



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: 06-03-2025

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 0511 2743 BFA2500000003 1	Change Order No:	0	Procurement Folder:	1705566
Document Name:	BFA REGION 2, WVARF JANITORIAL			Reason for Modification:	
Document Description:	BFA REGION 2, WVARF JANITORIAL				
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 400 PATTERSON LN CHARLESTON WV 25311 US Vendor Contact Phone: 681-661-0143 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: Catherine Stephenson Requestor Phone: 304-352-3918 Requestor Email: catherine.e.stephenson@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:	\$626,244.86
---------------------	--------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Atkins - 6/03/2025</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>Cathy Stephenson 6-4-25</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

BFA REGION 2, WVARF JANITORIAL

Janitorial Services for July 1, 2025 to June 30, 2026 from WV Association of Rehabilitation Facilities

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	2765.20000	HOURL	\$19.1400	\$52,925.93
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Lewis County/Weston**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center, Inc.

Hourly rate will be \$19.14

Total number of hours will be provided will be 2765.20 and the annual fee \$52,925.93

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1736.00000	HOURL	\$19.1400	\$33,227.04
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Upshur County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center, Inc.

Hourly rate will be \$19.14

Total number of hours will be provided will be 1736 and the annual fee \$33,227.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	992.00000	HOURL	\$22.7200	\$22,538.24
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Clay County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Clay County Services Unlimited, Inc.

Hourly rate will be \$22.72

Total number of hours will be provided will be 992 and the annual fee \$22,538.24

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	7936.00000	HOURL	\$22.3000	\$176,972.80
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Charleston**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Job Squad Inc.

Hourly rate will be \$22.30

Total number of hours will be provided will be 7936 and the annual fee \$176,972.80

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	3472.00000	HOUR	\$22.2000	\$77,078.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Lewisburg

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 3472 and the annual fee \$77,078.40

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	588.00000	HOUR	\$22.2000	\$13,053.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Pocahontas County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 588 and the annual fee \$13,053.60

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	404.25000	HOUR	\$22.2000	\$8,974.35
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Monroe County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 404.25 and the annual fee \$8,974.35

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	2046.00000	HOUR	\$19.8300	\$40,572.18
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Putnam County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: SW Resources, Inc. Region 1

Hourly rate will be \$19.83

Total number of hours will be provided will be 2046 and the annual fee \$40,572.18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1736.00000	HOUR	\$19.8300	\$34,424.88
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Braxton County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: SW Resources, Inc. Region 1

Hourly rate will be \$19.83

Total number of hours will be provided will be 1736 and the annual fee \$34,424.88

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1488.00000	HOUR	\$20.2600	\$30,146.88
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Pt. Pleasant/Mason Co

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Area, Inc.

Hourly rate will be \$20.26

Total number of hours will be provided will be 1488 and the annual fee \$30,146.88

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1240.00000	HOUR	\$22.1500	\$27,466.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Webster County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Hourly rate will be \$22.15

Total number of hours will be provided will be 1240 and the annual fee \$27,466.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	2356.00000	HOUR	\$22.1500	\$52,185.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Nicholas County

Extended Description:

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Hourly rate will be \$22.15

Total number of hours will be provided will be 2356 and the annual fee \$52,185.40

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	930.00000	HOUR	\$21.2600	\$19,771.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Gilmer County

Extended Description:
 Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop, Inc.
 Hourly rate will be \$21.26
 Total number of hours will be provided will be 930 and the annual fee \$19,771.80

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1736.00000	HOUR	\$21.2600	\$36,907.36
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30				

Commodity Line Description: Janitorial Service: 7/1/25-6/30/26, Calhoun County

Extended Description:
 Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop, Inc.
 Hourly rate will be \$21.26
 Total number of hours will be provided will be 1736 and the annual fee \$36,907.36



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

01.DoHS.017.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: Buckhannon-Upshur Work Adjustment Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Lewis County/Weston
91 Arnold Avenue
Weston, WV 26452

304-269-6820

Billing: DoHS BFA R2
Lewis County/Weston
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 2765.20 **Total Hours**

Non P-Card Pricing:

\$52,925.93

Total Cost

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

P-Card Pricing:

\$54,502.09

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 WV ARF

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

01.DoHS.017.26

Fiscal Year 2026

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:

WVARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Mary Dean

O: 304-472-4678

C:

upshur@buwac.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING
01.DoHS.017.26
Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2765.20
TOTAL AGREEMENT COST	\$52,925.93
TOTAL AGREEMENT COST w/Pcard	\$54,502.09

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.14	\$19.71
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	245.30	\$4,695.04	\$4,834.86
Aug 2025	21	4	234.15	\$4,481.63	\$4,615.10
Sep 2025	21	4	234.15	\$4,481.63	\$4,615.10
Oct 2025	22	5	245.30	\$4,695.04	\$4,834.86
Nov 2025	17	4	189.55	\$3,627.99	\$3,736.03
Dec 2025	21	5	234.15	\$4,481.63	\$4,615.10
Jan 2026	20	4	223.00	\$4,268.22	\$4,395.33
Feb 2026	19	4	211.85	\$4,054.81	\$4,175.56
Mar 2026	22	4	245.30	\$4,695.04	\$4,834.86
Apr 2026	22	5	245.30	\$4,695.04	\$4,834.86
May 2026	20	4	223.00	\$4,268.22	\$4,395.33
Jun 2026	21	4	234.15	\$4,481.63	\$4,615.10
	248	52			

WORKLOADING FOR AGREEMENT: 01.DoHS.017.26											
Agreement Type		Janitorial	Agreement Period		7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE											
Carpet (ft²)		15441	Restrooms (#)		8	Elevators (#)		0	Windows (#)		32
VCT Tile (ft²)		3799	Fixtures (#)		40	Light Fixtures (ft²)		0	Inside (ft²)		30
Ceramic (ft²)		0	Water Fountains (#)		0	Stair Flights (#)		0	Outside (ft²)		30
Concrete (ft²)		0	Trash Receptacles (#)		92	Upholstery (ft²)		0	Int Glass Doors/Panels		1
Vinyl/Lam (ft²)		0	Vents (ft²)		44	Horizontal Surf. (ft²)		200	Int 1 Side (ft²)		20
Other (ft²)		0	Walk Off Mats (#)		6	Vertical Surf. (ft²)		200	Ext Glass Doors/Panels		6
TOTAL (ft²)		19240	ft² per WO Mat		15	Baseboard (linear ft)		0	Ext 1 Side (ft²)		21
Outside (ft²)		0	TOTAL ft² WO Mat		90	Entrance (ft²)		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	0.975	248	7b	67	Baseboards	0.000	0		
1b	369	Mop	1.064	248	8a	183	Clean Fountain	0.000	0		
1c	385	Spray Buff	0.022	12	10a-b	84	Exterior Glass Doors/Panels	0.300	248		
2a	295	Spot Vacuum (35%)	2.414	248	10c-d	84	Interior Glass Doors/Panels	0.048	248		
2b	295	Vacuum	1.446	52	10e	563	Interior Windows	0.088	12		
2c	294	Spot Clean (35%)	0.450	248	10f	563	Exterior Windows	0.088	12		
2e	91	Walk Off Mats	0.045	248	11a	540	Wash Light Fixtures	0.000	0		
3a	177	Empty Trash/Wipe Clean	1.536	248	11b	179	Police Entrance(25%)	0.000	0		
3b	178-177	Reline Baskets	0.161	52	11c	179	Police Parking Lot	0.000	0		
4a	69	Spot Dust (35%)	0.003	248	11d	590	Remove Trash	0.321	248		
4b	69	Thorough Dust	0.017	52	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	12							
5b	546	Wash Vents	0.018	12			Utility Time	0.030			
6a-Gi	229	Restrooms	2.000	248							
7a	67	Remove Dirt	0.124	248			HOURS PER DAY		11.15		

