

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

P.O. Box 745
Institute, WV 25112

Minutes

July 22, 1998

Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

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

Lee Dixon made a motion to approve the minutes. Tom Bell seconded the motion; motion carried.

The financial report was given by Janice Holland indicating a balance of \$1,543.08. All expenses have been processed to date. It was noted that this balance was not spent by the Committee for Fiscal Year 1998. A new budget report is expected for Fiscal Year 1999 beginning July 1.

There was no report by the Chairman. There was no report by the Executive Secretary.

OLD BUSINESS:

It was reported that the Air Quality contract has a janitorial problem. The problem may be a result of purchase order delays.

A discussion was held regarding the Pre-Sort Contract. The current status is Gallagher is under "specific performance" and the contract is canceled with Shawnee Hills. Specific performance defined is "must perform as written." Judge McQueen ordered specific performance be obtained indicating the state is obligated to Gallagher, as Gallagher has the contract. This is a circuit judge order affecting only (1) incidence, this contract.

Steve King discussed with Dave Tincher and Mr. Tincher's response is the same as explained by William Charnock. Bob Nunley, Attorney for the Division of Rehabilitation Services will provide technical advice to this Committee, if needed.

The WARF organization is private/nonprofit and would need to employ a private attorney.

Chairman: **Lee Dixon**

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

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

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

It was reported that Shawnee Hills retained an attorney and can sue the Department of Purchasing over who gets the contract. Steve King is scheduled to discuss this legal issue with Bob Nunley on July 23rd in addition to seeking advisement from a private attorney. At the suggestion of the Committee, Steve King will prepare a letter of complaint to the Director of Purchasing with the issue being the bias of an employee in the Purchasing Department and cc: the letter to Joseph Markus, Secretary of Administration.

A discussion was held regarding the August 19 meeting and whether to make this a business planning meeting. After a lengthy discussion, the Committee agreed the business meeting was not needed at this time.

There was a discussion of a strategic plan for this committee and the following should be considered; increase wages, available benefits, increased revenue & guidance for employment.

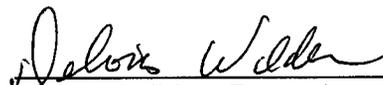
Debra Bensey reported there are 120 contracts issued by WARF. The Department of Health & Human Resources has been signed, which took months to negotiate. Debra also reported the month of July would have no new contracts. Debra Bensey will gather data for an annual report to prepare for the Governor. There were 3 renewal contracts accepted with supervisor salary increases.

William Charnock made a motion to approve contracts. Jack McComas seconded the motion; motion carried.

New Business: None

William Charnock made a motion to adjourn. Janice Holland seconded the motion; motion carried.

The time and place for the next meeting is August 19, 9:30 - 12:00 at Cagney's Old Place, 400 Court Street, Charleston, WV.



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

July 22, 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
 - B. Update on Presort Contract
- VII. New Business
 - A. Planning for August Meeting
- VIII. Contract Presentation from CNA
 - A. Renewals - (Supervisor increases only)
 - Air Quality Control
 - DOH - Burlington
 - DOH - Weston

B. Renewals - (No Change)
Support Services

C. Renewals -(Changes)
Wiping Cloths

D. New Contracts
DOH - Elkins

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

CUSTOMER: Air Quality Control
LOCATION: Charleston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	11,000	11,000
*	0.0	0	0
*	0.0	0	0
*	0.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		11,000	

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	12%
*Other Benefits	0%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	11,000 square feet
Cleaning hours per day	5.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.50 hours/day
*Time allocation-Client Workers (hours)	2.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	40.00 hours/year
Annual relief (Workers)	40.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		325.00 Wages/month
Relief-Supervision		20.00 Wages/month
Client workers		278.96 Wages/month
Non-client Workers		0.00 Wages/month
Relief-Workers		17.17 Wages/month
Monthly Burdened Direct Labor Costs		710.24 per month
Standard chemical cost	6%	42.61 of burdened DL
Standard equipment cost	4%	28.41 of burdened DL
Monthly Chemical and Equipment Costs		71.02 per month
TOTAL MONTHLY DIRECT COSTS		\$781.26

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	10%	\$78.13
*DBG Overhead Rate	7.00%	\$60.16
*Shawnee Hills Overhead Rate	5.50%	\$47.27
FULLY BURDENED COST		\$919.54

