\$58.67 Wages/month
Client workers		\$892.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$54.93 Wages/month
Monthly Burdened Direct Labor Costs		\$2,170.04 per month
Standard chemical cost	6.00%	\$130.20 of burdened DL
Standard equipment cost	4.00%	\$86.80 of burdened DL
Monthly Chemical and Equipment Costs		\$217.00 per month
TOTAL MONTHLY DIRECT COSTS		\$2,387.04

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$358.06
		\$0.00
		\$0.00
FULLY BURDENED COST		\$2,745.10

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	6.00%	\$164.71
WVARF Fee Rate and Monthly Fee	4.00%	\$116.39

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,026.20
ANNUALLY	\$36,314.39
Total Annual Square Foot Cost-Standard	\$0.94 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	12.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$9,241.44
WVARF Fee	4.00% \$369.66
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$9,611.10

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$45,925.49
TOTAL MONTHLY BILLING AMOUNT	\$3,827.12
Total Annual Square Foot Cost-Deluxe	\$1.19 per square foot

J. CONTRACT

Vendor
Contract Period

SW Resources
July 1, 1998 - June 30, 1999

Small Business Impact:

None, SW Resources has contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

Debra M. Bensey
West Virginia Association of
Rehabilitation Facilities

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

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

A. BUILDING DESCRIPTION

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

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

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

E. OVERHEAD RATES AND FEES

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

F. MONTHLY PROFIT AND FEES

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

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

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

H. DELUXE FLOOR CARE FEE

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

I. PRICE OF CONTRACT

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

J. CONTRACT

Vendor
Contract Period

SHAWNEE HILLS
SEPTEMBER 1, 1998 - AUGUST 31, 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: Tax Dept.
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	63,297	63,297
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		63,297	

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	63,297 square feet
Cleaning hours per day	24.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	8.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$1,040.00 Wages/month
Relief-Supervision		\$64.00 Wages/month
Client workers		\$1,785.33 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$109.87 Wages/month
Monthly Burdened Direct Labor Costs		\$3,312.90 per month
Standard chemical cost	6.00%	\$198.77 of burdened DL
Standard equipment cost	4.00%	\$132.52 of burdened DL
Monthly Chemical and Equipment Costs		\$331.29 per month
TOTAL MONTHLY DIRECT COSTS		\$3,644.19

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10.00%	\$364.42
*DBG Overhead Rate	5.00%	\$200.43
*Shawnee Hills Overhead Rate	7.50%	\$300.65
FULLY BURDENED COST		\$4,209.04

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	5.00%	\$210.45
WVARF Fee Rate and Monthly Fee	4.00%	\$176.78

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,596.27
ANNUALLY	\$55,155.26
Total Annual Square Foot Cost-Standard	\$0.87 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	\$15,191.28	
WVARF Fee	4.00%	\$607.65
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$15,798.93	

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$70,954.19
TOTAL MONTHLY BILLING AMOUNT	\$5,912.85
Total Annual Square Foot Cost-Deluxe	\$1.12 per square foot

J. CONTRACT

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

Small Business Impact: None.

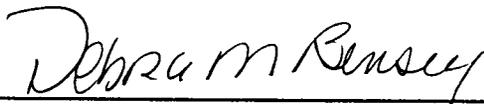
Notes:

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

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: Tax & Revenue

LOCATION:

Martinsburg

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

Round up

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	\$3,861.05
Total Annual Square Foot Cost-Standard	\$2.15 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$612.00
WVARF Fee	4.00% \$24.48
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$636.48

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,497.53
TOTAL MONTHLY BILLING AMOUNT	\$374.79
Total Annual Square Foot Cost-Deluxe	\$2.50 per square foot

J. CONTRACT

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

Small Business Impact: None, EPTC 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: Tax & Revenue
LOCATION: Smith Street
Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	17,143	17,143
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		17,143	

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	17,143 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	56.00 hours/year
Annual relief (Workers)	56.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$455.00 Wages/month
Relief-Supervision	\$28.00 Wages/month
Client workers	\$390.54 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$24.03 Wages/month
Monthly Burdened Direct Labor Costs	\$1,016.77 per month
Standard chemical cost	6.00% \$61.01 of burdened DL
Standard equipment cost	4.00% \$40.67 of burdened DL
Monthly Chemical and Equipment Costs	\$101.68 per month
TOTAL MONTHLY DIRECT COSTS	\$1,118.45

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$223.69
	0.00	\$0.00
	0.00	\$0.00
FULLY BURDENED COST		\$1,342.14

