

Debra Bensey

November 18, 1998  
Small Conference Room  
West Virginia Rehabilitation Center  
Institute, WV

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 Linda Maniak, Tom Bell, Jack McComas, Janice Holland, Debra Bensey, Chris Miller and Deloris Wilder. William Charnock, Curt Curtis and Steve King were absent from the meeting.

Jack McComas made a motion to approve the minutes. Janice Holland seconded the motion; motion carried.

Janice Holland reported a budget balance of \$3,671.46.

A discussion was held to cancel the December meeting in lieu of the Christmas season and the fact there will be no contracts up for renewal. If necessary a conference call will be placed on December 16th and all committee members notified.

The Committee received a copy of the letter mailed to Raymond Prozillo, Director of General Services. This letter discussed delays in the processing of Purchase Orders thus causing a delay in the processing of payments. Steve King plans to meet directly with Mr. Prozillo next year when new contracts are negotiated and to hand deliver all paperwork to appropriate persons asking them at that time for dates of processing.

Steve King and Debbie Bensey attended the Presort Hearing and Judge McQueen granted an intervention. It is doubtful that a new hearing or decision will be handed down before the contract expires on February 1, 1999.

Jack McComas suggested the WVARF staff begin researching wage increases as a first step for making salary adjustments for contract employees. Mr. McComas suggested the percent used to increase state employee wages be used as the basis for contract employee increases. The issue of wage increases for contractual employees is of great concern to this Committee. Tom Bell suggested that WVARF send a letter to Agency heads alerting them to the Committees desire for better wages. Janice Holland suggested that when negotiated with agencies we stress the worker as an individual instead of focusing just on the contract. The Committee discussed that if more money is put into contracts for wages it will be the CRP's responsibility to be accountable for money spent on wages, equipment, and cleaning chemicals so that we can control contract costs.

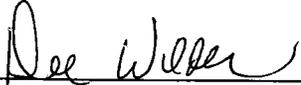
New Contracts were discussed. Tom Bell made a motion to approve the new contracts. Jack McComas seconded the motion, motion carried.

Tom Bell would like to see a one page listing of year to date sales and sales by each month of this fiscal year. He would like a one line summary of the current , 30-60, 60-90, 90 + accounts receivable.

The WVARF Quarterly meeting is scheduled for January 21 and 22 at the Institute Complex. The

training of the quarterly meeting is on Thursday with the WVARF business meeting on Friday from 9:00 - 12:00. The Committee is welcome to attend.

No further business to discuss, Lee Dixon made a motion to adjourn the meeting. Jack McComas seconded the motion; motion carried. The time and place for the next meeting is January 27, 1999, 9:30 a.m. - 12:00 p.m.; Large Conference Room at the Institute Complex.

  
\_\_\_\_\_  
Deloris Wilder, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES  
FROM THE HANDICAPPED

Small P & P Conference Room  
W.V. Division of Rehabilitation Services Complex  
Institute, West Virginia  
November 18, 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. Report of WVARF Executive Director
  - A. Letter to General Services
- VII. Old Business
  - A. Update on presort
- VIII. New Business
- IV. Contract Presentation from CNA
  - A. Renewals - Janitorial
    - Air Quality - Keyser
    - Grievance Board
    - Dept. of Health
    - Tax & Revenue
    - Water Resources
    - DOH - Lewisburg
    - Microfilm
    - Bottled Water

C. New Contracts

Fairmont State - Colebank

DOH - Princeton

Print Shop - DRS

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

P.O. Box 745  
Institute, WV 25112

November 5, 1998

Raymond Prozillo, Director  
General Services Division  
Building 1, Room MB - 60  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0123

Dear Mr. Prozillo:

As chair of the Committee for the Purchase of Commodities and Services from the Handicapped (the Governor's Committee), I am again contacting you regarding a continuing and persistent problem with your agency in terms of receiving purchase orders and subsequent payments for janitorial work performed under contract with the West Virginia Association of Rehabilitation Facilities (WVARF) through the State Use program.

While monitoring the performance of WVARF (the central non-profit agency) in fulfilling its fiduciary responsibilities to its sub-contractors, the Committee noted the unexplainable delays that have occurred again this year in receiving completed purchase orders for contracted janitorial services at various office buildings under your jurisdiction. The lack of response by several operational units within your agency in processing these contracts, most of which were approved by our Committee in May/June, 1998, is creating extreme financial hardship for the vendors performing the work. Currently WVARF reports a balance in excess of \$240,000 with your division, much of which is over 90 days past due.