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

01.DoHS.018.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: Buckhannon-Upshur Work Adjustment Center, Inc.

Work Performed: Janitorial

Site:
DoHS BFA R2
Upshur County
34 Auction Lane
Buckhannon, WV 26201
304-472-4230

Billing: DoHS BFA R2
Upshur County
PO Box 1268
Weston, WV 26452
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1736.00 **Total Hours**

Non P-Card Pricing:

\$33,227.04 **Total Cost**

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

P-Card Pricing:

\$34,216.56 **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 WV ARF

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

01.DoHS.018.26

Fiscal Year 2026

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:

WVARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Mary Dean

O: 304-472-4678

C:

upshur@buwac.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

01.DoHS.018.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1736.00
TOTAL AGREEMENT COST	\$33,227.04
TOTAL AGREEMENT COST w/Pcard	\$34,216.56

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.14	\$19.71
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	154.00	\$2,947.56	\$3,035.34
Aug 2025	21	4	147.00	\$2,813.58	\$2,897.37
Sep 2025	21	4	147.00	\$2,813.58	\$2,897.37
Oct 2025	22	5	154.00	\$2,947.56	\$3,035.34
Nov 2025	17	4	119.00	\$2,277.66	\$2,345.49
Dec 2025	21	5	147.00	\$2,813.58	\$2,897.37
Jan 2026	20	4	140.00	\$2,679.60	\$2,759.40
Feb 2026	19	4	133.00	\$2,545.62	\$2,621.43
Mar 2026	22	4	154.00	\$2,947.56	\$3,035.34
Apr 2026	22	5	154.00	\$2,947.56	\$3,035.34
May 2026	20	4	140.00	\$2,679.60	\$2,759.40
Jun 2026	21	4	147.00	\$2,813.58	\$2,897.37
	248	52			

WORKLOADING FOR AGREEMENT: 01.DoHS.018.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6654	Restrooms (#)	4	Elevators (#)	0	Windows (#)	1		
VCT Tile (ft ²)	1890	Fixtures (#)	13	Light Fixtures (ft ²)	0	Inside (ft ²)	48		
Ceramic (ft ²)	336	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	61	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	290	Int 1 Side (ft ²)	21		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	8880	ft ² per WO Mat	24	Baseboard (linear ft)	25000	Ext 1 Side (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	96	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	0.571	248	7b	67	Baseboards	0.376	12
1b	369	Mop	0.623	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.002	2	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.822	196	10c-d	84	Interior Glass Doors/Panels	0.200	248
2b	295	Vacuum	0.623	52	10e	563	Interior Windows	0.091	248
2c	294	Spot Clean (35%)	0.194	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.019	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.107	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.148	248
4b	69	Thorough Dust	0.012	52	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	1.470	
6a-6i	229	Restrooms	0.650	248					
7a	67	Remove Dirt	0.004	12			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 WVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Clean Fountain
- Interior Glass Doors/Panels
- Interior Windows
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Remove Dirt
- Baseboards

TWICE A YEAR

- Spray Buff



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

02.DoHS.019.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: Clay County Services Unlimited, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Clay County
94 Main Street
Clay, WV 25043
304-765-7344

Billing: DoHS BFA R2
Clay County
110 North 6th Street Suite 3
Clarksburg, WV 26301
tammy.d.garten@wv.gov
304-645-3165
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 992.00 **Total Hours**

Non P-Card Pricing:

\$22,538.24 **Total Cost**

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

P-Card Pricing:

\$23,212.80 **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 WVAF

DocuSigned by:

M. Hobb

58A0B730DCE8468

WVAF, Inc.

5/9/2025

Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-27-25
Date

OK
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

02.DoHS.019.26

Fiscal Year 2026

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:	VENDOR CONTACT:
Misty Mayville, Contract Manager	Mike Keener
O: 681-661-0144	O: 304-719-5334
C: 304-539-9353	C:
mmayville@wvarf.org	
- 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

PRICING

02.DoHS.019.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	992.00
TOTAL AGREEMENT COST	\$22,538.24
TOTAL AGREEMENT COST w/Pcard	\$23,212.80

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.72	\$23.40
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	88.00	\$1,999.36	\$2,059.20
Aug 2025	21	4	84.00	\$1,908.48	\$1,965.60
Sep 2025	21	4	84.00	\$1,908.48	\$1,965.60
Oct 2025	22	5	88.00	\$1,999.36	\$2,059.20
Nov 2025	17	4	68.00	\$1,544.96	\$1,591.20
Dec 2025	21	5	84.00	\$1,908.48	\$1,965.60
Jan 2026	20	4	80.00	\$1,817.60	\$1,872.00
Feb 2026	19	4	76.00	\$1,726.72	\$1,778.40
Mar 2026	22	4	88.00	\$1,999.36	\$2,059.20
Apr 2026	22	5	88.00	\$1,999.36	\$2,059.20
May 2026	20	4	80.00	\$1,817.60	\$1,872.00
Jun 2026	21	4	84.00	\$1,908.48	\$1,965.60
	248	52			

