



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: 09-23-2021

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 0211 4037 GSD2200000002 1	Procurement Folder:	941793
Document Name:	Janitorial Services Bldg. 37 - 10/1/21-9/30/22	Reason for Modification:	
Document Description:	Janitorial Services Bldg. 37 - 10/1/21-9/30/22		
Procurement Type:	Central Delivery Order		
Buyer Name:	James R Jones		
Telephone:	304-352-5517		
Email:	james.r.jones@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN19 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE  CHARLESTON WV 25302-1702 US Vendor Contact Phone: 304-205-7970 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: James Hawley Requestor Phone: 304-352-5497 Requestor Email: jim.f.hawley@wv.gov  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US

Purchasing Division's File Copy

Total Order Amount: \$263,915.40

ENTERED

MA 09/23/2021

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tanya J. 9/24/2021</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>Beverly Toler 9-24-21</i>
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

State Contract Release Order

SWC: WVRFJAN19

To provide janitorial services for the West Virginia Department of Administration, General Services Division, Bldg. #37, per the attached documentation.  
Dates of Service: 10/1/2021 through 9/30/2022.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	13020.00000	HOUR	\$20.2700	\$263,915.40
Service From	Service To	Manufacturer		Model No	Delivery Date

**Commodity Line Description:** Janitorial Services Bldg. 37 - 10/1/21-9/30/22**Extended Description:**

Janitorial Services Bldg. 37 - 10/1/21-9/30/22



**Service Agreement**

**19.GSD.037.22**

**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915**

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

**SERVICE AGREEMENT**

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

**Vendor/Sub-contractor:** PACE Enterprises, Inc.

(Work Performed By\*)

**Work Performed:** Janitorial

**Customer/Site:** General Services Division

**Building #37**

DEP/PEIA - Kanawha City

Charleston, WV 25304

Jim Hawley

304-352-5497

jim.f.hawley@wv.gov

**Billing:** General Services Division

**Building #37**

112 California Avenue

Charleston, WV 25305

GSDInvoices@wv.gov

**Period of Agreement:** 10/1/2021 to 9/30/2022

**Total Agreement Pricing\*\*:**

13020.00

\$263,915.40

\$271,832.8620

**Total Hours**

**Total Cost at \$20.27/hr**

**Total Cost w/Pcard at \$20.8781/hr**

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached *Terms of Agreement*, *GSD Terms of Agreement*, and *Workloading* documentation sheets that provide a detailed breakdown of the scope of work. The GSD Janitorial Scope of Work has been attached for reference.

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

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

9/20/2021

Date

Customer Signature

James R. Jones

Customer Print Name

Procurement Administrator

Customer Title

9/21/2021

Date





**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## **Terms of Agreement**

**19.GSD.037.22**

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

### **TERMS OF AGREEMENT**

- General Services Division agrees to communicate all the information herein this agreement, especially the Terms of the Agreement and changes in scope of work, to their lessees, prior to the start of the agreement.
- State Use Program: 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 agrees to communicate with the lessees of each building the proper communication channels when an issue arises. The lessee is to contact General Services Division. General Services Division will then contact the proper party, following the guidance list below.
- The customer understands, and will make sure their lessees understand, that the associates working in their facilities are employees of the vendor. If an issue arises, the lessees are to contact the GSD Service Desk and GSD 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:

<b>WVARF CONTACT:</b>  Gary Wolfe, Contract Manager O: 304-205-7970 ext. 204 C: 304-444-2401 gwolfe@wvarf.org	<b>VENDOR CONTACT:</b>  Marvin Harold O: C: 304-641-4540
--	--
- 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.
- 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](http://www.wvarf.org).



**Terms of Agreement**  
**19.GSD.037.22**

**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

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

**TERMS OF AGREEMENT**

- The total number of hours for this agreement is 13020, which is the number of hours per day (52.50) times the number of working days (248) defined on the attached workloading sheet.
- Employees of the subcontractor will be required to 'clock in' using a method designated by the WV Department of Administration, General Services Division. The subcontractor will be required to submit the actual hours worked to WVARF. WVARF will invoice the Agency monthly for actual hours worked in the previous month, not exceeding the number of hours per day, as indicated below, for each day billed. WVARF will provide documentation with invoice(s) to verify the number of hours being billed. Hours not worked for any day during a billing month may not be "made up" without written approval from the Agency (email is acceptable).
- 8 of the 52.50 hours in this agreement are for a Working Supervisor

• **GSD Scope of Work Notes:**

**Please be advised:**

- 1st floor Hard Surface Halls: Total Square Feet on the 1st Floor Hall, Lobby and Entrances is 14,418.