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$134.21
WVARF Fee Rate and Monthly Fee	4.00%	\$59.05

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,535.41
ANNUALLY	\$18,424.87
Total Annual Square Foot Cost-Standard	\$1.07 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17.0 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$5,828.62
WVARF Fee	4.00% \$233.14
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$6,061.76

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$24,486.63
TOTAL MONTHLY BILLING AMOUNT	\$2,040.55
Total Annual Square Foot Cost-Deluxe	\$1.43 per square foot

J. CONTRACT

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

Small Business Impact: 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

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: Fairmont State College

LOCATION: Jayne Hall

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	60,000	60,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		60,000	

B. STAFFING DATA

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

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	60000.00 square feet
Cleaning hours per day	25.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	1.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	144.00 hours/year
Annual relief (Workers)	272.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$1,170.00 Wages/month
Relief-Supervision	\$72.00 Wages/month
Client workers	\$1,785.33 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$116.73 Wages/month
Monthly Burdened Direct Labor Costs	\$3,474.64 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	\$3,474.64

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$521.20
		\$0.00
		\$0.00
FULLY BURDENED COST		\$3,995.84

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	9%	\$373.55
WVARF Fee Rate and Monthly Fee	4%	\$174.78

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,544.17
ANNUALLY	\$54,530.01
Total Annual Square Foot Cost-Standard	\$0.91 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		0.00
WVARF Fee	4.00%	0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$54,530.01
TOTAL MONTHLY BILLING AMOUNT	\$4,544.17
Total Annual Square Foot Cost-Delux	\$0.91 per square foot

J. CONTRACT

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

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

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: Fairmont State College

LOCATION: Library

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	49,155	49,155
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		49,155	

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	49,155 square feet
Cleaning hours per day	24.00 hours/day
*Time allocation-Working Client Supervisor	8.00 hours/day
*Time allocation-Working Non-client Supervisor	0.00 hours/day
*Time allocation-Client Workers (hours)	16.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	128.00 hours/year
Annual relief (Workers)	256.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$1,040.00 Wages/month
Relief-Supervision	\$64.00 Wages/month
Client workers	\$1,785.33 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$109.87 Wages/month
Monthly Burdened Direct Labor Costs	\$3,312.90 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	\$3,312.90

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$662.58
		\$0.00
		\$0.00
FULLY BURDENED COST		\$3,975.48

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$397.55
WVARF Fee Rate and Monthly Fee	4%	\$174.92

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,547.95
ANNUALLY	\$54,575.39
Total Annual Square Foot Cost-Standard	\$1.11 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot		0.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		0.00
WVARF Fee	4.00%	0.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		0.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$54,575.39
TOTAL MONTHLY BILLING AMOUNT	\$4,547.95
Total Annual Square Foot Cost-Delux	\$1.11 per square foot

J. CONTRACT

Vendor: The Op Shop
 Contract Period: Fiscal Year July 1, 1998 - June 30, 1999

Small Business Impact: None.

Notes: Equipment and Cleaning Supplies supplied by the college.

1. Disposables supplied by the college.
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

STATEWIDE SURVEY STAKE CONTRACT

JULY 1, 1998 - JUNE 30, 1999

PRODUCED BY: THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
 P.O. BOX 745
 INSTITUTE, WV 25112
 (304)766-4894
 (304)766-4607 - FAX

SPECIFICATIONS: SIZES - LISTED
 HARDWOOD
 WEDGE POINT
 BUNDLE OF 25

DISCOUNTS: QUANTITY DISCOUNTS PER INDIVIDUAL ITEMS
 500-999 4%
 1,000 AND OVER 8%

SHIPPING: Nearest Workshop will deliver to site for \$1.25 per mile,
 or customer may pick up.

SIZE:

ITEM #	SIZE	PER BUNDLE 25
1	3/4" X 1 1/4" X 12"	\$7.61
2	3/4" X 1 3/4" X 12"	\$7.80
3	3/4" X 1 1/4" X 18"	\$10.38
4	3/4" X 1 3/4" X 18"	\$10.57
5	3/4" X 1 1/4" X 30"	\$12.02
6	3/4" X 1 3/4" X 30"	\$12.23
7	3/4" X 1 1/4" X 36"	\$15.35
8	3/4" X 1 3/4" X 36"	\$15.55
9	3/4" X 1 1/4" X 48"	\$17.45
10	3/4" X 1 3/4" X 48"	\$17.66