WORKLOADING FOR AGREEMENT: 02.DoHS.019.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	4967	Restrooms (#)	4	Elevators (#)	0	Windows (#)	18		
VCT Tile (ft ²)	1533	Fixtures (#)	12	Light Fixtures (ft ²)	0	Inside (ft ²)	38		
Ceramic (ft ²)	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft ²)	38		
Concrete (ft ²)	0	Trash Receptacles (#)	33	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	18	Horizontal Surf. (ft ²)	80	Int 1 Side (ft ²)	24		
Other (ft ²)	0	Walk Off Mats (#)	1	Vertical Surf. (ft ²)	80	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	6500	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	24		
Outside (ft ²)	0	TOTAL ft ² WO Mat	24	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	0.393	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.429	248	8a	183	Clean Fountain	0.050	248
1c	385	Spray Buff	0.009	12	10a-b	84	Exterior Glass Doors/Panels	0.229	248
2a	295	Spot Vacuum (35%)	0.614	196	10c-d	84	Interior Glass Doors/Panels	0.114	248
2b	295	Vacuum	0.465	52	10e	563	Interior Windows	0.063	12
2c	294	Spot Clean (35%)	0.145	248	10f	563	Exterior Windows	0.063	12
2e	91	Walk Off Mats	0.012	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.551	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.058	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	196	11d	590	Remove Trash	0.108	248
4b	69	Thorough Dust	0.007	52	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	12					
5b	546	Wash Vents	0.007	12			Utility Time	0.030	
6a-6i	229	Restrooms	0.598	247					
7a	67	Remove Dirt	0.050	248			HOURS PER DAY	4.00	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

32.DoHS.020.26

Fiscal Year 2026

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*: Job Squad, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Charleston
4190 W. Washington Street
Charleston, WV 25313

Billing: DoHS BFA R2
Charleston
4190 W. Washington Street
Charleston, WV 25313
tammy.d.garten@wv.gov
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 7936.00 **Total Hours**

Non P-Card Pricing:

\$176,972.80 **Total Cost**

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

P-Card Pricing:

\$182,289.92 **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.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

32.DoHS.020.26

Fiscal Year 2026

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:

Michael Holyfield 304-629-6270
mholyfield@jobsquadinc.org
Robert Henline 304-629-7020
rhenline@jobsquadinc.org

- 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

PRICING
32.DoHS.020.26
Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	7936.00
TOTAL AGREEMENT COST	\$176,972.80
TOTAL AGREEMENT COST w/Pcard	\$182,289.92

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.30	\$22.97
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	704.00	\$15,699.20	\$16,170.88
Aug 2025	21	4	672.00	\$14,985.60	\$15,435.84
Sep 2025	21	4	672.00	\$14,985.60	\$15,435.84
Oct 2025	22	5	704.00	\$15,699.20	\$16,170.88
Nov 2025	17	4	544.00	\$12,131.20	\$12,495.68
Dec 2025	21	5	672.00	\$14,985.60	\$15,435.84
Jan 2026	20	4	640.00	\$14,272.00	\$14,700.80
Feb 2026	19	4	608.00	\$13,558.40	\$13,965.76
Mar 2026	22	4	704.00	\$15,699.20	\$16,170.88
Apr 2026	22	5	704.00	\$15,699.20	\$16,170.88
May 2026	20	4	640.00	\$14,272.00	\$14,700.80
Jun 2026	21	4	672.00	\$14,985.60	\$15,435.84
	248	52			

WORKLOADING FOR AGREEMENT: 32.DoHS.020.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft²)	34410	Restrooms (#)	9	Elevators (#)	0	Windows (#)	10		
VCT Tile (ft²)	15590	Fixtures (#)	45	Light Fixtures (ft²)	1	Inside (ft²)	25		
Ceramic (ft²)	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft²)	25		
Concrete (ft²)	0	Trash Receptacles (#)	380	Upholstery (ft²)	0	Int Glass Doors/Panels	18		
Vinyl/Lam (ft²)	0	Vents (ft²)	240	Horizontal Surf. (ft²)	1000	Int 1 Side (ft²)	7		
Other (ft²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft²)	1000	Ext Glass Doors/Panels	4		
TOTAL (ft²)	50000	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	1000	TOTAL ft² WO Mat	96	Entrance (ft²)	1000				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	4.002	248	7b	67	Baseboards	0.000	0
1b	369	Mop	4.366	248	8a	183	Clean Fountain	0.084	248
1c	385	Spray Buff	0.091	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	5.379	248	10c-d	84	Interior Glass Doors/Panels	0.300	248
2b	295	Vacuum	3.222	52	10e	563	Interior Windows	0.023	12
2c	294	Spot Clean (35%)	1.004	248	10f	563	Exterior Windows	0.023	12
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	6.346	248	11b	179	Police Entrance(25%)	0.075	248
3b	178-177	Reline Baskets	0.664	52	11c	179	Police Parking Lot	0.300	248
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.833	248
4b	69	Thorough Dust	0.400	248	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.002	12					
5b	546	Wash Vents	0.096	12			Utility Time	1.670	
6a-6i	229	Restrooms	2.250	248					
7a	67	Remove Dirt	0.622	248					
HOURS PER DAY								32.00	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Thorough Dust
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Police Entrance(25%)
- Police Parking Lot
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

06.DoHS.021.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Lewisburg
150 Maplewood Avenue
Lewisburg, WV 24901
304-647-7476

Billing: DoHS BFA R2
Lewisburg
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-645-3165
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 3472.00 **Total Hours**

Non P-Card Pricing:

\$77,078.40 Total Cost

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

P-Card Pricing:

\$79,404.64 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 WVAF

DocuSigned by:

Nita Hobbs

5B00720D5E846E

WVAF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althes Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

06.DoHS.021.26

Fiscal Year 2026

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:

WVARF CONTACT:	VENDOR CONTACT:
Misty Mayville, Contract Manager	Phyllis Cantrell
O: 681-661-0144	O: 304-645-3165
C: 304-539-9353	C:
mmayville@wvarf.org	phyllis@gatewayind.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

06.DoHS.021.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	3472.00
TOTAL AGREEMENT COST	\$77,078.40
TOTAL AGREEMENT COST w/Pcard	\$79,404.64

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.20	\$22.87
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	308.00	\$6,837.60	\$7,043.96
Aug 2025	21	4	294.00	\$6,526.80	\$6,723.78
Sep 2025	21	4	294.00	\$6,526.80	\$6,723.78
Oct 2025	22	5	308.00	\$6,837.60	\$7,043.96
Nov 2025	17	4	238.00	\$5,283.60	\$5,443.06
Dec 2025	21	5	294.00	\$6,526.80	\$6,723.78
Jan 2026	20	4	280.00	\$6,216.00	\$6,403.60
Feb 2026	19	4	266.00	\$5,905.20	\$6,083.42
Mar 2026	22	4	308.00	\$6,837.60	\$7,043.96
Apr 2026	22	5	308.00	\$6,837.60	\$7,043.96
May 2026	20	4	280.00	\$6,216.00	\$6,403.60
Jun 2026	21	4	294.00	\$6,526.80	\$6,723.78
	248	52			

