



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 03-05-2025

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CDO 0603 8211 ADJ2500000001 1	Change Order No:	Procurement Folder:	1604058
Document Name:	Camp Dawson Janitorial Services RTI Center	Reason for Modification:		
Document Description:	Camp Dawson Janitorial Services CMA 0212 WVRFJAN23			
Procurement Type:	Central Delivery Order			
Buyer Name:	Mark A Atkins			
Telephone:	(304) 558-2307			
Email:	mark.a.atkins@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 WVRFJAN23 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764 CHARLESTON WV 25362 US Vendor Contact Phone: 304-205-7970 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR CHARLESTON WV 25311-1085 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

Purchasing Division's File Copy

Total Order Amount: \$383,606.06

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A. Atkins* 3/10/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Calvin R. 3-10-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Preston County Hourly Rate Per Attached

To provide janitorial services from the vendor, WVARF, via Preston Co. Sheltered Workshop, at Camp Dawson RTI Center in Kingwood, WV, per the attached agreement and required documentation.

Effective: October 1, 2024, through September 30, 2025.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1827.50000	HOUR	\$18.1100	\$33,096.03
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Preston County Region 6 Hourly Rate OCT24

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1718.00000	HOUR	\$18.1100	\$31,112.98
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Preston County Region 6 Hourly Rate NOV24

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1759.50000	HOUR	\$18.1100	\$31,864.55
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Preston County Region 6 Hourly Rate DEC24

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1778.50000	HOUR	\$18.1100	\$32,208.64
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Preston County Region 6 Hourly Rate JAN25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1714.00000	HOURL	\$18.1100	\$31,040.54
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate FEB25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1820.00000	HOURL	\$18.1100	\$32,960.20
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate MAR25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1714.00000	HOURL	\$18.1100	\$31,040.54
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate APR25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1778.50000	HOURL	\$18.1100	\$32,208.64
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate MAY25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1759.50000	HOURL	\$18.1100	\$31,864.55
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
JUN25

Extended Description:

Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1778.50000	HOUR	\$18.1100	\$32,208.64
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
JUL25

Extended Description:
Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1827.50000	HOUR	\$18.1100	\$33,096.03
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
AUG25

Extended Description:
Preston County Hourly Pricing per the attached.

PCard pricing use Line #41

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	1706.50000	HOUR	\$18.1100	\$30,904.72
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate
SEP25

Extended Description:
Preston County Hourly Pricing per the attached.

PCard pricing use Line #41



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

22.CPD.001.25

Fiscal Year 2025

To give every individual with varying abilities the opportunity to have gainful employment

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*: Preston County Workshop, Inc.

Work Performed: Janitorial

Site: Camp Dawson
1001 Army Road
Kingwood, WV 26533
Autumn Stake
autumn.d.stake.mil@army.mil

Billing: WVMA Division of
Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 25311
nora.j.mcpherson.rfg@mail.mil

Period of Agreement: 10/1/2024 to 9/30/2025

Total Agreement Pricing:

Non P-Card Pricing:

\$383,606.06

Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$395,044.34

Total Cost w/Pcard

if planning to pay via P-card, please initial here: _____

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

Customer Signature

CHARLES A BOWMAN JR

Customer Print Name

8/6/2024

Date

CHIEF PROCUREMENT OFFICER

Customer Title

2/23/2025

Date

Bowman, Charles A Jr NFG NG WVARNG (USA)

From: Andrea Higginbotham <ahigginbotham@wvarf.org>
Sent: Wednesday, February 5, 2025 9:29 AM
To: Bowman, Charles A Jr NFG NG WVARNG (USA)
Subject: RE: Service Agreement 22.CPD.001.25 Camp Dawson Janitorial
Attachments: 22.CPD.001.25_SA_Amended.pdf; Service Agreement 22.CPD.001.25 Camp Dawson Janitorial.pdf

See attached. Please include the email pd for explanation.

Thanks,
Andrea

Andrea Higginbotham

Contract Administrator at WVARF, Inc.

Direct 681-661-0145 Web www.wvarf.org
400 Patterson Lane, Charleston, WV 25311

Mission WVARF acts to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising.