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10%	\$91.95
WVAF Fee Rate and Monthly Fee	4%	\$40.46

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$1,051.96
ANNUALLY		\$12,623.50
Total Annual Square Foot Cost-Standard		\$1.15 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		15.00 cents/sq foot
*Number of Floor Cleanings Per Year		2.00 cleanings/year
Total Deluxe Floor Care Charge		3300.00
WVAF Fee	4.00%	132.00
TOTAL ANNUAL DELUXE FLOOR CARE FEE		3432.00

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$16,055.50
TOTAL MONTHLY BILLING AMOUNT		\$1,337.96
Total Annual Square Foot Cost-Delux		\$1.46 per square foot

J. CONTRACT

Vendor: Shawnee Hills
 Contract Period: September 1, 1998 - August 31, 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

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: Department of Highways
LOCATION: Burlington

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	36,000	36,000
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		36,000	

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	36,000 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
	0.00%	\$0.00
FULLY BURDENED COST		\$2,745.10

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$274.51
WVARF Fee Rate and Monthly Fee	4.00%	\$120.78
		\$0.00

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$3,140.40
ANNUALLY	\$37,684.74
Total Annual Square Foot Cost-Standard	\$1.05 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	13 cents/sq foot
*Number of Floor Cleanings Per Year	1 cleanings/year
Total Deluxe Floor Care Charge	\$4,642.62
WVARF Fee	4.00% \$185.70
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$4,828.32

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$42,513.06
TOTAL MONTHLY BILLING AMOUNT	\$3,542.76
Total Annual Square Foot Cost-Deluxe	\$1.18 per square foot

J. CONTRACT

Vendor Developmental Center
 Contract Period October 1, 1998 - September 30, 1999

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

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

 Debra M. Bensey
 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: Weston

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	16,722	16,722
*	1.0	1,450	1,450
*	1.0	1,800	1,800
*	1.0	4,585	4,585
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		24,557	

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	24,557 square feet
Cleaning hours per day	13.00 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	6.50 hours/day
*Time allocation-Client Workers (hours)	6.50 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	104.00 hours/year
Annual relief (Workers)	104.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$809.79 Wages/month
Relief-Supervision		\$49.83 Wages/month
Client workers		\$725.29 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$44.63 Wages/month
Monthly Burdened Direct Labor Costs		\$1,804.89 per month
Standard chemical cost	6.00%	\$108.29 of burdened DL
Standard equipment cost	4.00%	\$72.20 of burdened DL
Monthly Chemical and Equipment Costs		\$180.49 per month
TOTAL MONTHLY DIRECT COSTS		\$1,985.38

\$0.00

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	16.62%	\$329.94
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$2,315.32

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$231.53
WVARF Fee Rate and Monthly Fee	4.00%	\$101.87

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$2,648.72
ANNUALLY	\$31,784.64
Total Annual Square Foot Cost-Standard	\$1.29 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	10 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$4,911.47
WVARF Fee	4.00% \$196.46
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$5,107.93

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$36,892.57
TOTAL MONTHLY BILLING AMOUNT	\$3,074.38
Total Annual Square Foot Cost-Deluxe	\$1.50 per square foot

J. CONTRACT

Vendor: Precision Services
 Contract Period: October 1, 1998 - September 30, 1999

Small Business Impact: None, Precision has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

 Debra M. Bensey
 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: DHHR
LOCATION: Support Services
Charleston, WV

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.00	9,522	9,522
*	0.00	0	0
*	0.00	0	0
*	0.00	0	0
Number of days per week cleaned	5.00		
TOTAL ADJUSTED SQUARE FEET		9,522	

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	14.15%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	9,522 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		\$223.17 Wages/month
Relief-Supervision		\$13.73 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		\$536.38 per month
Standard chemical cost	6.00%	\$32.18 of burdened DL
Standard equipment cost	4.00%	\$21.46 of burdened DL
Monthly Chemical and Equipment Costs		\$53.64 per month
TOTAL MONTHLY DIRECT COSTS		\$590.02

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$88.50
		\$0.00
		\$0.00
FULLY BURDENED COST		\$678.52

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$67.85
WVARF Fee Rate and Monthly Fee	4.00%	\$29.85