WORKLOADING FOR AGREEMENT: 06.DoHS.021.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	7140	Restrooms (#)	8	Elevators (#)	0	Windows (#)	24		
VCT Tile (ft ²)	13687	Fixtures (#)	36	Light Fixtures (ft ²)	0	Inside (ft ²)	18		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	3	Outside (ft ²)	18		
Concrete (ft ²)	0	Trash Receptacles (#)	80	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	40	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	30		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	5		
TOTAL (ft ²)	20827	ft ² per WO Mat	24	Baseboard (Linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	48	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	3.513	248	7b	67	Baseboards	0.000	0
1b	369	Mop	3.833	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.079	12	10a-b	84	Exterior Glass Doors/Panels	0.250	248
2a	295	Spot Vacuum (35%)	0.882	196	10c-d	84	Interior Glass Doors/Panels	0.286	248
2b	295	Vacuum	0.669	52	10e	563	Interior Windows	0.040	12
2c	294	Spot Clean (35%)	0.208	248	10f	563	Exterior Windows	0.040	12
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.336	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.140	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.347	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.084	52
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.016	12			Utility Time	0.290	
6a-6i	229	Restrooms	1.800	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	14.00	

* 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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Stairs

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

06.DoHS.022.26

Fiscal Year 2026

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*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Pocahontas County
211 Valhalla Lane
Marlinton, WV 24954
304-647-7476

Billing: DoHS BFA R2
Pocahontas County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 588.00 **Total Hours**

Non P-Card Pricing:

\$13,053.60 Total Cost

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

P-Card Pricing:

\$13,447.56 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.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok
Olthas Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

06.DoHS.022.26

Fiscal Year 2026

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:

WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Phyllis Cantrell

O: 304-645-3165

C:

phyllis@gatewayind.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

06.DoHS.022.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	588.00
TOTAL AGREEMENT COST	\$13,053.60
TOTAL AGREEMENT COST w/Pcard	\$13,447.56

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.20	\$22.87
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	12	5	48.00	\$1,065.60	\$1,097.76
Aug 2025	13	4	52.00	\$1,154.40	\$1,189.24
Sep 2025	12	4	48.00	\$1,065.60	\$1,097.76
Oct 2025	13	5	52.00	\$1,154.40	\$1,189.24
Nov 2025	11	4	44.00	\$976.80	\$1,006.28
Dec 2025	13	5	52.00	\$1,154.40	\$1,189.24
Jan 2026	12	4	48.00	\$1,065.60	\$1,097.76
Feb 2026	11	4	44.00	\$976.80	\$1,006.28
Mar 2026	13	4	52.00	\$1,154.40	\$1,189.24
Apr 2026	13	5	52.00	\$1,154.40	\$1,189.24
May 2026	12	4	48.00	\$1,065.60	\$1,097.76
Jun 2026	12	4	48.00	\$1,065.60	\$1,097.76
	147	52			

WORKLOADING FOR AGREEMENT: 06.DoHS.022.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	3	Agreement Days	147	
LOCATION PROFILE									
Carpet (ft ²)	2608	Restrooms (#)	3	Elevators (#)	0	Windows (#)	18		
VCT Tile (ft ²)	1088	Fixtures (#)	18	Light Fixtures (ft ²)	0	Inside (ft ²)	18		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	18		
Concrete (ft ²)	0	Trash Receptacles (#)	30	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	20	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	43		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	300	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	3696	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	60	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	0.279	147	7b	67	Baseboards	0.000	0
1b	369	Mop	0.305	147	8a	183	Clean Fountain	0.017	147
1c	385	Spray Buff	0.011	12	10a-b	84	Exterior Glass Doors/Panels	0.200	147
2a	295	Spot Vacuum (35%)	0.288	104	10c-d	84	Interior Glass Doors/Panels	0.205	147
2b	295	Vacuum	0.412	52	10e	563	Interior Windows	0.050	12
2c	294	Spot Clean (35%)	0.076	147	10f	563	Exterior Windows	0.050	12
2e	91	Walk Off Mats	0.030	147	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.501	147	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.088	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	104	11d	590	Remove Trash	0.062	147
4b	69	Thorough Dust	0.035	52	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	12					
5b	546	Wash Vents	0.014	12			Utility Time	0.320	
6a-6i	229	Restrooms	0.900	147					
7a	67	Remove Dirt	0.156	147	HOURS PER DAY			4.00	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

06.DoHS.023.26

Fiscal Year 2026

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*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Monroe County
174 Rt 3 East
Union, WV 24983
304-647-7476

Billing: DoHS BFA R2
Monroe County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 404.25 **Total Hours**

Non P-Card Pricing:

\$8,974.35 **Total Cost**

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

P-Card Pricing:

\$9,245.20 **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.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Oliver Greenhouse

Type text here



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

06.DoHS.023.26

Fiscal Year 2026

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:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Phyllis Cantrell

O: 304-645-3165

C:

phyllis@gatewayind.com

- 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

PRICING

06.DoHS.023.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	404.25
TOTAL AGREEMENT COST	\$8,974.35
TOTAL AGREEMENT COST w/Pcard	\$9,245.20

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.20	\$22.87
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	12	5	33.00	\$732.60	\$754.71
Aug 2025	13	4	35.75	\$793.65	\$817.60
Sep 2025	12	4	33.00	\$732.60	\$754.71
Oct 2025	13	5	35.75	\$793.65	\$817.60
Nov 2025	11	4	30.25	\$671.55	\$691.82
Dec 2025	13	5	35.75	\$793.65	\$817.60
Jan 2026	12	4	33.00	\$732.60	\$754.71
Feb 2026	11	4	30.25	\$671.55	\$691.82
Mar 2026	13	4	35.75	\$793.65	\$817.60
Apr 2026	13	5	35.75	\$793.65	\$817.60
May 2026	12	4	33.00	\$732.60	\$754.71
Jun 2026	12	4	33.00	\$732.60	\$754.71
	147	52			

WORKLOADING FOR AGREEMENT: 06.DoHS.023.26											
Agreement Type		Janitorial	Agreement Period		7/1/2025	6/30/2026		Days/Week	3	Agreement Days	147
LOCATION PROFILE											
Carpet (ft ²)		1770	Restrooms (#)		3	Elevators (#)		0	Windows (#)		12
VCT Tile (ft ²)		597	Fixtures (#)		6	Light Fixtures (ft ²)		0	Inside (ft ²)		11
Ceramic (ft ²)		103	Water Fountains (#)		1	Stair Flights (#)		0	Outside (ft ²)		11
Concrete (ft ²)		0	Trash Receptacles (#)		26	Upholstery (ft ²)		0	Int Glass Doors/Panels		12
Vinyl/Lam (ft ²)		0	Vents (ft ²)		16	Horizontal Surf. (ft ²)		40	Int 1 Side (ft ²)		11
Other (ft ²)		0	Walk Off Mats (#)		3	Vertical Surf. (ft ²)		40	Ext Glass Doors/Panels		1
TOTAL (ft ²)		2470	ft ² per WO Mat		15	Baseboard (linear ft)		0	Ext 1 Side (ft ²)		21
Outside (ft ²)		0	TOTAL ft ² WO Mat		45	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	0.180	147	7b	67	Baseboards	0.000	0		
1b	369	Mop	0.196	147	8a	183	Clean Fountain	0.017	147		
1c	385	Spray Buff	0.007	12	10a-b	84	Exterior Glass Doors/Panels	0.050	147		
2a	295	Spot Vacuum (35%)	0.196	104	10c-d	84	Interior Glass Doors/Panels	0.314	147		
2b	295	Vacuum	0.280	52	10e	563	Interior Windows	0.020	12		
2c	294	Spot Clean (35%)	0.052	147	10f	563	Exterior Windows	0.020	12		
2e	91	Walk Off Mats	0.023	147	11a	540	Wash Light Fixtures	0.000	0		
3a	177	Empty Trash/Wipe Clean	0.434	147	11b	179	Police Entrance(25%)	0.000	0		
3b	178-177	Reline Baskets	0.077	52	11c	179	Police Parking Lot	0.000	0		
4a	69	Spot Dust (35%)	0.000	104	11d	590	Remove Trash	0.041	147		
4b	69	Thorough Dust	0.006	52	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	12							
5b	546	Wash Vents	0.011	12			Utility Time	0.500			
6a-6i	229	Restrooms	0.300	147							
7a	67	Remove Dirt	0.025	147	HOURS PER DAY			2.75			