HUBS

11	1 1/2" X 1 1/2" X 12"	\$8.40
12	2" X 2" X 12"	\$8.73
13	2" X 2" X 18"	\$10.55
14	1 3/4" X 1 3/4" X 16"	\$11.26

LATHE STRIPS

12	1/4" X 1 1/2" X 48"	\$8.89
----	---------------------	--------

WIRE STAFF MARKING FLAGS

13	30" high, Flag 4" x 5", 13 guage wire, available in red, blue, or yellow (Minimum order 500)	.08 each
14.	5' x 8" - Shipping on flags Shipping on flags at actual cost	.11 each

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

CUSTOMER: DD Planning Council
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	950	950
*	1.0	975	975
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned...	3		
TOTAL ADJUSTED SQUARE FEET		1,925	

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	1,925 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		78.00 Wages/month
Relief-Supervision		8.00 Wages/month
Client workers		66.95 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		6.87 Wages/month
Monthly Burdened Direct Labor Costs		177.10 per month
Standard chemical cost	6.00%	10.63 of burdened DL
Standard equipment cost	4.00%	7.51 of burdened DL
Monthly Chemical and Equipment Costs		18.13 per month
TOTAL MONTHLY DIRECT COSTS		195.23

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

CUSTOMER: Department of Highways
LOCATION: Parkersburg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	26,150	26,150
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		26,150	

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	12.00%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	26,150 square feet
Cleaning hours per day	16.00 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)	8.00 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		\$1,040.00 Wages/month
Relief-Supervision		\$16.00 Wages/month
Client workers		\$892.67 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$2,180.03 per month
Standard chemical cost	6.00%	\$130.80 of burdened DL
Standard equipment cost	4.00%	\$87.20 of burdened DL
Monthly Chemical and Equipment Costs		\$218.00 per month
TOTAL MONTHLY DIRECT COSTS		\$2,398.04

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	16%	\$371.89
	0%	\$0.00
	0%	\$0.00
FULLY BURDENED COST		\$2,769.92

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$276.99
WVARF Fee Rate and Monthly Fee	4%	\$121.88

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,168.79
ANNUALLY	\$38,025.52
Total Annual Square Foot Cost-Standard	\$1.45 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		\$8,891.00
WVARF Fee	4.00%	\$355.64
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$9,246.64

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$47,272.16
TOTAL MONTHLY BILLING AMOUNT	\$3,939.35
Total Annual Square Foot Cost-Deluxe	\$1.81 per square foot

J. CONTRACT

Vendor: SW Resources
 Contract Period: July 6, 1998 - June 30, 1999

Small Business Impact: None, service has been provided by State worker who is retiring.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Fairmont - Lab

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	3,324	3,324
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		3,324	

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	3,324 square feet
Cleaning hours per day	7.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	3.50 hours/day
*Time allocation-Client Workers (hours)	3.50 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		\$91.00 Wages/month
Relief Supervision		\$16.00 Wages/month
Client workers		\$78.11 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$220.44 per month
Standard chemical cost	6.00%	\$13.23 of burdened DL
Standard equipment cost	4.00%	\$8.82 of burdened DL
Monthly Chemical and Equipment Costs		\$22.04 per month
TOTAL MONTHLY DIRECT COSTS		\$242.49

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$36.37
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$278.86

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$27.89
WVAF Fee Rate and Monthly Fee	4.00%	\$12.27

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$319.02
ANNUALLY	\$3,828.22
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	\$803.76
WVAF Fee	4.00% \$32.15
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$835.91

1 day

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$4,664.13
TOTAL MONTHLY BILLING AMOUNT	\$388.68
Total Annual Square Foot Cost-Deluxe	\$1.40 per square foot

J. CONTRACT

Vendor **The Op Shop**
 Contract Period

Small Business Impact:

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

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

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

CUSTOMER: Department of Highways
LOCATION: Fairmont Garage

A. BUILDING DESCRIPTION

Area-Description	Difficulty Factor (.5 to 1.5)	Square-Feet	Adjusted Square Feet
*	1.0	990	990
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		990	

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	990 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)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$26.00	Wages/month
Relief Supervision		\$16.00	Wages/month
Client workers		\$22.32	Wages/month
Non-client Workers		\$0.00	Wages/month
Relief Workers		\$13.73	Wages/month
Monthly Burdened Direct Labor Costs		\$86.70	per month
Standard chemical cost	6.00%	\$5.20	of burdened DL
Standard equipment cost	4.00%	\$3.47	of burdened DL
Monthly Chemical and Equipment Costs		\$8.67	per month
TOTAL MONTHLY DIRECT COSTS		\$95.37	