From: Bowman, Charles A Jr NFG NG WVARNG (USA) <charles.a.bowman26.nfg@army.mil>
Sent: Monday, January 13, 2025 2:26 PM
To: Andrea Higginbotham <ahigginbotham@wvarf.org>; Gary Wolfe <gwolfe@wvarf.org>; Nita Hobbs <nhobbs@wvarf.org>
Subject: Service Agreement 22.CPD.001.25 Camp Dawson Janitorial
Importance: High

All:

I have entered each months' hours and hourly rates into OASIS to complete the Central Direct Order from CMA 0212 WVRFIAN23.

Each line in OASIS matches the dollar amount for each month on the agreement.

However, OASIS calculates a total that is \$0.04 MORE than the total on the agreements.

I ran the totals per month and the total contract amount should be \$383,606.06, per the attached copies.

Even though we aren't using the Pcard option- I ran those totals, and they are off in the same amount of \$0.04. That total should be \$395,044.34

I will need the two attached pages corrected as noted and sent back to me for inclusion in the CDO.
Please let me know if anyone has any questions.

Thanks,

Chuck Bowman
Chief Procurement Officer
West Virginia Military Authority
WV Adjutant General / WV Army National Guard
1707 Coonskin Drive
Charleston, WV 25311
PH: 304-561-6654
FX: 304-561-6458



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

22.CPD.001.25

Fiscal Year 2025

To give every individual with varying abilities the opportunity to have gainful employment

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.

- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.

- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WV ARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Dakotah Hyre

O:

C: 304-777-8292

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Supplemental Cleaning

22.CPD.001.25

Fiscal Year 2025

To give every individual with varying abilities the opportunity to have gainful employment

SUPPLEMENTAL CLEANING

- During periods of less traffic in these facilities, i.e. Christmas break, the following tasks will be completed to supplement the regular cleaning times.
 - The regular scope of work from the workloading will be completed as much as necessary.
 - Areas on the scope of work will be tended to, as needed, for cobweb and dust removal or any other deep cleaning that's needed.
 - Restrooms will receive a deep clean.
 - The regular task of restoring (buffing) the floors in the Copper, RTI, Multi Purpose, VCC, and Hotel buildings will be completed during this time.
- Other than vacuuming, there is no additional carpet cleaning in this agreement.
- Classrooms will be cleaned after every use.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

22.CPD.001.25

Fiscal Year 2025

To give every individual with varying abilities the opportunity to have gainful employment

PRICING

Total Agreement Amount:

TOTAL AGREEMENT COST	\$383,606.06
TOTAL AGREEMENT COST w/Pcard	\$395,044.34

Broken Down/Billed As Follows:

	7-DAY/WEEK AREAS		5-DAY/WEEK AREAS		WEEKLY AREAS	MONTHLY AREAS	TOTAL MONTHLY HOURS	Regular Hourly Rate	Pcard Hourly Rate
								\$18.11	\$18.65
	Days	Weeks	Days	Weeks	Days	Days		Monthly Cost	Monthly Cost w/Pcard
Oct 2024	31	4	22	4	4	1	1827.50	\$33,096.03	\$34,082.88
Nov 2024	29	5	21	5	5	1	1718.00	\$31,112.98	\$32,040.70
Dec 2024	30	4	20	4	4	1	1759.50	\$31,864.55	\$32,814.68
Jan 2025	30	5	22	5	5	1	1778.50	\$32,208.64	\$33,169.03
Feb 2025	29	4	21	4	4	1	1714.00	\$31,040.54	\$31,966.10
Mar 2025	31	4	21	4	4	1	1820.00	\$32,960.20	\$33,943.00
Apr 2025	29	4	21	4	4	1	1714.00	\$31,040.54	\$31,966.10
May 2025	30	5	22	5	5	1	1778.50	\$32,208.64	\$33,169.03
Jun 2025	30	4	20	4	4	1	1759.50	\$31,864.55	\$32,814.68
Jul 2025	30	5	22	5	5	1	1778.50	\$32,208.64	\$33,169.03
Aug 2025	31	4	22	4	4	1	1827.50	\$33,096.03	\$34,082.88
Sep 2025	29	4	20	4	4	1	1706.50	\$30,904.72	\$31,826.23
	359	52	254	52	52	12	21182.00	\$383,606.02	\$395,044.30
Amounts to account for rounding error when entered into Oasis. See attached documentation.								\$0.04	\$0.04
								\$383,606.06	\$395,044.34