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

Service Agreement

31.DoHS.024.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: SW Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Putnam County
3405 Winfield Road
Winfield, WV 25569
Jimmy McFarland

Billing: DoHS BFA R2
Putnam County
4190 Washington Street W
Charleston, WV 25313
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 2046.00 Total Hours

Non P-Card Pricing:

\$40,572.18 Total Cost

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

P-Card Pricing:

\$41,779.32 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 WVAF

DocuSigned by:

Nita Hobbs

5BA0B720DE8846A

WVAF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

31.DoHS.024.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2046.00
TOTAL AGREEMENT COST	\$40,572.18
TOTAL AGREEMENT COST w/Pcard	\$41,779.32

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.83	\$20.42
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	181.50	\$3,599.15	\$3,706.23
Aug 2025	21	4	173.25	\$3,435.55	\$3,537.77
Sep 2025	21	4	173.25	\$3,435.55	\$3,537.77
Oct 2025	22	5	181.50	\$3,599.15	\$3,706.23
Nov 2025	17	4	140.25	\$2,781.16	\$2,863.91
Dec 2025	21	5	173.25	\$3,435.55	\$3,537.77
Jan 2026	20	4	165.00	\$3,271.95	\$3,369.30
Feb 2026	19	4	156.75	\$3,108.35	\$3,200.84
Mar 2026	22	4	181.50	\$3,599.15	\$3,706.23
Apr 2026	22	5	181.50	\$3,599.15	\$3,706.23
May 2026	20	4	165.00	\$3,271.95	\$3,369.30
Jun 2026	21	4	173.25	\$3,435.55	\$3,537.77
	248	52			

WORKLOADING FOR AGREEMENT: 31.DoHS.024.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	11448	Restrooms (#)	4	Elevators (#)	0	Windows (#)		41	
VCT Tile (ft ²)	2529	Fixtures (#)	29	Light Fixtures (ft ²)	0	Inside (ft ²)		20	
Ceramic (ft ²)	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft ²)		20	
Concrete (ft ²)	0	Trash Receptacles (#)	58	Upholstery (ft ²)	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	42	Horizontal Surf. (ft ²)	400	Int 1 Side (ft ²)		36	
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	400	Ext Glass Doors/Panels		4	
TOTAL (ft ²)	13977	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	60	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	0.649	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.708	248	8a	183	Clean Fountain	0.084	248
1c	385	Spray Buff	0.015	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.790	248	10c-d	84	Interior Glass Doors/Panels	0.086	248
2b	295	Vacuum	1.072	52	10e	563	Interior Windows	0.075	12
2c	294	Spot Clean (35%)	0.334	248	10f	563	Exterior Windows	0.075	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.969	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.101	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	248	11d	590	Remove Trash	0.233	248
4b	69	Thorough Dust	0.034	52	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	12					
5b	546	Wash Vents	0.017	12			Utility Time	0.070	
6a-6i	229	Restrooms	1.450	248					
7a	67	Remove Dirt	0.249	248			HOURS PER DAY	8.25	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

31.DoHS.025.26

Fiscal Year 2026

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*: SW Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Braxton County
3708 Sutton Lane
Sutton, WV 26601
Sue Davis
304-765-7344

Billing: DoHS BFA R2
Braxton County
3708 Sutton Lane
Sutton, WV 26601
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1736.00 **Total Hours**

Non P-Card Pricing:

\$34,424.88

Total Cost

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

P-Card Pricing:

\$35,449.12

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

5860B730DE88468

WVARF, Inc.

5/9/2025

Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-27-25
Date

Ok
Olthas Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

31.DoHS.025.26

Fiscal Year 2026

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:

WVARF CONTACT:

Misty Mayville, Contract Manager
O: 681-661-0144
C: 304-539-9353
mmayville@wvarf.org

VENDOR CONTACT:

dmitchell@goodwillsummit.com
304-346-0811
klilly@goodwillsummit.com
740-816-5548

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

31.DoHS.025.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1736.00
TOTAL AGREEMENT COST	\$34,424.88
TOTAL AGREEMENT COST w/Pcard	\$35,449.12

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.83	\$20.42
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	154.00	\$3,053.82	\$3,144.68
Aug 2025	21	4	147.00	\$2,915.01	\$3,001.74
Sep 2025	21	4	147.00	\$2,915.01	\$3,001.74
Oct 2025	22	5	154.00	\$3,053.82	\$3,144.68
Nov 2025	17	4	119.00	\$2,359.77	\$2,429.98
Dec 2025	21	5	147.00	\$2,915.01	\$3,001.74
Jan 2026	20	4	140.00	\$2,776.20	\$2,858.80
Feb 2026	19	4	133.00	\$2,637.39	\$2,715.86
Mar 2026	22	4	154.00	\$3,053.82	\$3,144.68
Apr 2026	22	5	154.00	\$3,053.82	\$3,144.68
May 2026	20	4	140.00	\$2,776.20	\$2,858.80
Jun 2026	21	4	147.00	\$2,915.01	\$3,001.74
	248	52			

