

WVARF09

Statewide Contract Covering Mandated Services to Various
State Agencies and all Political Subdivisions
Within West Virginia

Contact

West Virginia Association of Rehabilitation Facilities
P.O. Box 745
Institute, WV 25112
Phone: 304-205-7970
Fax: 304-766-4607

To Place an order contact

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Website

www.wvarf.org

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Absorbency Kits & Supplies



Liquid absorbency kits can effectively absorb petroleum-based liquids and non-water based liquids, including solvents, solvent based paints, vegetable oils and many non-water soluble chemicals. Light weight, user friendly, clean and dustless, spill kits can be stored easily behind seats of vehicles.

Applied uses: leaking drums, large spills and leaks, vehicle garages to absorb oil and fluid leaks and drips, emergency vehicles at accident scenes to absorb leaking fluids, conservation personnel to absorb leaking fluids preventing contamination that could damage water sources, the ecology and wildlife, field repair crews absorbing fluids when repairing equipment, refueling areas where fuel spills could occur, shops when rebuilding and repairing equipment, and machinery leaks helping to limit clean up time

Liquid Hand Soap & Dispensers



The anti-bacterial soap is especially helpful in preventing the spread of germs and bacteria. The soap is gentle on hands and the body, even after repeated daily washing. It is available for use in wall-mounted containers, refillable containers or carrying in the car or purse.

Price includes all shipping costs

Cooler Dispensed Water



Our water, *Le Sage Natural Wells*, is drawn from an underground West Virginia well that supplies water naturally free of pollutants. The water flows through two different filtration/purification systems. Careful monitoring assures that industry, state and federal standards are fully met. Buyer may purchase water in five or three gallon bottles.

The purchase price for the water includes delivery to the customer.

Did you know . . .

At the 2005 Berkeley Springs International Water Tasting Competition, Le Sage Natural Wells water placed first, receiving the Gold Award, in the Non-Carbonated Bottle category.

These Products are ordered through WVARF by calling or faxing:

WVARF Organization	Contact Name	Counties
Green Acres Regional Center, Inc. Phone: 304-762-2522 Fax: 304-525-2040	Jon Floyd	Cabell, Wayne & Mason
Sheltered Workshop of Nicholas County . Phone: 304-742-6202 Fax: 304-742-6280	Kim Thomas	Kanawha, Boone & Putnam
WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong	All Other West Virginia Counties

Survey Stakes



Stakes are made from straight-grained seasoned hardwood with a wedge point, free from injuries, rot, and wane. Delivered securely tied with poly or metal banding and bundled in groups of 25.

Shipping Terms: Bundles can be delivered to customer at an additional cost *OR* customers may pick up the bundles at no additional cost.

Delivery Terms: Within 30 days after receipt of order.

Wiping Cloths



Nonabsorbent wiping cloths are excellent for all petroleum or detergent based cleaning solutions and will absorb water provided the cloth is dampened before using. These cloths will not readily absorb

water when used directly from the shipping container. Packaged in 10 pound or 25 pound boxes.

Absorbent wiping cloths will readily absorb water and oil when used directly from the shipping container. Packaged in 10 pound or 25 pound boxes. Approximate pieces per pound are: Polo (13), White Terry (5), Colored Terry (7), White Cotton (6), Washed Fleece (6), Econo (8), and Bar Towel (6).

Shipping Terms: Orders of 500 lbs. or greater will be shipped FOB Destination. Orders Less the 500 lbs. will be shipped FOB shipping point with shipping prepaid and added to the invoice as a separate item.

Delivery Terms: Within 21 days after receipt of order.

20 oz. Bottled Water



Our water is drawn from an underground West Virginia well that supplies water naturally free of pollutants. The water flows through two different filtration/purification systems. Careful monitoring assures that industry, state and federal standards are fully met.

Each bottle has a West Virginia State Park label and is sold in 20 bottle cases.

The cases can be delivered at an additional cost or may be picked up from these West Virginia sites with no additional cost: Craigsville or LeSage.

These Products are ordered through WVARF by calling or faxing:

WVARF Organization	Contact Name	Counties
Sheltered Workshop of Nicholas County . Phone: 304-742-6202 Fax: 304-742-6280	Kim Thomas	Kanawha, Boone & Putnam
WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong	All Other West Virginia Counties

Rubber Coated Laboratory Apron



These impermeable, rubber coated laboratory aprons are often used in laboratories to protect clothing of workers from chemical splashes

- 35" wide x 45" long
- black
- reinforced with four patches stitched completely on all ties
- four aluminum grommets and three pre-tied 30" nylon strings

Steel Framed Mirror



These stainless steel framed mirrors test in accordance with ASTB-B-117 on glass.