On behalf of the Governor's Committee, I request your immediate attention to this matter. Quite frankly, we fail to understand why it takes over five months to receive purchase orders for contract work that is renewed routinely each fiscal year. Hopefully, internal procedures or actions can be identified that will eliminate the current problems, and prevent their re-occurrence in the future.

Sincerely,

Leroy Dixon Jr.  
Chair, Committee for the Purchase of Commodities  
and Services from the Handicapped

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

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES  
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Air Quality Control

LOCATION:

Keyser

A. BUILDING DESCRIPTION

| Area Description                | Difficulty Factor (.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---------------------------------|-------------------------------|-------------|----------------------|
| *                               | 1.0                           | 768         | 768                  |
| *                               | 0.0                           | 0           | 0                    |
| *                               | 0.0                           | 0           | 0                    |
| *                               | 0.0                           | 0           | 0                    |
| Number of days per week cleaned | 5                             |             |                      |
| TOTAL ADJUSTED SQUARE FEET      |                               | 768         |                      |

B. STAFFING DATA

|                                    |        |
|------------------------------------|--------|
| *Wage Rate (Supervisor-Client)     | \$5.90 |
| *Wage Rate (Supervisor-Non-client) | \$5.90 |
| *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                     | 768 square feet |
| Cleaning hours per day                         | 0.50 hours/day  |
| *Time allocation-Working Client Supervisor     | 0.00 hours/day  |
| *Time allocation-Working Non-client Supervisor | 0.25 hours/day  |
| *Time allocation-Client Workers (hours)        | 0.25 hours/day  |
| *Time allocation-Non-Client Workers (hours)    | 0.00 hours/day  |
| Annual relief (Supervisor)                     | 4.00 hours/year |
| Annual relief (Workers)                        | 4.00 hours/year |

D. MONTHLY DIRECT COSTS

|                                      |    |                     |
|--------------------------------------|----|---------------------|
| Supervision                          |    | 31.96 Wages/month   |
| Relief-Supervision                   |    | 1.97 Wages/month    |
| Client workers                       |    | 27.90 Wages/month   |
| Non-client Workers                   |    | 0.00 Wages/month    |
| Relief-Workers                       |    | 1.72 Wages/month    |
| Monthly Burdened Direct Labor Costs  |    | 70.38 per month     |
| Standard chemical cost               | 6% | 4.22 of burdened DL |
| Standard equipment cost              | 4% | 2.82 of burdened DL |
| Monthly Chemical and Equipment Costs |    | 7.04 per month      |
| TOTAL MONTHLY DIRECT COSTS           |    | \$77.42             |

E. OVERHEAD RATES AND FEES

|                                     |     |         |
|-------------------------------------|-----|---------|
| *Janitorial Work Unit Overhead Rate | 20% | \$15.48 |
| *DBG Overhead Rate                  | 0   | \$0.00  |
| *Shawnee Hills Overhead Rate        | 0   | \$0.00  |
| FULLY BURDENED COST                 |     | \$92.90 |

F. MONTHLY PROFIT AND FEES

|                                 |     |         |
|---------------------------------|-----|---------|
| *Profit Rate and Monthly Profit | 39% | \$36.28 |
| WVARF Fee Rate and Monthly Fee  | 4%  | \$5.17  |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

|  |  |                        |
|--|--|------------------------|
| MONTHLY                                |  | \$134.35               |
| ANNUALLY                               |  | \$1,612.20             |
| Total Annual Square Foot Cost-Standard |  | \$2.10 per square foot |

H. DELUX FLOOR CARE FEE

|                                     |       |                     |
|-------------------------------------|-------|---------------------|
| *Charge Per Square Foot             |       | 17.00 cents/sq foot |
| *Number of Floor Cleanings Per Year |       | 2.00 cleanings/year |
| Total Deluxe Floor Care Charge      |       | 261.12              |
| WVARF Fee                           | 4.00% | 10.44               |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE  |       | 271.56              |