WORKLOADING FOR AGREEMENT: 31.DoHS.025.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	11781	Restrooms (#)	4	Elevators (#)	0	Windows (#)	1		
VCT Tile (ft ²)	1377	Fixtures (#)	17	Light Fixtures (ft ²)	50	Inside (ft ²)	252		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	252		
Concrete (ft ²)	0	Trash Receptacles (#)	63	Upholstery (ft ²)	200	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	536	Int 1 Side (ft ²)	21		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	13158	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	500	TOTAL ft ² WO Mat	30	Entrance (ft ²)	500				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.353	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.386	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.008	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	1.455	196	10c-d	84	Interior Glass Doors/Panels	0.200	248
2b	295	Vacuum	1.103	52	10e	563	Interior Windows	0.023	12
2c	294	Spot Clean (35%)	0.344	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.015	248	11a	540	Wash Light Fixtures	0.000	1
3a	177	Empty Trash/Wipe Clean	1.052	248	11b	179	Police Entrance(25%)	0.038	248
3b	178-177	Reline Baskets	0.110	52	11c	179	Police Parking Lot	0.150	248
4a	69	Spot Dust (35%)	0.006	196	11d	590	Remove Trash	0.219	248
4b	69	Thorough Dust	0.043	52	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	52					
5b	546	Wash Vents	0.000	1			Utility Time	0.210	
6a-6i	229	Restrooms	0.850	248					
7a	67	Remove Dirt	0.322	248			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 WVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Police Entrance(25%)
- Police Parking Lot
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Dust Vents

MONTHLY

- Spray Buff
- Interior Windows

ONCE A YEAR

- Wash Vents
- Wash Light Fixtures



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

08.DoHS.026.26

Fiscal Year 2026

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

SERVICE AGREEMENT

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

Work Performed By*: Goodwill Industries of KYOWVA Area, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Pt. Pleasant/Mason County
1406 Kanawha Street
Pt. Pleasant, WV 25550
Krista Carter
304-675-0880

Billing: DoHS BFA R2
Pt. Pleasant/Mason County
4190 Washington Street W
Charleston, WV 25313
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1488.00 **Total Hours**

Non P-Card Pricing:

\$30,146.88 **Total Cost**

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

P-Card Pricing:

\$31,054.56 **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 WV ARF

DocuSigned by:

Nita Hobbs

ES660330CE88468

WV ARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

08.DoHS.026.26

Fiscal Year 2026

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:

WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Sally Nelson

O: 304-523-7461 ext. 430

C: 304-751-6398

sallynelson@goodwillhunting.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

08.DoHS.026.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1488.00
TOTAL AGREEMENT COST	\$30,146.88
TOTAL AGREEMENT COST w/Pcard	\$31,054.56

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$20.26	\$20.87
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	132.00	\$2,674.32	\$2,754.84
Aug 2025	21	4	126.00	\$2,552.76	\$2,629.62
Sep 2025	21	4	126.00	\$2,552.76	\$2,629.62
Oct 2025	22	5	132.00	\$2,674.32	\$2,754.84
Nov 2025	17	4	102.00	\$2,066.52	\$2,128.74
Dec 2025	21	5	126.00	\$2,552.76	\$2,629.62
Jan 2026	20	4	120.00	\$2,431.20	\$2,504.40
Feb 2026	19	4	114.00	\$2,309.64	\$2,379.18
Mar 2026	22	4	132.00	\$2,674.32	\$2,754.84
Apr 2026	22	5	132.00	\$2,674.32	\$2,754.84
May 2026	20	4	120.00	\$2,431.20	\$2,504.40
Jun 2026	21	4	126.00	\$2,552.76	\$2,629.62
	248	52			

WORKLOADING FOR AGREEMENT: 08.DoHS.026.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6925	Restrooms (#)	4	Elevators (#)	0	Windows (#)		14	
VCT Tile (ft ²)	0	Fixtures (#)	15	Light Fixtures (ft ²)	0	Inside (ft ²)		8	
Ceramic (ft ²)	1211	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)		8	
Concrete (ft ²)	0	Trash Receptacles (#)	70	Upholstery (ft ²)	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	16	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)		0	
Other (ft ²)	746	Walk Off Mats (#)	0	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels		2	
TOTAL (ft ²)	8882	ft ² per WO Mat	0	Baseboard (linear ft)	0	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	0.502	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.548	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.011	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	1.083	248	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.649	52	10e	563	Interior Windows	0.010	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.010	12
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.169	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.122	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	248	11d	590	Remove Trash	0.148	248
4b	69	Thorough Dust	0.042	52	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	12					
5b	546	Wash Vents	0.006	12			Utility Time	0.500	
6a-6i	229	Restrooms	0.750	248					
7a	67	Remove Dirt	0.311	248					
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.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

17.DoHS.027.26

Fiscal Year 2026

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*: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Work Performed: Janitorial

Site: DoHS BFA R2
Webster County
110 N Main Street, Suite 201
Webster Springs, WV 26288
Patty Martin
304-872-0803

Billing: DoHS BFA R2
Webster County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1240.00 **Total Hours**

Non P-Card Pricing:

\$27,466.00 Total Cost

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

P-Card Pricing:

\$28,284.40 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.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

17.DoHS.027.26

Fiscal Year 2026

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:

WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Michael Gray

O: 304-742-6202

C: 304-880-5041

michael@wvbrighthorizons.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

17.DoHS.027.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1240.00
TOTAL AGREEMENT COST	\$27,466.00
TOTAL AGREEMENT COST w/Pcard	\$28,284.40

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.15	\$22.81
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	110.00	\$2,436.50	\$2,509.10
Aug 2025	21	4	105.00	\$2,325.75	\$2,395.05
Sep 2025	21	4	105.00	\$2,325.75	\$2,395.05
Oct 2025	22	5	110.00	\$2,436.50	\$2,509.10
Nov 2025	17	4	85.00	\$1,882.75	\$1,938.85
Dec 2025	21	5	105.00	\$2,325.75	\$2,395.05
Jan 2026	20	4	100.00	\$2,215.00	\$2,281.00
Feb 2026	19	4	95.00	\$2,104.25	\$2,166.95
Mar 2026	22	4	110.00	\$2,436.50	\$2,509.10
Apr 2026	22	5	110.00	\$2,436.50	\$2,509.10
May 2026	20	4	100.00	\$2,215.00	\$2,281.00
Jun 2026	21	4	105.00	\$2,325.75	\$2,395.05
	248	52			

WORKLOADING FOR AGREEMENT: 17.DoHS.027.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6437	Restrooms (#)	3	Elevators (#)	1	Windows (#)		21	
VCT Tile (ft ²)	0	Fixtures (#)	9	Light Fixtures (ft ²)	0	Inside (ft ²)		1	
Ceramic (ft ²)	1063	Water Fountains (#)	2	Stair Flights (#)	2	Outside (ft ²)		18	
Concrete (ft ²)	0	Trash Receptacles (#)	44	Upholstery (ft ²)	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	60	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)		75	
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels		2	
TOTAL (ft ²)	7500	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	30	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	0.273	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.298	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	0.795	196	10c-d	84	Interior Glass Doors/Panels	0.179	248
2b	295	Vacuum	0.603	52	10e	563	Interior Windows	0.002	12
2c	294	Spot Clean (35%)	0.188	248	10f	563	Exterior Windows	0.035	12
2e	91	Walk Off Mats	0.015	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.735	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.077	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.125	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.024	12			Utility Time	0.930	
6a-6i	229	Restrooms	0.450	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	5.00	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