- 16" wide x 22" long stainless steel frame
- galvanized steel back
- three one hole hangers spot-welded to back
- can be hung vertical or horizontal
- corners square, joints secure

Fish Habitat Structures



Type I Nursery Structure and Type II Nursery Structure

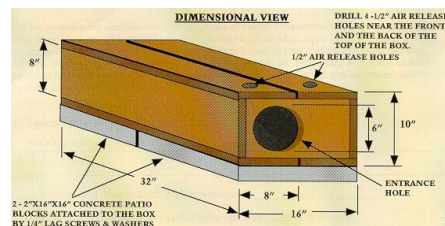
These two structures are similar in layout. Type I is constructed out of non-treated wood while Type II is constructed out of PVC pipe. Both structures are approximately 36" X 36". Shipping is included in the pricing.

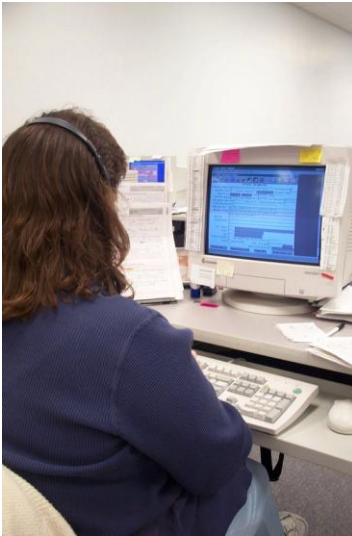


Spawning Structure

This structure is made out of a plastic 55 gallon drum. It stands approximately 24" high. The gravel is not included in the pricing. Shipping is included in the pricing.

Catfish Boxes





Data Management

Data processing is accomplished by extracting information from a pre-determined source and entering the information into a computer using a specified format. The information is output onto media allowing the user to retrieve and manipulate the data.

Our qualified employees have been providing high-speed data entry services since 1988. State of the art equipment and highly trained staff combine to offer versatility in performing a variety of tasks specialized to fit your needs, no matter how basic or complex your requirements may be. We can meet your needs for entering inventory records, mailing lists, personnel reports, or record management information.

For more detailed description of this service see **Special Conditions for Data Management Services**.

Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial statement of work. To start developing the statement of work, choose the work items needed

from the following list on pages 8 and 9:

- Select Level I, II, or III from Line Items 0059-0061 and
- *Select any additional services from Items 0062-0085.*

After review, please contact WVARF to arrange an appointment with a data management representative who will assist you in completing a final statement of work and project cost estimate

Special Conditions for Data Management Services

OUTPUT

Finished work can be transmitted to you through FTP, magnetic media, CD-ROM, Internet applications or direct entry onto your system. All work is backed up twice per shift and completed work is routinely saved on magnetic media for a period of 90 days (longer per your requirements).

QUALITY

Our employees are trained to industry standards and supervisors oversee all work to ensure your job will meet your exact specifications. Routine inspections, system edits, field checks, and full verification ensure your satisfaction on all work.

Excellence is our standard. Each qualified operator can process over 12,000 keystrokes per hour with greater than 99.995% accuracy. Routine inspections, system edits, field checks, and even full verification will ensure your satisfaction on all work

SOFTWARE

We currently use DCR (UNIX based data capture and retrieval), Microsoft Office Professional, Microsoft Fox Pro, Lotus Smart Suite, Lotus 1-2-3, Business Works accounting software and customer supplied applications. Our PC base allows us to use any over the counter product for WINDOWS, DOS, and UNIX.

EXPERIENCE TYPES

- Medicaid Billing
- Medical Billing
- Invoicing
- Data Conversion
- Workers' Compensation Claims Entry
- Data Entry
- Data Bases
- Information Retrieval
- General Ledger/Financial Reporting
- Surveys
- Business Forms and Labels
- Word-processing
- Optical Scanning
- Overloads
- Transcription Services
- Mailing Lists
- Data Collection
- Sorting/screening

PICKUP AND DELIVERY

We offer pick-up and Delivery with all contracts.