I. PRICE OF CONTRACT

|                                     |  |                        |
|-------------------------------------|--|------------------------|
| TOTAL ANNUAL CHARGE TO CUSTOMER     |  | \$1,883.77             |
| TOTAL MONTHLY BILLING AMOUNT        |  | \$156.98               |
| Total Annual Square Foot Cost-Delux |  | \$2.45 per square foot |
| Contract Year 2/1/99 - 1/31/00      |  | \$1,883.77             |

J. CONTRACT

Vendor: Developmental Center  
 Contract Period: February 1, 1999 - January 31, 2000

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*  
 -----  
 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: Grievance Board  
LOCATION: 808 Greenbrier Street  
Charleston, WV

**A. BUILDING DESCRIPTION**

| Area Description                  | Difficulty Factor<br>(.5 to 1.5) | Square Feet  | Adjusted Square Feet |
|-----------------------------------|----------------------------------|--------------|----------------------|
| *                                 | 1.0                              | 3,150        | 3,150                |
| *                                 | 0.0                              | 0            | 0                    |
| *                                 | 0.0                              | 0            | 0                    |
| *                                 | 0.0                              | 0            | 0                    |
| Number of days per week cleaned   | 5                                |              |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                                  | <b>3,150</b> |                      |

**B. STAFFING DATA**

|                                    |        |
|------------------------------------|--------|
| *Wage Rate (Supervisor-Client)     | \$5.90 |
| *Wage Rate (Supervisor-Non-client) | \$5.90 |
| *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                     | 3,150 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                          | \$95.88 Wages/month          |
| Relief-Supervision                   | \$5.90 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  | \$211.15 per month           |
| Standard chemical cost               | 6.00% \$12.67 of burdened DL |
| Standard equipment cost              | 4.00% \$8.45 of burdened DL  |
| Monthly Chemical and Equipment Costs | \$21.11 per month            |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    | <b>\$232.26</b>              |

E. OVERHEAD RATES AND FEES

|                                     |        |          |
|-------------------------------------|--------|----------|
| *Janitorial Work Unit Overhead Rate | 10.00% | \$23.23  |
| *DBG Overhead Rate                  | 7.00%  | \$17.88  |
| *Shawnee Hills Overhead Rate        | 5.50%  | \$14.05  |
| FULLY BURDENED COST                 |        | \$273.37 |

F. MONTHLY PROFIT AND FEES

|                                 |        |         |
|---------------------------------|--------|---------|
| *Profit Rate and Monthly Profit | 10.00% | \$27.34 |
| WVAFR Fee Rate and Monthly Fee  | 4.00%  | \$12.03 |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

|  |                        |
|--|------------------------|
| MONTHLY                                | \$312.73               |
| ANNUALLY                               | \$3,752.82             |
| Total Annual Square Foot Cost-Standard | \$1.19 per square foot |

H. DELUX FLOOR CARE FEE

|                                     |                     |
|-------------------------------------|---------------------|
| *Charge Per Square Foot             | 12.00 cents/sq foot |
| *Number of Floor Cleanings Per Year | 1 cleanings/year    |
| Total Deluxe Floor Care Charge      | \$378.00            |
| WVAFR Fee                           | 4.00% \$15.12       |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE  | \$393.12            |

I. PRICE OF CONTRACT

|                                      |                        |
|--------------------------------------|------------------------|
| TOTAL ANNUAL CHARGE TO CUSTOMER      | \$4,145.94             |
| TOTAL MONTHLY BILLING AMOUNT         | \$345.49               |
| Total Annual Square Foot Cost-Deluxe | \$1.32 per square foot |

Contract Period 2/1/99 - 1/31/00 \$345.49

J. CONTRACT

Vendor Shawnee Hills - Diversified Business Group  
 Contract Period February 1, 1999 - January 31, 2000

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

WVAFR 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: Dept. of Health**

**LOCATION: Charleston**

**A. BUILDING DESCRIPTION**

| Area-Description                  | Difficulty Factor<br>(.5 to 1.5) | Square Feet   | Adjusted Square Feet |
|-----------------------------------|----------------------------------|---------------|----------------------|
| 1. Offices                        | 1.0                              | 33,872        | 33,872               |
| *                                 | 0.0                              | 0             | 0                    |
| *                                 | 0.0                              | 0             | 0                    |
| *                                 | 0.0                              | 0             | 0                    |
| Number of days per week cleaned   | 5                                |               |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                                  | <b>33,872</b> |                      |