• **Utility Time**

**GENERAL UTILITY TIME - CONTINUOUS MONITORING FOR CLEANING OPPORTUNITIES**

- Entry doorway and panel glass
- Employee lunch/breakrooms (trash emptied, wipe spillage from tables, etc.)
- Policing the entrances
- Mopping and/or vacuuming spills
- Extra time needed to finish scope of work
- Recycling Bins: do not need to be checked. GSD will alert the supervisor, and you'll be instructed to empty a bin as it's needed.
- Other tasks that are requested through the proper channels and communicated by GSD to the vendor supervisor.
- Any requests for tasks to be completed, outside the scope of work, need to first be communicated to the vendor supervisor for the proper directing of the associates.

**COVID-19 TOUCHPOINTS - TO BE COMPLETED TWICE DAILY**

**Clean and disinfect all public and employee lunch/breakroom touch point areas, following CDC guidelines:**

- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap and water, then use disinfectant
  - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces
  - More frequent cleaning and disinfection may be required based on level of use
  - Surfaces and objects in public places should be cleaned and disinfected
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles

**Disinfect**

- Use a recommended EPA-registered household disinfectant
- Follow the instructions on the label to ensure safe and effective use of product





West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

**Phone: (304) 205-7970**

Fax: (304) 205-7915

## PRICING

**19.GSD.037.22**

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

## PRICING

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>13020.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$263,915.40</b>
------------------------------	-----------------	-----------------------------	---------------------

### Broken Down/Billed As Follows:

[illegible]



WORKLOADING FOR AGREEMENT 19.GSD.037.22						
Agreement Type	Janitorial	Agreement Period	10/1/2021	9/30/2022	Days/Week	5
LOCATION PROFILE						
Restrooms (#)	15	Elevators (#)	4	Windows (#)	0	Refrigerator (#)
Fixtures (#)	72	Light Fixtures (ft²)	0	Inside (ft²)	0	Microwave (#)
Water Fountains (#)	7	Stair Flights (#)	7	Outside (ft²)	0	Breakroom Sink (#)
Trash Receptacles (#)	985	Upholstery (ft²)	0	Int Glass Doors/Panels	0	Breakroom Chairs (#)
Vents (ft²)	283	Horizontal Surf. (ft²)	2000	Int 1 Side (ft²)	0	Breakroom Tables (#)
Walk Off Mats (#)	7	Vertical Surf. (ft²)	2000	Ext Glass Doors/Panels	8	
ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	0	
TOTAL ft² WO Mat	168	Entrance (ft²)	200	Outside (ft²)	0	
1. Hard Surface 1st Floor Lobby, Entrances, Halls						
VCT Tile (ft²)	14418	VCT Tile (ft²)	29822	VCT Tile (ft²)	0	VCT Tile (ft²)
Ceramic (ft²)	0	Ceramic (ft²)	4066	Ceramic (ft²)	0	Ceramic (ft²)
Concrete (ft²)	0	Concrete (ft²)	0	Concrete (ft²)	0	Concrete (ft²)
Vinyl/Lam (ft²)	0	Vinyl/Lam (ft²)	0	Vinyl/Lam (ft²)	0	Vinyl/Lam (ft²)
Other (ft²)	0	Other (ft²)	0	Other (ft²)	0	Other (ft²)
1. TOTAL (ft²)	14418	1A. TOTAL (ft²)	33888	1B. TOTAL (ft²)	0	1C. TOTAL (ft²)
2. Carpet						
Carpet (ft²)	102200	2A. All Other Carpeted Floors		2B. Carpeted Floors	0	
SCOPE OF WORK						
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	ISSA #	Description
1. Hard Surface 1st Floor Lobby, Entrances, Halls						
1a	410	Dust mop	0.577	248	5a	Dust Vents
1b	GSD	Damp mop using OmniFlex	0.721	248	5b	Wash Vents
1A. All Other Hard Surface Floors						
1Aa	410	Dust mop	1.356	248	6a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)
1Ab	GSD	Damp mop using OmniFlex	1.694	248		
1B. Hard Surface Floors						
1Ba	406	Dust mop	0.000	0		
1Bb	373	Damp mop	0.000	0		
1C. Hard Surface Floors						
1Ca	406	Dust mop	0.000	0	7a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)
248						



## ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
1. Hard Surface 1st Floor Lobby, Entrances, Halls					
a	Dust mop	410	Dust Mop w/ 48" Mop using Dust Treatment Chemical	25000	ft <sup>2</sup> /hr
b	Damp mop using OmniFlex	GSD	Damp Mop using OmniFlex	20000	ft <sup>2</sup> /hr
1A. All Other Hard Surface Floors					
a	Dust mop	410	Dust Mop w/ 48" Mop using Dust Treatment Chemical	25000	ft <sup>2</sup> /hr
b	Damp mop using OmniFlex	GSD	Damp Mop using OmniFlex	20000	ft <sup>2</sup> /hr
1B. Hard Surface Floors					
a	Dust mop	406	Dust Mop w/ 24" Mop using Dust Treatment Chemical	8333	ft <sup>2</sup> /hr
b	Damp mop	373	Damp Mop w/ 24oz Mop Head using Double Bucket & Wringer	5000	ft <sup>2</sup> /hr
1C. Hard Surface Floors					
a	Dust mop	406	Dust Mop w/ 24" Mop using Dust Treatment Chemical	8333	ft <sup>2</sup> /hr
b	Damp mop	373	Damp Mop w/ 24oz Mop Head using Double Bucket & Wringer	5000	ft <sup>2</sup> /hr
2. Carpet					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
d	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
2A. All Other Carpeted Floors					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2B. Carpeted Floors					
a	Spot Vacuum (35% of total)	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
c	Spot clean (track in or spillage)(35%)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
3. Trash Removal					
a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
b	Replace Liner	178-177	Reline Basket	0.50	
4. Furniture, Cabinets, Countertops					
a	Spot dust horizontal & vertical surfaces	68	Dust w/ duster	10000	ft <sup>2</sup> /hr
b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
5. Heating & A/C Registers					
a	Dust Vents	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
b	Wash Vents	546	Wash	0.50	min/each
6. Restrooms - DAILY MORNING (AM)					
a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	229	Restrooms	27	min/9 fixtures
7. Restrooms - DAILY AFTERNOON (PM)					
a	Trash/Clean Disinfect Fixtures/Wipe Mirrors/Replace Supplies/Wet Mop Floor with Disinfectant (must be "N" listed with EPA)	229	Restrooms	27	min/9 fixtures
8. Drinking Fountain					
a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
9. Employee or Break Room					
9a	Clean outside of refrigerator & microwave	67	Damp wipe surface with disinfectant	3125	ft <sup>2</sup> /hr
9b	Clean and disinfect sink	67	Damp wipe surface with disinfectant	3125	ft <sup>2</sup> /hr
9c	Wipe and disinfect tables and counter tops	67	Damp wipe surface with disinfectant	3125	ft <sup>2</sup> /hr
10. Glass Door/Window Washing					
a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
11. & 12. Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft <sup>2</sup> /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft <sup>2</sup> /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft <sup>2</sup> /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft <sup>2</sup> /hr
12a	Stair Flights Dust Mop	94	Dust mop stairs and landing w/ 24" dust mop and pick up debris	1.2	min/flight
12b	Stair Flights Damp Mop	100	Damp mop stairs and landing w/ Kentucky or string type mop	3	min/flight
12c	Elevator	589	Elevator	10	min/each
13. Other Operations: Utility					
a	Utility Time Task - as defined in Terms of Agreement including COVID Touchpoints	GSD	Time given by GSD		ft <sup>2</sup> /hr
b					ft <sup>2</sup> /hr
c					ft <sup>2</sup> /hr