DOCUMENT CONTROL

Customer documents can be returned, retained for a time, shredded, or recycled.

CONFIDENTIALITY

Our employees' have read and signed an "Employee Confidentiality Agreement" protecting our customers' confidentiality

WEST VIRGINIA STATE AGENCY CUSTOMERS

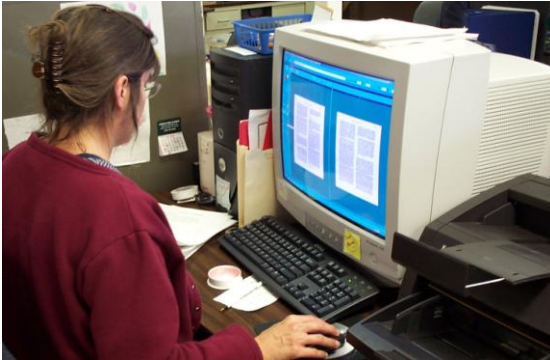
Bureau of Employment Programs
Worker's Compensation
Office of Medical Accounting
Office of Financial Accounting
Management Information Systems
Technical Support
Unemployment Compensation
Department of Transportation
Traffic Engineering Division
Department of Health and Human Resources
Office of Audit, Research, & Analysis
Office of Family Support
Behavioral Health & Health Services
Department of Education
Adult Basic Education
Department of Administration
I S & C
Insurance Commission
Division of Cultural and History
Division of Natural Resources

Data Management

Item #	Description
0059	Skill Level I - Billed on a per unit basis (document, bill, page). Forms may require simple document preparation, sorting and batching prior to entry. Minimal clerical duties involved. Entry entails transferring information from source document into computer using specified format requiring little or no judgment skills. High speed processing. Documents may be sorted or returned with or without special filing instructions. Document disposal is available. Documents may be returned to provider per agency instructions. Postage to be billed separately at cost with postage meter receipt attached. Price includes quality control, daily, weekly, and/or monthly reports. Current pricing includes but is not limited to the processing and entry of HCFA - 1500, WC-400, WC-401, UB-92, and PR1A.
0060	Skill Level II - Billed on a per unit basis (document, bill, page). May include any or all of the duties in line Item 59 - Duties for Processing. Screening, batching and processing instructions may require multiple step clerical tasks. Specialized knowledge of terms, functions and fields may be required for document processing. Document normally consists of multiple fields and/or pages that require additional time and attention to process. Pricing includes, but is not limited to the processing and entry of: WC-1, WC-2, WC-3, and duplicates.
0061	Skill Level III - Billed on a per unit basis (document, bill, page). Forms may require any or all of the services and duties listed in document entry level I and Level II. Documents may require extensive pre-screening and/or document preparation before entry. Clerical duties may include analyzing and compiling information from various research materials such as written or verbal special instructions, maps, charts, manuals and phone surveys. Documents are typically lengthy and complex. The Agency may require additional and/or courier service. Current pricing includes, but is not limited to, the processing and entry of: DMV17-F and related code sheet.
0062	Courier Service
0063	Sort Forms by Type, County, Number Index
0064	Batch Work / Per Hour
0065	Remove Attachments / Per Hour
0066	Screen Form for Accuracy Prior to Entry / Per Hour
0067	Calculate Fields to Verify Totals / Per Hour
0068	Recall Submitted Forms for Sight Verification / Per Hour
0069	Edit Submitted Reports / Per Hour
0070	Copy / Per Hour
0071	Open Mail / Per Hour
0072	Prepare Documents for Mailing, Filing, etc / Per Hour
0073	Prepare Documents for Mailing, Filing, etc / Per Piece
0074	Postage At Cost / Per Hour
0075	Generate Reports / Per Hour
0076	Create and Manage Database / Per Hour
0077	Develop and Maintain Mailing Lists
0078	Create Data Media (Diskette, CD, Zip Drive) / Per Hour
0076	Create and Manage Database / Per Hour
0077	Develop and Maintain Mailing Lists
0078	Create Data Media (Diskette, CD, Zip Drive) / Per Hour
0079	Research Information Sources to Complete Form / Per Hour
0080	Sort Alphabetically for Storage / Per Hour
0081	Store Documents / Per Box Per Month

Item #	Description
0082	Shred Documents/ Per Hour
0083	Project Manager / Per Hour
0084	Production Manager/ Per Hour
0085	Programming / Per Hour

Document Imaging



Using a high-speed optical scanner, your source documents in paper form will be converted into a digital format. During this process, the documents are scanned and checked for quality and accuracy, indexed by key words and sorted on a CD-ROM or DVD.