**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 Fringe Benefits             |        |

**C. DAILY STAFFING PLAN**

|  |                       |
|--|-----------------------|
| Total Adjusted Square Feet                     | 33,872.00 square feet |
| Cleaning hours per day                         | 14.50 hours/day       |
| *Time allocation-Working Client Supervisor     | 0.00 hours/day        |
| *Time allocation-Working Non-client Supervisor | 7.25 hours/day        |
| *Time allocation-Client Workers (hours)        | 7.25 hours/day        |
| *Time allocation-Non-Client Workers (hours)    | 0.00 hours/day        |
| Annual relief (Supervisor)                     | 116.00 hours/year     |
| Annual relief (Workers)                        | 116.00 hours/year     |

**D. MONTHLY DIRECT COSTS**

|                                      |       |                         |
|--------------------------------------|-------|-------------------------|
| Supervision                          |       | \$863.96 Wages/month    |
| Relief-Supervision                   |       | \$53.17 Wages/month     |
| Client workers                       |       | \$808.98 Wages/month    |
| Non-client Workers                   |       | \$0.00 Wages/month      |
| Relief-Workers                       |       | \$49.78 Wages/month     |
| Monthly Burdened Direct Labor Costs  |       | \$1,966.60 per month    |
| Standard chemical cost               | 6.00% | \$118.00 of burdened DL |
| Standard equipment cost              | 4.00% | \$78.66 of burdened DL  |
| Monthly Chemical and Equipment Costs |       | \$196.66 per month      |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    |       | <b>\$2,163.26</b>       |

**E. OVERHEAD RATES AND FEES**

|                                     |        |            |
|-------------------------------------|--------|------------|
| *Janitorial Work Unit Overhead Rate | 10.00% | \$216.33   |
| *DBG                                | 7.50%  | \$178.47   |
| *Shawnee Hills                      | 5.00%  | \$118.98   |
| FULLY BURDENED COST                 |        | \$2,677.03 |

**F. MONTHLY PROFIT AND FEES**

|                                 |       |          |
|---------------------------------|-------|----------|
| *Profit Rate and Monthly Profit | 5.07% | \$135.66 |
| WVARF Fee Rate and Monthly Fee  | 4.00% | \$112.51 |

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

|  |  |                        |
|--|--|------------------------|
| MONTHLY                                |  | \$2,925.20             |
| ANNUALLY                               |  | \$35,102.39            |
| Total Annual Square Foot Cost-Standard |  | \$1.04 per square foot |

**H. DELUX FLOOR CARE FEE**

|                                     |       |                        |
|-------------------------------------|-------|------------------------|
| *Charge Per Square Foot             |       | \$10.00 cents/sq. foot |
| *Number of Floor Cleanings Per Year |       | \$0.00 cleanings/year  |
| Total Delux Floor Care Charge       |       | \$0.00                 |
| WVARF Fee                           | 4.00% | \$0.00                 |
| TOTAL ANNUAL DELUX FLOOR CARE FEE   |       | \$0.00                 |

**I. PRICE OF CONTRACT**

|                                     |  |                        |
|-------------------------------------|--|------------------------|
| TOTAL ANNUAL CHARGE TO CUSTOMER     |  | \$35,102.39            |
| TOTAL MONTHLY BILLING AMOUNT        |  | \$2,925.20             |
| Total Annual Square Foot Cost-Delux |  | \$1.04 per square foot |

**J. CONTRACT**

Vendor

Shawnee Hills

Contract Period

1/1/99 - 12/31/99

Small Business Impact: None, work currently being done by Shawnee.

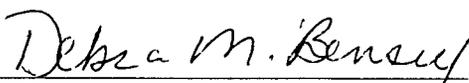
## Notes:

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 determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and approved by:

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

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

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

CUSTOMER: Tax & Revenue

LOCATION:

Clarksburg

**A. BUILDING DESCRIPTION**

| Area Description                  | Difficulty Factor<br>(.5 to 1.5) | Square Feet  | Adjusted Square Feet |
|-----------------------------------|----------------------------------|--------------|----------------------|
| *                                 | 1.0                              | 2,000        | 2,000                |
| *                                 | 0.0                              | 0            | 0                    |
| *                                 | 0.0                              | 0            | 0                    |
| *                                 | 0.0                              | 0            | 0                    |
| Number of days per week cleaned   | 5                                |              |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                                  | <b>2,000</b> |                      |