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$14.30
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$109.67

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$10.97
WVARF Fee Rate and Monthly Fee	4.00%	\$4.83

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$125.46
ANNUALLY	\$1,505.56
Total Annual Square Foot Cost-Standard	\$1.52 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		\$336.60
WVARF Fee	4.00%	\$13.46
TOTAL ANNUAL DELUXE FLOOR CARE FEE		\$350.06

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$1,855.63
TOTAL MONTHLY BILLING AMOUNT	\$154.64
Total Annual Square Foot Cost-Deluxe	\$1.87 per square foot

J. CONTRACT

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

Small Business Impact: None, retiring State Employee

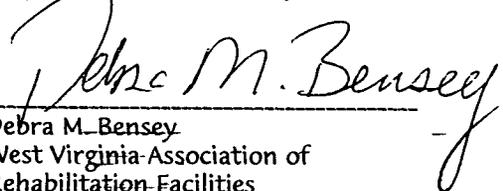
Notes:

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

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

Prepared and submitted by:

Accepted and approved by:


 Debra M. Bensey
 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: Bridgeport Headquarters

A. BUILDING DESCRIPTION

Area-Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	13,112	13,112
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	3		
TOTAL ADJUSTED SQUARE FEET		13,112	

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	13,112 square feet
Cleaning hours per day	10:00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	5.00 hours/day
*Time allocation-Client Workers (hours)	5.00 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$390.00 Wages/month
Relief Supervision		\$16.00 Wages/month
Client workers		\$334.75 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief Workers		\$13.73 Wages/month
Monthly Burdened Direct Labor Costs		\$835.69 per month
Standard chemical cost	6.00%	\$50.14 of burdened DL
Standard equipment cost	4.00%	\$33.43 of burdened DL
Monthly Chemical and Equipment Costs		\$83.57 per month
TOTAL MONTHLY DIRECT COSTS		\$919.25

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$137.89
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$1,057.14

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$105.71
WVARE Fee Rate and Monthly Fee	4.00%	\$46.51

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$1,209.37
ANNUALLY	\$14,512.45
Total Annual Square Foot Cost-Standard	\$1.11 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$4,458.08
WVARE Fee	4.00% \$178.32
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$4,636.40

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$19,148.85
TOTAL MONTHLY BILLING AMOUNT	\$1,595.74
Total Annual Square Foot Cost-Deluxe	\$1.46 per square foot

J. CONTRACT

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

Small Business Impact: None, retiring State Employee

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

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

Printed Name: _____
 Office: _____

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

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

CUSTOMER: Department of Highways
LOCATION: Bridgeport Garage

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,365	2,365
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	2		
TOTAL ADJUSTED SQUARE FEET		2,365	

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	2,365 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)	32.00 hours/year
Annual relief (Workers)	32.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision	\$65.00 Wages/month
Relief-Supervision	\$16.00 Wages/month
Client workers	\$55.79 Wages/month
Non-client Workers	\$0.00 Wages/month
Relief-Workers	\$13.73 Wages/month
Monthly Burdened Direct Labor Costs	\$166.95 per month
Standard chemical cost	6.00% \$10.02 of burdened DL
Standard equipment cost	4.00% \$6.68 of burdened DL
Monthly Chemical and Equipment Costs	\$16.69 per month
TOTAL MONTHLY DIRECT COSTS	\$183.64

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$27.55
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$211.19

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$21.12
WVARE Fee Rate and Monthly Fee	4.00%	\$9.29

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$241.60
ANNUALLY	\$2,899.16
Total Annual Square Foot Cost-Standard	\$1.23 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$804.10
WVARE Fee	4.00% \$32.16
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$836.26

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,735.42
TOTAL MONTHLY BILLING AMOUNT	\$311.29
Total Annual Square Foot Cost-Deluxe	\$1.58 per square foot

J. CONTRACT

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

Small Business Impact: None, retiring State Employee

Notes:

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

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

The schedule for the Governor's Committee for the Purchase of Commodities from the Handicapped for the rest of the year is as follows:

May 28, 1998 Large Conference Room 9:30 a.m. - 2:00 p.m.
(Lunch will be provided. Please indicate your choices on the attached and call Dee at 766-4672 or fax 766-2577 by end of working day on May 26).

June 24, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon
July 22, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon
August 19, 1998	Large Conf. Rm.	9:30 a.m. - 12:00 noon
September 23, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon
October 28, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon
November 18, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon
December 16, 1998	Small Conf. Rm.	9:30 a.m. - 12:00 noon