We go beyond our industry standards with verification and checks for accuracy. Complete security and confidentiality of your records are guaranteed.

Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial statement of work. To start developing the statement of work, select from item numbers 0032 to 0164 and quantities.

After review, please contact WVARF to arrange an appointment with a document imaging representative who will assist you in completing a final statement of work and project cost estimate.

Item #	Description
0032	Scn at 200/300 dpi up to 8.5" x 14" / per document
0033	Scan at 200/300 dpi up to 11" x 17" / per document
0034	Indexed, per key stroke
0035	Set Up Fee, per job
0036	Master CD Fee, per CD
0037	Duplication to CD, per CD
0038	Preparation of Documents, per hour
0039	Transportation of Documents, per mile
0040	Fragile Document Scanning on Flatbed Scanner, per hour
0041	Scan at 200/300 dpi up to 11" x 17" w/flatbed, per document
0042	OCR, No Operator Editing, per document
0043	OCR Clean-up, per hour
0044	Off-site Storage, per CD, per year
0045	Document Shredding, per 15" Banker Box
0046	Data Warehousing (Via Internet) (Per image/per year and includes accessing up to 20% of images warehoused.)
0047	Accessing of Warehoused Data, above 20% / per image
0048	Document Scanning 18" x 24", Eng. C at 200 dpi / per document
0049	Document Scanning 18" x 24", Eng. C at 300 dpi / per document

Item #	Description
0050	Document Scanning 24" x 36", Eng. D at 200 dpi / per document
0051	Document Scanning 24" x 36", Eng. D at 300 dpi / per document
0052	Document Scanning 36" x 48", Eng. E at 200 dpi / per document
0053	Document Scanning 36" x 48", Eng. E at 300 dpi / per document
0054	Microfilm Scan, 16mm Roll Film at 200/300 dpi / per image
0055	Microfilm Scan, 35mm Roll Film at 200/300 dpi / per image
0056	Microfiche Scan at 200/300 dpi / per image
0057	Aperture Scan / per card
0058	Master DVD-R Fee / per DVD
0161	Document Warehousing Image (via internet)(18" X 24")
0163	Document Warehousing Image (via internet)(24" X 36")
0164	Document Warehousing Image (via internet)(36" X 48")

Microfilming



Save on costly storage space by converting documents and blueprints to microfilm. All project specifications are designed with you to be sure the product meets your needs. Complete security and confidentiality are guaranteed.

Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial statement of work. To start developing the statement of work, select from the items number 0086-0087 on page 12. For more detailed description of this service,

see the **Special Conditions for Microfilm Services.**

After review, please contact to arrange an appointment with a microfilming representative who will assist you in completing a final statement of work and project cost estimate.

Special Conditions for Microfilm Services

General

Vendor shall be contacted at least 30 days in advance of filming to assure that correct formatting, reduction, retrieval systems, document preparation; indexing and other requirements are clear between the vendor and agency. Filming includes:

- Filming documents in the order in which vendors receives them
- All supplies incidental to filming and processing
- All supplies incidental to indexing
- Filming the document
- Verifying the document as readable
- All labor incidental to filming and processing

Security and Irretrievability of Records

Vendor shall be responsible for guarding against loss and theft of all records while in its possession.

Labeling

Vendor shall label each completed individual microfiche or roll of film in a self-explanatory manner regarding its contents. Labels must be eye readable. Each completed individual microfiche or roll of film also shall be labeled as per instructions of agency at time of orders. Labeling is limited to 60 spaces per jacket and 90 spaces per roll.

Indexing

Price quoted includes list of file names and information necessary for retrieval of documents.

All documents will be returned to agency as they come from camera. Document preparation hourly rate does not include restapling, reclipping or refolding.

Reorganizing sequence of documents and purging records services are available at the hourly rate quoted, but not typically required.

Specifications

The vendor shall assure that a high quality-microfilming product is produced meeting all federal government and industry standards as applicable. The results shall be obtained in a manner meeting the recommended requirements of the American National Standard Institute (ANSI) for permanent micro-photo graphics reproductions.