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY		\$776.23
ANNUALLY		\$9,314.72
Total Annual Square Foot Cost-Standard		\$0.98 per square foot

H. DELUX FLOOR CARE FEE

*Charge Per Square Foot		16 cents/sq foot
*Number of Floor Cleanings Per Year		2 cleanings/year
Total Delux Floor Care Charge		\$3,039.63
WVARF Fee	4.00%	\$121.59
TOTAL ANNUAL DELUX FLOOR CARE FEE		\$3,161.21

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER		\$12,475.93
TOTAL MONTHLY BILLING AMOUNT		\$1,039.66
Total Annual Square Foot Cost-Delux		\$1.31 per square foot

J. CONTRACT

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

Small Business Impact: None, Goodwill has had contract.

Notes:

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

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

Prepared and submitted by:

Accepted and approved by:

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

 Printed Name: _____
 Office: _____

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

STATE WIDE CONTRACT
INDUSTRIAL WIPING CLOTHS

PRICE PER
POUND

ITEM #

DESCRIPTION

#1	<u>COLORED FLEECE</u> - Non-absorbent cloth *. Cotton/Polyester blend. Good for grease or oil cleanup, for hands and work surfaces including floors.	\$.82
#2	<u>NEAR WHITE (POLO)</u> - Non-absorbent cloth *. Cotton/Polyester blend. Good general purpose maintenance cloth.	\$.95
#3	<u>WHITE FRENCH TERRY</u> - Washed Cloth. Very soft and high in absorbency. Looped fabric on one side.	\$ 1.34
#4	<u>COLORED FRENCH TERRY</u> - Soft, absorbent cloth. Cotton/Polyester blend. Looped fabric on one side. Good all-purpose wiper.	\$ 1.07
#5	<u>WHITE</u> - 100% cotton. Washed. Bleached, Re-washed. Absorbent. Lint free. Excellent wiper for woodworking, finishing and polishing jobs. Ideal for laboratory applications or for usage in which a polyester fiber may melt and damage equipment or instruments. By far a superior wiper.	\$ 1.79
#6	<u>WASHED FLEECE</u> - Soft, absorbent cloth. Cotton/Polyester blend. Fleeced fabric on one side. Good all-purpose wiper.	\$ 1.17
#7	<u>ECONO WIPER</u> - Washed, sanitized, absorbent cloth. Used T-shirt material. May have printing.	\$.80
#8	<u>COLORED TOWEL ENDS</u> - Bath towel quality, assorted weights and sizes.	\$ 1.23
#9	<u>BAR RAG</u> - Lightweight terry toweling with finished edges. Excellent Value	\$ 1.84

(*) Nonabsorbent wiping cloths will not readily absorb water when used directly from the shipping container. Non-absorbent cloths are excellent for all petroleum or detergent based cleaning solutions and will absorb water provided the cloth is dampened before using.

- ◆ Packaged in 10 pound or 25 pound boxes. Units under 10 pounds packaged and priced upon request.
- ◆ Freight prepaid and added to invoice. Verifying copy of freight bill attached to invoice. Orders over 500 lbs. shipped free.
- ◆ Phone: 1-304-9311 Toll Free: 1-888-330-9311 Fax: 1-304-273-5131
- ◆ MASTER CARD / VISA Accepted.
- ◆ Due to market conditions, all items subject to availability.

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

CUSTOMER: Department of Highways
LOCATION: Elkins

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	28,785	28,785
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	5		
TOTAL ADJUSTED SQUARE FEET		28,785	

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	28,785 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	\$3,323.40 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	\$3,323.40

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	15.00%	\$498.51
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$3,821.91

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$382.19
WVARF Fee Rate and Monthly Fee	4.00%	\$168.16

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$4,372.26
ANNUALLY	\$52,467.14
Total Annual Square Foot Cost-Standard	\$1.82 per square foot

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$52,467.14
TOTAL MONTHLY BILLING AMOUNT	\$4,372.26
Total Annual Square Foot Cost-Deluxe	\$1.82 per square foot

J. CONTRACT

Vendor Randolph County Sheltered Workshop
 Contract Period September 1, 1998 - June 30, 1999

Small Business Impact: None, State employees moving to other positions.

Notes:

1. Disposables, Equipment 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