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: REGIONAL TRAINING INSTITUTE (RTI) - BUILDING A1000						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	14850	Restrooms (#)	6	Elevators (#)	0	Windows (#)	57		
VCT Tile (ft ²)	0	Fixtures (#)	68	Light Fixtures (ft ²)	0	Total Inside (ft ²)	48		
Ceramic (ft ²)*	8235	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	65	Upholstery (ft ²)	0	Int Glass Doors/Panels	22		
Vinyl/Lam (ft ²)	5458	Vents (ft ²)	0	Horizontal Surf. (ft ²)	3488	Total Int 1 Side (ft ²)	1176		
Terrazzo (ft ²)	8276	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	36819	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0	Classroom Blinds (ft ²)	2736		
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	3.940	359	7b	67	Baseboards	0.000	0
1b	369	Mop	4.299	359	8a	183	Clean Fountain	0.033	359
1c	385	Spray Buff.	0.003	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
1a	486	Sweep Pool Area	0.246	52	10c-d	84	Interior Glass Doors/Panels	1.400	359
1b	369	Mop Pool Area	0.268	52	10e	563	Interior Windows	0.003	12
2a	295	Spot Vacuum (35%)	1.985	307	10f	563	Exterior Windows	0.000	0
2b	295	Vacuum	0.961	52	11a	540	Wash Light Fixtures	0.000	0
2c	294	Spot Clean (35%)	0.000	0	11b	179	Police Entrance(25%)	0.000	0
2e	91	Walk Off Mats	0.000	0	11c	179	Police Parking Lot	0.000	0
3a	177	Empty Trash/Wipe Clean	1.086	359	11d	590	Remove Trash	0.614	359
3b	178-177	Reline Baskets	0.541	359	12a	588	Stairs	0.000	0
4a	69	Spot Dust (35%)	0.021	307	12b	589	Elevator	0.000	0
4b	69	Thorough Dust	0.101	52	12c	Other	Classroom Blinds	0.028	12
4d	81	Vacuum Upholst. Furniture	0.000	0			Utility Time	0.290	
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	13.600	718			HOURS PER DAY	30.50	
7a	67	Remove Dirt	1.085	359					