Film Requirements

The film shall be of archival records, silver-gelatin type, on polyester or cellulose ester base.

Residual thiosulfate on the film shall be measured using the methylene blue method and performed according to the American Standard for Methylene Blue Method of Measuring Residual Chemicals in for Methylene Blue Method of Measuring Residual Chemicals in plates, films, and papers as described in ANSI/AIMM aPH4, 8/1978. The results shall have a maximum of 0.7 microgram per centimeter squared of thiosulfate ion. All source documents filmed must have a density range between 0.9 and 1.3 with a + or -.1 tolerance factor for negative film. (Negative film is white letters on a black background.)

Resolution Requirements

Resolution shall be obtained by viewing appropriate resolution test charts

Acceptable reductions shall be determined from the list below on an individual basis by the agency as needed.

Planetary – 16mm film:
32X, 150 Lines/mm
29X, 140 Lines/mm
27X, 135 Lines/mm
25X, 130 Lines/mm
21X, 125 Lines/mm

Planetary – 16mm film:
16X, 100 Lines/mm
24X, 108 Lines/mm
30X, 144 Lines/mm

Rotary:
 44X, 125 Lines/mm
 24X, 70 Lines/mm

Inspection

Inspection shall be performed via a visual scan to detect any physical or photographic defects. This inspection shall be in accordance with ALLM specifications described in MS23.

If document mark (BLIP) indexing is required, the completed film shall be checked on a retrieval unit to insure that BLIP locations and/or sizes are correct.

Transportation of Documents

Vendor shall be responsible for pick-up and delivery at per rates quoted; however, arrangements may be made for an agency to pick-up and delivery at the vendor's discretion.

Item #	Description
0086	Source Documents - 8.5" 5" x 5" to 8.5" x 14" placed in microfilm jackets (microfiche).
0087	Source Documents - 8.5" x 5" to 8.5" x 14" placed on 16mm roll film with spool.
0088	Source Document - 8.5" x 5" to 8.5" x 14" placed on 16mm roll with cartridge.
0089	Check or check sized document placed on 16mm roll film with spool.
0090	Check or check sized documents placed on 16mm film with cartridge
0091	Drawings, Engineering: sizes A to E placed on 35mm film.
0092	Drawings, Engineering: Sizes A to E placed on 35mm film in microfilm jackets (microfiche).
0093	Drawings, Engineering: sizes A to E placed on 35mm film in aperture card.
0094	Duplication Services - 16mm jackets / per jacket
0095	Duplication Services - 35mm jackets / per jacket
0096	Duplication Services - 16mm Roll / per roll
0097	Document Preparation for Filming / per hour
0098	Document Preparation – Indexing / per hour
0099	Document Preparation - Transportation of documents / per mile

First Class Mail Presort



Using new state-of-the-art sorting equipment, we can sort your mail according to the Postal Services

regulations to save valuable postage dollars. The USPS allows for a significant discount for pre-sorted first-class mail. Even with Presort's fee included, agencies can save significantly on their first-class postage costs.

We can also alleviate cumbersome tasks for your agency by preparing your mailing project. We offer services such as collating, stapling, folding, and labeling. We sort by zip code, bundle, and process for standard mail.

Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial statement of work. To start developing the statement of work, select from items number 0100 to 0106 on page 15 and list the quantities needed. For more detailed description of this service see **Special Conditions for First Class Mail Presort Services**.

After review, please contact WVARF to arrange an appointment with a presort specialist who will assist you in completing a final statement of work and project cost estimate.

Special Conditions for First Class Mail Presort Services

Mail Does Not Meet 3 Digit Sort Rate

When mail does not meet the 3 digit sort rate and requires additional postage, a 7% surcharge will be added to the additional postage required for the correct postal rate. A charge for the handwork will also apply to mail that requires this additional postage.

Peak Daily Volume Exceeds the Mail Optical Character Reader Capacity

In those instances where peak daily volume exceeds the capacity of the Mail Optical Character Reader (MOCR), the vendor will hand sort the mail at the current USPS "Posted Up-gradable Rate". In the case of factors out of the control of the vendor, such as power outages, the vendor will contact the agency and allow the agency to determine if it is permissible for the mail to be hand-sorted at the higher "Posted Up-gradable Rate", or if the agency

prefers to have the mail processed the next business day

Service Requirements

The vendor will pick up mail at the agency's site daily, excluding state holidays and weekends. The pickups are confined to a five-mile radius area with the center being the Capitol complex and will be made throughout the day starting no earlier than 9:00 a.m. with the last pickup no earlier than 3:30 p.m. The vendor and the agency may develop a specific pickup schedule within these time constraints that meets the needs of the agency. Agency pickups outside of the contracted area will be at the hourly labor rate.