**B. STAFFING DATA**

|                                    |        |
|------------------------------------|--------|
| *Wage Rate (Supervisor-Client)     | \$5.70 |
| *Wage Rate (Supervisor-Non-client) | \$5.70 |
| *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                     | 2,000 square feet |
| Cleaning hours per day                         | 1.00 hours/day    |
| *Time allocation-Working Client Supervisor     | 0.00 hours/day    |
| *Time allocation-Working Non-client Supervisor | 0.50 hours/day    |
| *Time allocation-Client Workers (hours)        | 0.50 hours/day    |
| *Time allocation-Non-Client Workers (hours)    | 0.00 hours/day    |
| Annual relief (Supervisor)                     | 8.00 hours/year   |
| Annual relief (Workers)                        | 8.00 hours/year   |

Round up

**D. MONTHLY DIRECT COSTS**

|                                      |       |                       |
|--------------------------------------|-------|-----------------------|
| Supervision                          |       | \$61.75 Wages/month   |
| Relief-Supervision                   |       | \$3.80 Wages/month    |
| Client workers                       |       | \$55.79 Wages/month   |
| Non-client Workers                   |       | \$0.00 Wages/month    |
| Relief-Workers                       |       | \$3.43 Wages/month    |
| Monthly Burdened Direct Labor Costs  |       | \$138.20 per month    |
| Standard chemical cost               | 6.00% | \$8.29 of burdened DL |
| Standard equipment cost              | 4.00% | \$5.53 of burdened DL |
| Monthly Chemical and Equipment Costs |       | \$13.82 per month     |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    |       | <b>\$152.01</b>       |

**E. OVERHEAD RATES AND FEES**

|                                     |      |          |
|-------------------------------------|------|----------|
| *Janitorial Work Unit Overhead Rate | 15%  | \$23.05  |
|                                     | 0.00 | \$0.00   |
|                                     | 0.00 | \$0.00   |
| FULLY BURDENED COST                 |      | \$175.07 |

**F. MONTHLY PROFIT AND FEES**

|                                 |        |         |
|---------------------------------|--------|---------|
| *Profit Rate and Monthly Profit | 10.00% | \$17.51 |
| WVARF Fee Rate and Monthly Fee  | 4.00%  | \$7.70  |

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

|  |                        |
|--|------------------------|
| MONTHLY                                | \$200.28               |
| ANNUALLY                               | \$2,403.33             |
| Total Annual Square Foot Cost-Standard | \$1.20 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      | \$480.00           |
| WVARF Fee                           | 4.00% \$19.20      |
| TOTAL ANNUAL DELUXE FLOOR CARE FEE  | \$499.20           |

**I. PRICE OF CONTRACT**

|                                      |                        |
|--------------------------------------|------------------------|
| TOTAL ANNUAL CHARGE TO CUSTOMER      | \$2,902.53             |
| TOTAL MONTHLY BILLING AMOUNT         | \$241.88               |
| Total Annual Square Foot Cost-Deluxe | \$1.45 per square foot |
| Contract Year 2/1/98 - 1/31/99       | \$241.88               |

**J. CONTRACT**

Vendor: ARC of Harrison County  
 Contract Period: February 1, 1999 - January 31, 2000

Small Business Impact: None, ARC 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  
 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:** Water Resources

**LOCATION:** Charleston

**A. BUILDING DESCRIPTION**

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

**B. STAFFING DATA**

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

**C. DAILY STAFFING PLAN**

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

**D. MONTHLY DIRECT COSTS**

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

**E. OVERHEAD RATES AND FEES**

|                                     |        |                   |
|-------------------------------------|--------|-------------------|
| *Janitorial Work Unit Overhead Rate | 10.00% | \$190.91          |
|                                     | 7.50%  | \$157.50          |
|                                     | 5.00%  | \$105.00          |
| <b>FULLY BURDENED COST</b>          |        | <b>\$2,257.53</b> |