WORKLOADING FOR AGREEMENT: 19.GSD.037.22										
Agreement Type		Janitorial	Agreement Period		10/1/2021	9/30/2022	Days/Week	5	Agreement Days**	248
1Cb	373	Damp mop	0.000		0	8. Drinking Fountain				
2. Carpet						8a	183	Clean & disinfect all surfaces	0.117	248
2a		295	Spot Vacuum (35% of total)		236	9. Employee or Break Room				
2b		295	Thorough Vacuum		12	9a	67	Clean outside of refrigerator & microwave	0.14	248
2c		294	Spot clean (track in or spillage)(35%)		0					
2d		91	Thorough Vacuum Walk-Off Mats		248	9b	67	Clean and disinfect sink	0.036	248
2A. All Other Carpeted Floors						9c	67	Wipe and disinfect tables and counter tops	0.158	248
2Aa		295	Spot Vacuum (35% of total)		0	10. Glass Door/Window Washing				
2Ab		295	Thorough Vacuum		0					
2Ac		294	Spot clean (track in or spillage)(35%)		0	10a-b	84	Exterior Glass Doors/Panels	0.000	248
2B. Carpeted Floors						10c-d	84	Interior Glass Doors/Panels	0.000	0
2Ba		295	Spot Vacuum (35% of total)		0	10e	563	Interior Windows	0.000	0
2Bb		295	Thorough Vacuum		0	10f	563	Exterior Windows (1st floor only)	0.000	0
2Bc		294	Spot clean (track in or spillage)(35%)		0	11. & 12. Other Operations				
3. Trash Removal						11a	540	Wash Light fixtures	0.000	0
3a		177	Empty Waste Basket		248	11b	179	Police immediate entrance area	0.015	248
3b		178-177	Replace Liner		52	11c	179	Police sidewalks & parking area	0.000	0
4. Furniture, Cabinets, Countertops						11d	590	Carry trash to pickup point	2.508	248
4a		68	Spot dust horizontal & vertical surfaces		12	12a	94	Stair Flights Dust Mop	0.029	52
4b		69	Thorough dust horizontal & vertical surfaces		0	12b	100	Stair Flights Damp Mop	0.017	12
						12c	589	Elevator	0.200	248
						13. Other Operations: Utility				
						13a	GSD	Utility Time Task - as defined in Terms of Agreement - including COVID Touchpoints	11.050	248
							HOURS PER DAY		52.50	

\*\*Based on the number of contracted working days in the fiscal year, October 1, 2021 to September 30, 2022.

**WVRFJAN19**  
**2018 - 2019 Janitorial Hourly Rates**  
**Revised 12/07/2018**

	Workforce	Hourly	P-Card
	Region	Rate	Rate
Bright Horizons	1	\$20.14	\$20.7449
Buckhannon Upshur	6	\$17.40	\$17.9258
Clay County	3,4	\$20.65	\$21.2678
Developmental Center	7	\$22.22	\$22.8863
Empowerment T Employ	3,6	\$18.35	\$18.8981
Gateway Industries	1	\$20.18	\$20.7876
Goodwill Kanawha Valley	2,3	\$15.75	\$16.2255
Goodwill KYOWVA	2,4	\$18.42	\$18.9742
Horizon Goodwill Ind	7	\$20.65	\$21.2665
Integrated Resources	1,2,3	\$18.07	\$18.6114
Job Squad Inc	3	\$17.92	\$18.4576
Lillian James	1	\$17.87	\$18.4036
Mercer Co Opportunity	1	\$15.19	\$15.6484
Northwood Health	5	\$18.11	\$18.6517
PACE Enterprises	3,6	\$20.27	\$20.8781
Precision Services	6	\$17.69	\$18.2202
Pretera Center	2	\$18.46	\$19.0097
Preston County	6	\$16.46	\$16.9518
Randolph County	3,6	\$17.10	\$17.6089
SW Resources	4	\$17.97	\$18.5060
The Op Shop	4,5,6	\$19.33	\$19.9099
WATCH	5	\$16.41	\$16.9040
WVARF	6	\$20.65	\$21.2664



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	Sec Type	Termination Date	Termination Reason
C   Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit			

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

Addresses	
Type	Address
Local Office Address	710 CENTRAL AVENUE CHARLESTON, WV, 25302
Mailing Address	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
Notice of Process Address	TARA MARTINEZ 710 CENTRAL AVENUE CHARLESTON, WV, 25302
Principal Office Address	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
Director	TARA MARTINEZ 1539 LEE ST E CHARLESTON, WV, 25311
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Secretary	JESSICA ISNER 2044 NEW STONE RIDGE ROAD RIPLEY, WV, 25271
Treasurer	JESSICA ISNER 2044 NEW STONE RIDGE ROAD RIPLEY, WV, 25271



**Vice-President**

TIM CUNNINGHAM  
517 C STREET  
SOUTH CHARLESTON, WV, 25303

**Type****Name/Address****DBA**

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

Date	Amendment
<b>3/21/2014</b>	AMENDMENT FILED: SEE IMAGE
<b>6/4/2010</b>	FILED AMENDING BY-LAWS
<b>5/26/2009</b>	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
<b>11/18/1985</b>	AMEND; BY LAWS
Date	Amendment

**Annual Reports****Filed For**

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
<b>Date filed</b>

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

Thursday, September 23, 2021 — 9:42 AM

© 2021 State of West Virginia