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

**includes pool area floors at 6619

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: MULTI PURPOSE FACILITY (GYM - BUILDING 203)						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	6	Elevators (#)	1	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	60	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Wood (ft ²)	16329	Water Fountains (#)	3	Stair Flights (#)	3	Outside (ft ²)	0		
Rubber (ft ²)	2353	Trash Receptacles (#)	16	Upholstery (ft ²)	0	Int Glass Panels	1		
Ceramic (ft ²)	1432	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Total Int 1 Side (ft ²)	480		
Terrazzo (ft ²)	2551	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Int/Ext Glass Doors	4		
TOTAL (ft ²)	22665	ft ² per WO Mat	0	Baseboard (linear ft)	0	Total Int/Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.022	359	7b	67	Baseboards	0.000	0
1b	369	Mop	1.115	359	8a	183	Clean Fountain	0.050	359
1c	385	Spray Buff	0.001	1	10a-b	84	Int/Ext Glass Doors	0.200	359
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Int Glass Panels	0.019	12
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.267	359	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.133	359	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.378	359
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.013	12
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.006	12
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6j	229	Restrooms	3.000	359					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								6.00	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: HOTEL (BUILDING A1000)						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	7	Agreement Days	359	
LOCATION PROFILE									
Carpet (ft ²)	610	Restrooms (#)	2	Elevators (#)	0	Windows (#)	68		
VCT Tile (ft ²)	0	Fixtures (#)	22	Light Fixtures (ft ²)	0	Inside (ft ²)	28		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	24	Outside (ft ²)	0		
Concrete (ft ²)	3202	Trash Receptacles (#)	10	Upholstery (ft ²)	0	Int Glass Doors/Panels	8		
Vinyl/Lam (ft ²)	530	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	21		
Terrazzo (ft ²)	3950	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	8292	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.972	359	7b	67	Baseboards	0.000	0
1b	369	Mop	2.151	359	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.002	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.400	359
2b	295	Vacuum	0.272	359	10e	563	Interior Windows	3.620	359
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.167	359	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Recline Baskets	0.083	359	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.138	359
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	3.200	359
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.090	
6a-6i	229	Restrooms	4.400	718					
7a	67	Remove Dirt	0.000	0			HOURS PER DAY	16.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	Visitor Control Center/ID ROOM						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	5	Agreement Days**	254	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	1	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	251	Trash Receptacles (#)	0	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	100	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	100	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	251	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.064	254	7b	67	Baseboards	0.000	0
1b	369	Mop	0.070	254	8a	183	Clean Fountain	0.001	12
1c	385	Spray Buff	0.0002	2	10a-b	84	Exterior Glass Doors/Panels	0.000	12
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	12
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	254	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Recline Baskets	0.000	254	11c	179	Police Parking Lot	0.000	254
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.004	254
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.210	
6a-6i	229	Restrooms	0.150	254					
7a	67	Remove Dirt	0.003	12					
HOURS PER DAY								0.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: POST HQ - COPPER BLDG 1001A - SECURED AREA ONLY						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	6	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	44	Light Fixtures (ft ²)	0	Total Inside (ft ²)	0		
Ceramic (ft ²)	757	Water Fountains (#)	0	Stair Flights (#)	1	Outside (ft ²)	0		
Concrete (ft ²)	177	Trash Receptacles (#)	0	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	0		
Terrazzo (ft ²)	2692	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	3626	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.931	52	7b	67	Baseboards	0.000	0
1b	369	Mop	1.015	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.013	2	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	0	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	0	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.060	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.133	52
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.150	
6a-Gi	229	Restrooms	2.200	52					
7a	67	Remove Dirt	0.000	0			HOURS PER DAY	4.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WWRF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: POST HQ (COPPER BLDG 1001A)					
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	5	Agreement Days	254
LOCATION PROFILE								
Carpet (ft²)	6784	Restrooms (#)	2	Elevators (#)	0	Windows (#)	74	
VCT Tile (ft²)	0	Fixtures (#)	22	Light Fixtures (ft²)	0	Total Inside (ft²)	1140	
Ceramic (ft²)	554	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)	0	
Concrete (ft²)	0	Trash Receptacles (#)	34	Upholstery (ft²)	0	Int Glass Doors/Panels	4	
Vinyl/Lam (ft²)	0	Vents (ft²)	0	Horizontal Surf. (ft²)	0	Int 1 Side (ft²)	21	
Terrazzo (ft²)	4200	Walk Off Mats (#)	0	Vertical Surf. (ft²)	0	Ext Glass Doors/Panels	0	
TOTAL (ft²)		11538	ft² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft²)	
Outside (ft²)	0	TOTAL ft² WO Mat		0	Entrance (ft²)	0		
SCOPE OF WORK								
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time
1a	486	Sweep	1.220	254	7b	67	Baseboards	0.000
1b	369	Mop	1.331	254	8a	183	Clean Fountain	0.017
1c	385	Spray Buff	0.002	1	10a-b	84	Exterior Glass Doors/Panels	0.000
2a	295	Spot Vacuum (35%)	1.060	254	10c-d	84	Interior Glass Doors/Panels	0.200
2b	295	Vacuum	0.620	52	10e	563	Interior Windows	0.102
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	0.568	254	11b	179	Police Entrance(25%)	0.000
3b	178-177	Refine Baskets	0.283	254	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.192
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.000	0				
5b	546	Wash Vents	0.000	0			Utility Time	0.300
6a-6i	229	Restrooms	1.100	254				
7a	57	Remove Dirt	0.000	0				
							HOURS PER DAY	7.00

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact VVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: CHAPEL (BUILDING 103)						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	605	Restrooms (#)	1	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	0	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	110	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	880	Vents (ft ²)	0	Horizontal Surf. (ft ²)	564	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	1595	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.254	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.277	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.270	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Refine Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.027	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.300	
6a-6i	229	Restrooms	0.150	52					
7a	67	Remove Dirt	0.175	52			HOURS PER DAY	1.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: MAILROOM (BUILDING 209)						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	1	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	32	Fixtures (#)	3	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	32	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.008	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.009	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.0001	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.001	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.280	
6a-6i	229	Restrooms	0.150	52					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								0.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	LOCATION: BUILDING 215 (HALLWAYS, FOYERS, RESTROOMS)						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	1	Agreement Days	52	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	2	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	1100	Fixtures (#)	22	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	341	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	2	Upholstery (ft ²)	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	84		
Other (ft ²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	1441	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	0	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.370	52	7b	67	Baseboards	0.000	0
1b	369	Mop	0.404	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.003	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.100	52
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.033	52	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.017	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.024	52
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	1.100	52					
7a	67	Remove Dirt	0.000	52					
HOURS PER DAY								2.00	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