**F. MONTHLY PROFIT AND FEES**

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

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

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

**H. DELUXE FLOOR CARE FEE**

|   |                     |
|---|---------------------|
| *Charge Per Square Foot                   | 17.00 cents/sq foot |
| *Number of Floor Cleanings Per Year       | 2.00 cleanings/year |
| Total Deluxe Floor Care Charge            | \$6,428.38          |
| WVARF Fee                                 | 4.00%               |
| <b>TOTAL ANNUAL DELUXE FLOOR CARE FEE</b> | <b>\$6,685.52</b>   |

**I. PRICE OF CONTRACT**

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

**J. CONTRACT**

Vendor: Shawnee Hills  
 Contract Period: February 1, 1999 - January 31, 2000

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:

*Debra M. Bensey*

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

Accepted and approved by:

Printed Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

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

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

**CUSTOMER:** Department of Highways  
**LOCATION:** Lewisburg

**A. BUILDING DESCRIPTION**

| Area Description                  | Difficulty Factor<br>(.5 to 1.5) | Square Feet  | Adjusted Square Feet |
|-----------------------------------|----------------------------------|--------------|----------------------|
| *                                 | 1.0                              | 2,808        | 2,808                |
| *                                 | 1.0                              | 2,600        | 2,600                |
| *                                 | 1.0                              | 0            | 0                    |
| *                                 | 1.0                              | 0            | 0                    |
| Number of days per week cleaned   | 5                                |              |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                                  | <b>5,408</b> |                      |

**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                     | 5,408 square feet |
| Cleaning hours per day                         | 4.50 hours/day    |
| *Time allocation-Working Client Supervisor     | 0.00 hours/day    |
| *Time allocation-Working Non-client Supervisor | 2.25 hours/day    |
| *Time allocation-Client Workers (hours)        | 2.25 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                          | \$292.50 Wages/month         |
| Relief-Supervision                   | \$16.00 Wages/month          |
| Client workers                       | \$251.06 Wages/month         |
| Non-client Workers                   | \$0.00 Wages/month           |
| Relief-Workers                       | \$13.73 Wages/month          |
| Monthly Burdened Direct Labor Costs  | \$635.06 per month           |
| Standard chemical cost               | 0.00% \$0.00 of burdened DL  |
| Standard equipment cost              | 4.00% \$25.40 of burdened DL |
| Monthly Chemical and Equipment Costs | \$25.40 per month            |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    | <b>\$660.47</b>              |

**E. OVERHEAD RATES AND FEES**

|                                     |        |                 |
|-------------------------------------|--------|-----------------|
| *Janitorial Work Unit Overhead Rate | 20.00% | \$132.09        |
|                                     | 0.00%  | \$0.00          |
|                                     | 0.00%  | \$0.00          |
| <b>FULLY BURDENED COST</b>          |        | <b>\$792.56</b> |

F. MONTHLY PROFIT AND FEES

|                                 |        |         |
|---------------------------------|--------|---------|
| *Profit Rate and Monthly Profit | 10.00% | \$79.26 |
| WVARF Fee Rate and Monthly Fee  | 4.00%  | \$34.87 |
|                                 |        | \$0.00  |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

|  |                        |
|--|------------------------|
| MONTHLY                                | \$906.69               |
| ANNUALLY                               | \$10,880.25            |
| Total Annual Square Foot Cost-Standard | \$2.01 per square foot |

H. DELUXE FLOOR CARE FEE

|                                     |                  |
|-------------------------------------|------------------|
| *Charge Per Square Foot             | 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      | \$10,880.25            |
| TOTAL MONTHLY BILLING AMOUNT         | \$906.69               |
| Total Annual Square Foot Cost-Deluxe | \$2.01 per square foot |

J. CONTRACT

Vendor Gateway  
 1.00 Contract Period January 1, 1999 - December 31, 2000

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

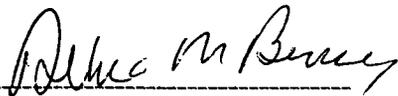
Notes:

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

## MICROFILMING STATE WIDE CONTRACT PRICE LIST

Vendor: Precision Services

Dates of Contract: January 1, 1999 - December 31, 1999

Cost Per Document unless noted otherwise

### SOURCE DOCUMENTS 8 1/2" x 5" to 8 1/2" x 14"

### PRICE

|  |          |
|--|----------|
| 1 Placed in microfilm jackets (microfiche) | \$0.0455 |
| 2 Placed on 16mm roll film with spool      | \$0.0365 |
| 3 Placed on 16mm roll with cartridge       | \$0.0395 |