The vendor will be responsible for ensuring all mail processed at their location is delivered and accepted at the USPS designated location on the posted or required date. This is a critical requirement because of time sensitive mail that is involved. Many of the daily jobs and the majority of the month-end processing jobs are required by Federal Law to be mailed on the stated date(s).

Failure to meet the deadlines could result in denied Federal funds to the state and the vendor may be considered to be in default and the contract may be cancelled without penalty to the state.

The vendor will be required to co-mingle permit and metered mail. The vendor is to provide the Purchasing Division with a copy of the written notice from the USPS certifying the vendor is using software that is CASS/PAVE-certified.

The vendor is to provide a copy of the written notice from the USPS certifying their bar coding equipment produces bar codes that meet the USPS specifications for automation discounted rates.

During the term of the contract, the vendor must provide copies each time recertification for CASS/PAVE or bar coding is required by the USPS. In addition, if new certification requirements are required by the USPS in order for the vendor to satisfy the terms and conditions of this contract, the vendor must provide written notice of passing such certification. If at any time during the contract, the vendor fails to meet any of the certification requirements, the vendor will be considered in default and the contract may be cancelled without penalty to the state.

The vendor will provide to agencies periodically training free of charge in preparing mail for presort. As the vendor recognizes opportunities to sort and process mail at a more economical rate, the vendor will point out these opportunities to the agencies. The vendor must notify the Director of Purchasing, in writing, thirty (30) days in advance for any of the services that will no longer be provided.

Price adjustments (upward and downward) will be allowed after one year to accommodate for "pass through" cost changes imposed by the USPS or Federal/State governments (i.e., hourly wage, etc.). These price adjustments are to be based on actual dollar figure, not a percentage, unless the "pass through" cost is measured by percentages, (i.e., tax base). The

vendor is to notify the Purchasing Division of such a price increase at least thirty (30) days prior to the increase or as soon as possible after the vendor is notified of said change.

In the case of mail from an agency that is not readable by simply not meeting USPS standards or mail that requires extra preparation time just to insert it into the machine, the vendor will contact the agency and quote hourly rate charge to handle mail. The vendor's acceptance of "substandard" mail does not constitute an agreement to continue processing such mail. The vendor may refuse to accept substandard mail until it meets minimum standards.

Personnel

The vendor will designate someone to serve as primary contact person to each user. This person(s) will be the sole point of contact for all problems (workload, scheduling, invoicing) for that user.

Security

Background checks shall be required for employees.

All mail must be kept in a secured location prior to and after processing. The mail processed includes such sensitive documents as checks, vehicle titles, etc. If, at any time during the contract, there is reason to suspect improper handling of this mail by the vendor, the Purchasing Division reserves the right to: (1) cancel the contract: or (2) initiate an investigation for which the vendor will be responsible for all expenses incurred as a result of said investigation.

The Central Mail Office reserves the right to inspect the vendor's facility

during normal operating hours without prior notice

Billing of Services

All mail submitted by each agency will be accompanied by a worksheet totaling the day's workload. Each agency will have a designated account number(s) that has been assigned by the state's Central Mail Office. Agencies may be billed one (1) invoice, which may contain multiple account numbers. The invoicing back up identified below will segregate the invoice charges by account. Note: If an agency does not have an account number, the Central Mail Office will assign one.

The vendor shall invoice each agency weekly for the previous week's service. The invoice should be received by the agency no later than Wednesday of the following week.

The backup information required for the weekly invoicing will be: (1) A copy of each day's worksheet as provided to the agency. A worksheet may contain more than one designated account number. The format of the worksheet may differ for each agency with the vendor's approval. (2) An accounting report, by account number, for each mailing which is to include, but is not limited to, the following: daily documentation of automation read rate, a detailed account of any added postage. (3) When applicable, copy of all paperwork submitted by the vendor

to the USPS on behalf of the agency.