WORKLOADING FOR AGREEMENT:		22.CPD.001.25	Airfield 401 & 406						
Agreement Type	Janitorial	Agreement Period	10/1/2024	9/30/2025	Days/Week	Monthly	Agreement Days**	12	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)		10	
VCT Tile (ft ²)	1265	Fixtures (#)	17	Light Fixtures (ft ²)	0	Inside (ft ²)		177	
Ceramic (ft ²)	108	Water Fountains (#)	8	Stair Flights (#)	0	Outside (ft ²)		177	
Concrete (ft ²)	1326	Trash Receptacles (#)	6	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	700	Int 1 Side (ft ²)		0	
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	700	Ext Glass Doors/Panels	5		
TOTAL (ft ²)	2699	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		12	
Outside (ft ²)	0	TOTAL ft ² WO Mat	75	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.693	12	7b	67	Baseboards	0.000	12
1b	369	Mop	0.756	12	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.026	1	10a-b	84	Exterior Glass Doors/Panels	0.143	12
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.337	12
2e	91	Walk Off Mats	0.038	12	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	0	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	0	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.010	12	11d	590	Remove Trash	0.000	0
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.210	
6a-6i	229	Restrooms	0.850	12					
7a	67	Remove Dirt	0.435	12					
HOURS PER DAY								3.50	

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

**JANITORIAL TASK LIST
RTI BUILDING A1000
7 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Empty Trash/Wipe Clean
- Reline Baskets
- Spot Dust (35%)
- Remove Dirt
- Interior Glass Doors/Panels
- Remove Trash

TWICE A DAY

- Restrooms

WEEKLY

- Vacuum
- Thorough Dust

MONTHLY

- Interior Windows

YEARLY

- Spray Buff

JANITORIAL TASK LIST
MULTIPURPOSE BUILDING 203
7 DAYS/WEEK

DAILY

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Clean Fountain
- Interior/Exterior Glass Doors
- Remove Trash

MONTHLY

- Interior Glass Panels
- Stairs
- Elevator

**JANITORIAL TASK LIST
HOTEL BUILDING A1000
7 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Vacuum
- Empty Trash/Wipe Clean
- Reline Baskets
- Interior Glass Doors/Panels
- Interior Windows
- Remove Trash
- Stairs

TWICE A DAY

- Restrooms

YEARLY

- Spray Buff

**JANITORIAL TASK LIST
VISITOR CONTROL CENTER/ID
5 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Police Parking Lot
- Remove Trash

MONTHLY

- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels

TWICE A YEAR

- Spray Buff

**JANITORIAL TASK LIST
COPPER BUILDING 1001A
5 DAYS/WEEK**

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Clean Fountain
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum

MONTHLY

- Interior Windows

YEARLY

- Spray Buff

**JANITORIAL TASK LIST
CHAPEL BUILDING 103
1 DAY/WEEK**

EVERY DAY WORKED

- Sweep
- Mop
- Vacuum
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Remove Dirt
- Remove Trash

JANITORIAL TASK LIST
MAILROOM BUILDING 209
1 DAY/WEEK

EVERY DAY WORKED

- Sweep
- Mop
- Empty Trash/Wipe Clean
- Reline Baskets
- Restrooms
- Remove Trash

YEARLY

- Spray Buff

JANITORIAL TASK LIST
BUILDING 215
1 DAY/WEEK

DAILY

- o Sweep
- o Mop
- o Empty Trash/Wipe Clean
- o Reline Baskets
- o Restrooms
- o Remove Dirt
- o Interior Glass Doors/Panels
- o Remove Trash

JANITORIAL TASK LIST
AIRFIELD 401 & 406
MONTHLY

MONTHLY

- Sweep
- Mop
- Walk Off Mats
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Interior Windows
- Exterior Windows



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO

February 23, 2025

MEMORANDUM FOR: Mr. Doug Buffington, Senior Advisor

SUBJECT: **Request for Governor's Office Approval for Contract Over \$100,000**
Central Direct Order #- CDO-ADJ2500000001