### CHECK OR CHECK-SIZED DOCUMENTS

|                                       |          |
|---------------------------------------|----------|
| 4 Placed on 16mm roll film with spool | \$0.0175 |
| 5 Placed on 16mm roll with cartridge  | \$0.0185 |

### COMPUTER SHEETS, BURSTED

|  |          |
|--|----------|
| 6 Placed in microfilm jackets (microfiche) | \$0.0455 |
| 7 Placed on 16mm roll film with spool      | \$0.0365 |
| 8 Placed on 16mm roll with cartridge       | \$0.0395 |

### DRAWINGS, ENGINEERING: SIZES A TO E

|   |          |
|---|----------|
| 9 Film 35mm                             | \$0.4250 |
| 10 Placed 35mm film in microfilm jacket | \$0.4950 |
| 11 Placed 35mm film in aperture card    | \$0.6150 |

### JACKET DUPLICATION

|         |              |
|---------|--------------|
| 12 16mm | \$0.3050 /ja |
| 13 35mm | \$0.3050 /ja |

### DOCUMENT PREPARATION

|                                |                 |
|--------------------------------|-----------------|
| 14 (See section E)             | \$7.95 per hr.  |
| 15 Indexing                    | \$7.95 per hr.  |
| 16 Transportation of Documents | \$0.60 per mile |

|                                |          |
|--------------------------------|----------|
| 18 TRANSPORTATION OF DOCUMENTS | \$0.6000 |
|--------------------------------|----------|

## STATEWIDE BOTTLED WATER CONTRACT

VENDOR: GREEN ACRES REGIONAL CENTER, INC.

DATES OF CONTRACT: December 1, 1998 - November 30, 1999

|  |                   |
|--|-------------------|
| 1. Bottled Water Coolers-Cold          | \$8.95 per month  |
| 2. Bottled Water Coolers-Hot and Cold. | \$11.75 per month |
| 3. Bottled Water Coolers Compartment   | \$16.00 per month |
| 4. 5 Gallon Returnable Bottles         | \$5.35 each       |
| 5. 3 Gallon Returnable Bottles.        | \$3.15 each       |
| 6. Bottle Deposit                      | \$6.50 *          |
| 7. 16 oz. bottle (24 per case)         | \$9.70 per case   |

\* A bottle deposit is required for all bottles charged out. This is a one time charge and is refundable.

# WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES STANDARD JANITORIAL PRICE ESTIMATE

**CUSTOMER:** Fairmont State College

**LOCATION:** Colebank Hall

## A. BUILDING DESCRIPTION

| Area Description                  | Difficulty Factor<br>(.5 to 1.5) | Square Feet   | Adjusted Square Feet |
|-----------------------------------|----------------------------------|---------------|----------------------|
| *                                 | 1.0                              | 45,874        | 45,874               |
| *                                 | 0.0                              | 0             | 0                    |
| *                                 | 0.0                              | 0             | 0                    |
| *                                 | 0.0                              | 0             | 0                    |
| Number of days per week cleaned   | 5                                |               |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                                  | <b>45,874</b> |                      |

## 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                     | 45,874 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      |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    |       | <b>\$3,312.90</b> |                |

### 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 | \$1.19 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%               |
| 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 | \$1.19 per square foot |

### J. CONTRACT

Vendor:  
Contract Period:

The Op Shop

\$8.75 extra person  
\$13.13 overtime

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

Printed Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

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

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

**CUSTOMER:** Department of Highways  
**LOCATION:** Princeton

**A. BUILDING DESCRIPTION**

| Area Description                  | Difficulty Factor (.5 to 1.5) | Square Feet   | Adjusted Square Feet |
|-----------------------------------|-------------------------------|---------------|----------------------|
| Administration Building           | 1.0                           | 31,046        | 31,046               |
| Maintenance Shop                  | 1.0                           | 21,337        | 21,337               |
| *                                 | 1.0                           | 0             | 0                    |
| *                                 | 1.0                           | 0             | 0                    |
| Number of days per week cleaned   | 5                             |               |                      |
| <b>TOTAL ADJUSTED SQUARE FEET</b> |                               | <b>52,383</b> |                      |