Item #	Description
0100	First Class Letters - Bar Code, sort, and deliver envelopes #6 through #12 to USPS. Metered and/or permit mail. Metered rate is USPS published three-digit automated rate.
0101	Copying, black and white, per copy
0102	Copying, color, per copy
0103	Hand Sort, combined two types into one)
0105	Hand Work, special services (weigh, fold, staple seal, separate, insert, label, stamp, mark out, collate, or print labels)
0106	Hourly Labor – pickup and delivery outside of contract terms

Grounds Maintenance



WVARF can arrange cutting, raking, sweeping, edging, weeding, planting, fertilizing, watering, etc. services for an agency's outside facility/grounds needs. Examples of areas WVARF currently maintains are 99 DNR Sportsman Stream Access Sites and 20 Interstate Highway Rest Stops throughout West Virginia.

Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times requested by the customer. In order to develop an appropriate project cost, the agency must complete an initial statement of work. To start developing a statement of work, select from the table below.

Please contact WVARF to arrange an appointment with a grounds maintenance representative who will assist you in completing a final statement of work and project cost estimate.

Check Tasks Desired	Description
	Cut weeds and grass
	Sweep cut grass from sidewalks.
	Sweep dirt/debris/leaves from parking lots
	Rake grass/leaves
	Weed walkways/flower beds
	Pick up trash, weed clippings, and/or grass clippings
	Clear brush around signs
	Properly dispose of trash, weeds, and grass
	Plant grass/flowers/shrubs/trees
	Fertilize areas
	Water areas

Courier Service



WVARF can arrange service for the routine pickup and delivery of state

agency business items internally or externally to agency sites.

Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times that the customer needs service.

A WVARF representative will assist you in completing a statement of work and project cost estimate.

Low Impact Monitoring for Roads and Bridges



This service covers monitoring of low-impact movement of heavy tractor-trailer loads on various roads and bridges as required by the WV Division of Highways. The Division permits overweight trucks to travel over our highways with the requirement that they reduce their speed before crossing one or more bridges. The provisions of the permit may require that a dedicated escort, Low Impact Monitor, travel with the vehicle.

The Low Impact Monitor meets a truck at a specified time and location and travels with the truck across the bridge or bridges specified on the permit. The monitor is to report any violations to his dispatcher who is to report the violation to the Division of Highways Central Permit Office. The monitor does not provide any form of traffic control or attempt to enforce any provisions of the permit.

Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times that the customer needs service.

Contact WVARF assist you in completing a statement of work and project cost estimate for this type service.

Ordering Information for Products

Product Orders

To order a product(s), please complete the **WVARF Order Form** and fax or mail it to:

FAX: 304-766-4607 OR WVARF
P.O. Box 745
Institute, WV 25112

Please check your items upon receipt. If the quantity or item you ordered is different from your specifications, call us immediately. We will assist you in any way possible.

Payment

WVARF will accept payment by check, VISA, MasterCard, or the State Purchasing Card used by government agencies. Please make payment to WVARF within 30 days of the date of the invoice.

ORDER FORM

West Virginia Association of
Rehabilitation Facilities
P.O. Box 745
Institute, West Virginia 25112

Fax or Mail Order to WVARF Address

Phone (304) 205-7970
Fax:: (304) 766-4607

BILL TO ADDRESS:

Phone No:
Fax No:

BILLING INFORMATION

Agency Purchase Order #

* OR *

P-CARD

Credit Card Number:

Expiration Date:

Cardholder Name:

Special Instructions (Check One)

- Process PCard Upon Proof of Delivery
or
 Invoice Before Processing of PCard

SHIP TO ADDRESS:

Attention:
Phone #:

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT

SUBTOTAL

Authorized by (Signature)

Date

FREIGHT

Print Name

TOTAL DUE

For Repeat Cooler Dispensed Bottled Water Orders Complete This Section

Delivery Frequency ___ Weekly ___ Twice Monthly ___ Monthly

No. of Bottles Deposit Paid For: ___

Bottles to be On Site Routinely: ___

Dispenser on Site (Fill In Type) _____

Dispenser No.: _____

Dispenser Cooler Cleaning Requested ___ First Cleaning
Month: N/A

(During the Summer, the delivery number of bottles may increase.)

For WVARF Use Only

WVARF Purchase Order #:

(Send all invoices to WVARF with the 4.1% State Use fee deducted from the Total Order amount of the Water/Dispenser Rental Only.)

CRP: SWNC: PC: GA:

Cc: WVARF Office