I am writing to request the Governor's Office's approval to execute a Central Direct Order contract for an agreement with West Virginia Association of Rehabilitation Facilities to provide janitorial services via the Preston Co. Sheltered Workshop for the Regional Training Institute and other facilities at Camp Dawson in Kingwood. The completion of this service contract is a **NEED** for our agency. This project exceeds the threshold of \$100,000 due to the substantial square footage of the facilities and the number of services performed daily. **This contract has no state dollars at all, the federal government through the National Guard Bureau is funding 100% of these janitorial services.**

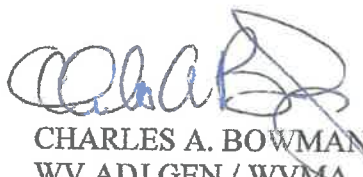
The federal government has allocated \$383,606.06 for Janitorial Services at the RTI Center at Camp Dawson, Kingwood, WV, for the Federal Fiscal Year 2025, beginning October 1, 2024 through September 30, 2025. Following state funding procedures via the Cooperative Agreement with the National Guard Bureau will facilitate the efficient use of the allocated funds and align these services with state policies and best practices. This approach will help us maintain rigorous oversight and ensure that all expenditures are justified and properly documented. Utilizing the WVARF statewide contract allows those federal funds to be deposited into another agency's budget thus reducing their need for additional state legislative funding.

I appreciate your consideration of this request and look forward to your approval. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

For Mr. Murray E. Adit, BG

COL MELVIN "ROCKY" P. HODGES
WVARNG, Construction Facilities Management Officer
(W) 304.561.6349
(C) 304.550.9402


CHARLES A. BOWMAN, JR.
WV ADJ GEN / WVMA
Chief Procurement Officer
(W) 304.561.6654



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO

March 5, 2025

TO: Mr. Mark A. Adkins, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Chuck Bowman, Chief Procurement Officer
West Virginia Office of the Adjutant General / WV Military Authority

RE: **Backdate Justification Central Delivery Order**
CDO 0603 8211 ADJ25*01 Janitorial Services Camp Dawson, Kingwood, WV
CMA WVRFJAN23 Preston Co. Sheltered Workshop

The above referenced Central Delivery Order requires a backdate justification for the start date of October 1, 2024. The initial Service Agreement from WVARF was received prior to the last contract expiring. The federal government's delay in signing a continuing resolution in lieu of a passed budget hampered the timely approval to process the contract. Office moves, Management Training by WV Div. of Personnel, computer and phone outages in my office, holiday schedules, and annual leave within the procurement section added to this delay as well. When I was able to start entering the CDO into OASIS in January, I discovered errors in the totals on the WVARF Agreement that needed to be corrected. While that was being revised, the Governor's Directive came out requiring approval for purchases and expenditures over \$100K. This approval was finally granted March 4, 2025.

I respectfully request this CDO be approved and encumbered so we may pay our invoices from October 2024 forward.

Sincerely,

Chuck Bowman
Chief Procurement Officer
304.561.6654
charles.a.bowman26.nfg@army.mil

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Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C (Corporation)	5/9/1978		5/9/1978	Domestic	Non-Profit			

Organization Information			
Business Purpose	5019 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (discovers, enforces, research, temporary help, professional employer orgs)		Capital Stock
Charter County	Kanawha		Control Number
Charter State	WV		Excess Acres
At Will Term			Member Managed
At Will Term Years			Per Value
Authorized Shares	0		Young Entrepreneur
			Not Specified

Addresses	
Type	Address
Local Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Mailing Address	PO BOX 6754 CHARLESTON, WV, 25362 USA
Notice of Process Address	NTA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Home/E-Mail Address
Director	NTA HOBBS 565 BURROUGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W KESSINGER 1916 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J ATKINSON 180 E. ST KEYSER, WV, 26726 USA
President	JOHN CAMPION 52 CAPITOL STREET CHARLESTON, WV, 25301
Type	Home/E-Mail Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVWAP	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date		Amendment
3/21/2014		AMENDMENT FILED: SEE IMAGE
6/4/2010		FILED AMENDING BY LAWS

5/26/2009	AMEND FILED ADDING 601C3 LANGUAGE AND AMENDING BYLAWS
11/19/1985	AMEND; BY LAWS
Date	Amendment

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