**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                     | 52,383 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                          | \$1,040.00 Wages/month      |
| Relief-Supervision                   | \$64.00 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  | \$2,272.76 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            |
| <b>TOTAL MONTHLY DIRECT COSTS</b>    | <b>\$2,272.76</b>           |

**E. OVERHEAD RATES AND FEES**

|                                     |        |            |
|-------------------------------------|--------|------------|
| *Janitorial Work Unit Overhead Rate | 20.00% | \$454.55   |
|                                     | 0.00%  | \$0.00     |
|                                     | 0.00%  | \$0.00     |
| FULLY BURDENED COST                 |        | \$2,727.31 |

**F. MONTHLY PROFIT AND FEES**

|                                 |        |          |
|---------------------------------|--------|----------|
| *Profit Rate and Monthly Profit | 10.00% | \$272.73 |
| WVARF Fee Rate and Monthly Fee  | 4.00%  | \$120.00 |

**G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER**

|  |                        |
|--|------------------------|
| MONTHLY                                | \$3,120.04             |
| ANNUALLY                               | \$37,440.51            |
| Total Annual Square Foot Cost-Standard | \$0.71 per square foot |

**H. DELUXE FLOOR CARE FEE**

|                                     |                  |
|-------------------------------------|------------------|
| *Charge Per Square Foot             | 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      | \$37,440.51            |
| TOTAL MONTHLY BILLING AMOUNT         | \$3,120.04             |
| Total Annual Square Foot Cost-Deluxe | \$0.71 per square foot |

**J. CONTRACT**

Vendor: Mercer County Opportunity Workshop  
 Contract Period: November 9, 1998 - June 30, 1999

**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
5. Customer will supply one state worker.
6. Reason for low square footage price, is that customer is supplying one worker, along with equipment and chemicals.

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

CUSTOMER: Division of Rehabilitation  
 LOCATION: Print Shop

A. BUILDING DESCRIPTION

| Area Description                | Difficulty Factor<br>(.5 to 1.5) | Square Feet | Adjusted Square Feet |
|---------------------------------|----------------------------------|-------------|----------------------|
|                                 | 1.00                             | 0           | 0                    |
| *                               | 0.00                             | 0           | 0                    |
| *                               | 0.00                             | 0           | 0                    |
| *                               | 0.00                             | 0           | 0                    |
| Number of days per week cleaned | 5.00                             |             |                      |
| TOTAL ADJUSTED SQUARE FEET      |                                  | 0           |                      |

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 Fringe Benefits             | 0.00   |

C. DAILY STAFFING PLAN

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

D. MONTHLY DIRECT COSTS

|                                      |       |                       |
|--------------------------------------|-------|-----------------------|
| Supervision                          |       | \$808.98 Wages/month  |
| Relief-Supervision                   |       | \$0.00 Wages/month    |
| Client workers                       |       | \$0.00 Wages/month    |
| Non-client Workers                   |       | \$0.00 Wages/month    |
| Relief-Workers                       |       | \$0.00 Wages/month    |
| Monthly Burdened Direct Labor Costs  |       | \$923.45 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           |       | \$923.45              |

E. OVERHEAD RATES AND FEES

|                     |        |            |
|---------------------|--------|------------|
|                     | 15.00% | \$138.52   |
| FULLY BURDENED COST |        |            |
|                     |        | \$1,061.97 |

F. MONTHLY PROFIT AND FEES

|                                 |        |          |
|---------------------------------|--------|----------|
| *Profit Rate and Monthly Profit | 10.00% | \$106.20 |
| WVARF Fee Rate and Monthly Fee  | 4.00%  | \$46.73  |

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

|          |             |
|----------|-------------|
| MONTHLY  | \$1,214.89  |
| ANNUALLY | \$14,578.69 |

H. DELUXE FLOOR CARE FEE

|                                     |       |                  |
|-------------------------------------|-------|------------------|
| *Charge Per Square Foot             |       | 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 | \$14,578.69 |
| TOTAL MONTHLY BILLING AMOUNT    | \$1,214.89  |

J. CONTRACT

Vendor: Goodwill of Kanawha Valley  
 Contract Period: November 9, 1998 - June 30, 1999

Small Business Impact: None, have had contract.

Notes:

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

WVARF agrees to provide services for the above amount pending final determination of the "fair market p 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