17.DoHS.028.26

Fiscal Year 2026

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*: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Work Performed: Janitorial

Site: DoHS BFA R2
Nicholas County
707 Professional Park
Summersville, WV 26651
304-872-0803
Patty Martin

Billing: DoHS BFA R2
Nicholas County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 2356.00 **Total Hours**

Non P-Card Pricing:

\$52,185.40

Total Cost

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

P-Card Pricing:

\$53,740.36

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.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

17.DoHS.028.26

Fiscal Year 2026

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:

WVARF CONTACT:

Misty Mayville, Contract Manager
O: 681-661-0144
C: 304-539-9353
mmayville@wvarf.org

VENDOR CONTACT:

Michael Gray
O: 304-742-6202
C: 304-880-5041
michael@wvbrighthorizons.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

17.DoHS.028.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2356.00
TOTAL AGREEMENT COST	\$52,185.40
TOTAL AGREEMENT COST w/Pcard	\$53,740.36

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$22.15	\$22.81
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	209.00	\$4,629.35	\$4,767.29
Aug 2025	21	4	199.50	\$4,418.93	\$4,550.60
Sep 2025	21	4	199.50	\$4,418.93	\$4,550.60
Oct 2025	22	5	209.00	\$4,629.35	\$4,767.29
Nov 2025	17	4	161.50	\$3,577.23	\$3,683.82
Dec 2025	21	5	199.50	\$4,418.93	\$4,550.60
Jan 2026	20	4	190.00	\$4,208.50	\$4,333.90
Feb 2026	19	4	180.50	\$3,998.08	\$4,117.21
Mar 2026	22	4	209.00	\$4,629.35	\$4,767.29
Apr 2026	22	5	209.00	\$4,629.35	\$4,767.29
May 2026	20	4	190.00	\$4,208.50	\$4,333.90
Jun 2026	21	4	199.50	\$4,418.93	\$4,550.60
	248	52			

WORKLOADING FOR AGREEMENT: 17.DoHS.028.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	10594	Restrooms (#)	5	Elevators (#)	0	Windows (#)	45		
VCT Tile (ft ²)	3292	Fixtures (#)	22	Light Fixtures (ft ²)	50	Inside (ft ²)	12		
Ceramic (ft ²)	742	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft ²)	12		
Concrete (ft ²)	0	Trash Receptacles (#)	89	Upholstery (ft ²)	0	Int Glass Doors/Panels	10		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	72	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	24		
Other (ft ²)	0	Walk Off Mats (#)	8	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	9		
TOTAL (ft ²)	14628	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	120		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	1.035	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.130	248	8a	183	Clean Fountain	0.067	248
1c	385	Spray Buff	0.023	12	10a-b	84	Exterior Glass Doors/Panels	0.450	248
2a	295	Spot Vacuum (35%)	1.309	196	10c-d	84	Interior Glass Doors/Panels	0.571	248
2b	295	Vacuum	0.992	52	10e	563	Interior Windows	0.012	3
2c	294	Spot Clean (35%)	0.309	248	10f	563	Exterior Windows	0.012	3
2e	91	Walk Off Mats	0.060	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.486	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.155	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.244	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.029	12			Utility Time	0.370	
6a-6i	229	Restrooms	1.100	248					
7a	67	Remove Dirt	0.124	248	HOURS PER DAY			9.50	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents

THREE TIMES A YEAR

- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

25.DoHS.029.26

Fiscal Year 2026

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*: The Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Gilmer County
1493 SR5 East
Glenville, WV 26351
Joyce Underwood
304-462-0412

Billing: DoHS BFA R2
Gilmer County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 930.00 **Total Hours**

Non P-Card Pricing:

\$19,771.80 **Total Cost**

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

P-Card Pricing:

\$20,367.00 **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.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhouse



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

25.DoHS.029.26

Fiscal Year 2026

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:

WVARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Jarod Butcher

O: 304-366-5737

C: 304-612-4757

theopshopjb@gmail.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

25.DoHS.029.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	930.00
TOTAL AGREEMENT COST	\$19,771.80
TOTAL AGREEMENT COST w/Pcard	\$20,367.00

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$21.26	\$21.90
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	82.50	\$1,753.95	\$1,806.75
Aug 2025	21	4	78.75	\$1,674.23	\$1,724.63
Sep 2025	21	4	78.75	\$1,674.23	\$1,724.63
Oct 2025	22	5	82.50	\$1,753.95	\$1,806.75
Nov 2025	17	4	63.75	\$1,355.33	\$1,396.13
Dec 2025	21	5	78.75	\$1,674.23	\$1,724.63
Jan 2026	20	4	75.00	\$1,594.50	\$1,642.50
Feb 2026	19	4	71.25	\$1,514.78	\$1,560.38
Mar 2026	22	4	82.50	\$1,753.95	\$1,806.75
Apr 2026	22	5	82.50	\$1,753.95	\$1,806.75
May 2026	20	4	75.00	\$1,594.50	\$1,642.50
Jun 2026	21	4	78.75	\$1,674.23	\$1,724.63
	248	52			

WORKLOADING FOR AGREEMENT: 25.DoHS.029.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft²)	2700	Restrooms (#)	4	Elevators (#)	0	Windows (#)	15		
VCT Tile (ft²)	1800	Fixtures (#)	16	Light Fixtures (ft²)	0	Inside (ft²)	12		
Ceramic (ft²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	12		
Concrete (ft²)	0	Trash Receptacles (#)	34	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	16	Horizontal Surf. (ft²)	40	Int 1 Side (ft²)	40		
Other (ft²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft²)	40	Ext Glass Doors/Panels	4		
TOTAL (ft²)	4500	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	60		Entrance (ft²)	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	0.462	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.504	248	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	0.334	196	10c-d	84	Interior Glass Doors/Panels	0.190	248
2b	295	Vacuum	0.253	52	10e	563	Interior Windows	0.017	12
2c	294	Spot Clean (35%)	0.079	248	10f	563	Exterior Windows	0.017	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.568	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.059	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	196	11d	590	Remove Trash	0.075	248
4b	69	Thorough Dust	0.003	52	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	12					
5b	546	Wash Vents	0.006	12			Utility Time	0.120	
6a-6i	229	Restrooms	0.800	248					
7a	67	Remove Dirt	0.025	248	HOURS PER DAY			3.75	

*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

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

25.DoHS.030.26

Fiscal Year 2026

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*: The Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Calhoun County
85 Industrial Park Road
Grantsville, WV 26147
Joyce Underwood
304-462-0412

Billing: DoHS BFA R2
Calhoun County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1736.00 **Total Hours**

Non P-Card Pricing:

\$36,907.36 **Total Cost**

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

P-Card Pricing:

\$38,018.40 **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.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok

Althea Greenhouse



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

25.DoHS.030.26

Fiscal Year 2026

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:

WVARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Jarod Butcher

O: 304-366-5737

C: 304-612-4757

theopshopjb@gmail.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF 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 WVARF 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 WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF 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

PRICING

25.DoHS.030.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1736.00
TOTAL AGREEMENT COST	\$36,907.36
TOTAL AGREEMENT COST w/Pcard	\$38,018.40

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$21.26	\$21.90
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	154.00	\$3,274.04	\$3,372.60
Aug 2025	21	4	147.00	\$3,125.22	\$3,219.30
Sep 2025	21	4	147.00	\$3,125.22	\$3,219.30
Oct 2025	22	5	154.00	\$3,274.04	\$3,372.60
Nov 2025	17	4	119.00	\$2,529.94	\$2,606.10
Dec 2025	21	5	147.00	\$3,125.22	\$3,219.30
Jan 2026	20	4	140.00	\$2,976.40	\$3,066.00
Feb 2026	19	4	133.00	\$2,827.58	\$2,912.70
Mar 2026	22	4	154.00	\$3,274.04	\$3,372.60
Apr 2026	22	5	154.00	\$3,274.04	\$3,372.60
May 2026	20	4	140.00	\$2,976.40	\$3,066.00
Jun 2026	21	4	147.00	\$3,125.22	\$3,219.30
	248	52			

WORKLOADING FOR AGREEMENT: 25.DoHS.030.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6564	Restrooms (#)	4	Elevators (#)	0	Windows (#)	25		
VCT Tile (ft ²)	1710	Fixtures (#)	12	Light Fixtures (ft ²)	0	Inside (ft ²)	12		
Ceramic (ft ²)	728	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	12		
Concrete (ft ²)	0	Trash Receptacles (#)	69	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	52	Horizontal Surf. (ft ²)	1000	Int 1 Side (ft ²)	35		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	1000	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	9002	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	500	TOTAL ft ² WO Mat	60		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	0.626	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.683	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.061	52	10a-b	84	Exterior Glass Doors/Panels	0.042	52
2a	295	Spot Vacuum (35%)	1.026	248	10c-d	84	Interior Glass Doors/Panels	0.333	248
2b	295	Vacuum	0.615	52	10e	563	Interior Windows	0.028	12
2c	294	Spot Clean (35%)	0.191	248	10f	563	Exterior Windows	0.028	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.152	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.121	52	11c	179	Police Parking Lot	0.031	52
4a	69	Spot Dust (35%)	0.014	248	11d	590	Remove Trash	0.150	248
4b	69	Thorough Dust	0.084	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.010	248					
5b	546	Wash Vents	0.021	12			Utility Time	1.010	
6a-6i	229	Restrooms	0.600	248					
7a	67	Remove Dirt	0.130	52			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 WVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Dust Vents
- Restrooms
- Clean Fountain
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Remove Dirt
- Exterior Glass Doors/Panels
- Police Entrance(25%)

MONTHLY

- Spray Buff
- Wash Vents
- Interior Windows
- Exterior Windows




STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR FAMILY ASSISTANCE
DIVISION OF PROCUREMENT

Alex J. Mayer
Cabinet Secretary

Janie Cole
Commissioner

MEMORANDUM

TO: To Whom It May Concern
OSA Purchasing

FROM: Lesley Walizer 
BFA Director of Purchasing

DATE: May 19, 2025

RE: Justification for Janitorial Services

This memo is to justify the need for Janitorial Services for the West Virginia Department of Health and Human Resources Bureau for Family Assistance field offices for the cleanliness and promotion of health for our employees. Such services are outlined in the attached scope of work. Thank you



----- Forwarded message -----

From: **Hustead, Crystal G** <crystal.g.hustead@wv.gov>

Date: Thu, Jan 23, 2025 at 9:49 AM

Subject: Fwd: 100k spend approval form

To: Heather M White <Heather.M.White@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

Please see the attached form regarding purchases expected to exceed \$100,000

----- Forwarded message -----

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>

Date: Thu, Jan 23, 2025 at 9:47 AM

Subject: 100k spend approval form

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, Crystal G Hustead <crystal.g.hustead@wv.gov>, Joseph E Hager III <joseph.e.hageriii@wv.gov>, Mark A Atkins <Mark.A.Atkins@wv.gov>, Brandon L Barr <brandon.l.barr@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, John W Estep <john.w.estep@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>

Please share this with your agency contacts - this form should be signed by all parties and attached to any new requisitions over 100k.

Thanks!

Sam

--

Samantha Willis

Director & General Counsel

Purchasing Division

304-558-0492 • Samantha.L.Willis@wv.gov



----- Forwarded message -----

From: "Rosen, Bryan D" <bryan.d.rosen@wv.gov>

To: "Wagner, Roberta A" <roberta.a.wagner@wv.gov>, "Price, Robert L" <robert.l.price@wv.gov>

Cc:

Bcc:

Date: Thu, 23 Jan 2025 13:46:20 -0500

Subject: Governor's Office Approval of contracts over \$100,000

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description and populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

5/20/25, 11:43 AM

State of West Virginia Mail - Re: 100k spend approval form

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan



Governor's Office Approval of contracts over \$100,000.eml

8K

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Soc Type	Termination Date	Termination Reason	
C Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit				

Organization Information									
Business Purpose	5613 - Admin/Support Waste Mgt/Recreation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)				Capital Stock	0.0000			
Charter County	Kanawha				Control Number	0			
Charter State	WV				Excess Acres	0			
At Will Term					Member Managed				
At Will Term Years					Par Value	0.000000			
Authorized Shares	0				Young Entrepreneur	Not Specified			

Addresses	
Type	Address
Local Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Mailing Address	PO BOX 6764 CHARLESTON, WV, 25362 USA
Notice of Process Address	MTA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
Director	MTA HOBBS 563 DUPROUFGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1816 MILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 189 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA				
DBA Name	Description	Effective Date	Termination Date	
CROSSROADS INDUSTRIES	TRADENAME	8/29/1995		
WVA97	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
9/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/10/1995	AMEND, BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
2002	
2001	
2000	
1999	
1998	
Date Filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 5, 2025 — 1:33 PM

© 2025 State of West Virginia



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 12345678901234



Sign in to your account to view and manage your account information. [Sign in](#)

Sign in

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

☐ Any Words

☐ All Words

☐ Exact Phrase

e.g. 12345678901234

"the west virginia association of rehabilitation facilities"



Entity



Location



Entity Status



☒ Active

☐ Inactive

☐ ID Assigned

Reset



No matches found

We couldn't find a match for your search criteria.
Please try another search or go back to previous results.

Go Back



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Privacy Policy](#)

[Disclaimers](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Registration](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.