



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: 11-22-2021

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 0603 8211 ADJ2200000001 1	Procurement Folder:	970224
Document Name:	Camp Dawson Janitorial Services Army Training Site	Reason for Modification:	
Document Description:	Camp Dawson Janitorial Services CMA 0212 WVRFJAN19		
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 WVRFJAN19 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796	Requestor Name:	Charles A Bowman
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		Requestor Phone:	(304) 561-6654
CHARLESTON WV 25302-1702		Requestor Email:	charles.a.bowman26.nfg@mail.mil
US			
Vendor Contact Phone:	304-205-7970 Extension: 208		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

22
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

Total Order Amount: \$240,863.33

Purchasing Division's File Copy

ENTERED

MA 12/07/2021
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara* 12/8/21
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Twenty 1st Dec 12-8-21*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

State Contract Release Order
SWC: WVRFJAN19

To provide janitorial services for the West Virginia Adjutant General's Office, Camp Dawson Army Training Site in Kingwood, WV (Preston Co.), per the attached documentation.

Dates of Service: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate NOV

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate DEC

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1387.25000	HOUR	\$16.4600	\$22,834.14
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate JAN

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1253.00000	HOUR	\$16.4600	\$20,624.38
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate FEB

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1387.25000	HOUR	\$16.4600	\$22,834.14
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate MAR

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate APR

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1342.50000	HOUR	\$16.4600	\$22,097.55
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate MAY

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1342.50000	HOUR	\$16.4600	\$22,097.55
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate JUN

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1342.50000	HOUR	\$16.4600	\$22,097.55
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate JUL

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1387.25000	HOUR	\$16.4600	\$22,834.14
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate AUG

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2022-09-30				

Commodity Line Description: Preston County Region 6 Hourly Rate SEP

Extended Description:

Preston County Hourly Pricing per the attached.

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

Effective: November 1, 2021 through September 30, 2022



Service Agreement
22.CPD.001.22

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. (WV ARF)

Work Performed By*: Preston County Workshop, Inc.

Work Performed: Janitorial

Site: **Camp Dawson**

1001 Army Road
Kingwood, WV 26533
Bob Grimm
304-545-6005
robert.c.grimm11.nfg@mail.mil

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

Period of Agreement: **11/1/2021** to **9/30/2022**

Total Agreement Pricing**:	14633.25	Total Hours
	\$240,863.33	Total Cost at \$16.46/hr
	\$248,059.9274	Total Cost w/Pcard at \$16.9518/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* and *Workloading* documentation sheets that provide 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:
Tara Martinez
Tara Martinez
WV ARF, Inc. CEO

10/27/2021
Date

Charles A. Bowman, Jr.
Customer Signature

PROCUREMENT MANAGER
Customer Title

CHARLES A. BOWMAN, JR.
Customer Print Name

10/27/2021
Date



Terms of Agreement
22.CPD.001.22

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

- 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:

John Hyre

O: 304-864-6446

C: 304-288-3233

- 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.



Terms of Agreement
22.CPD.001.22

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

- During Christmas break, the floors will be restored in the Copper, RTI and Hotel buildings.
- The carpets will be cleaned two times per year.
- Classrooms will be cleaned after every use.

WORKLOADING FOR AGREEMENT: 22.CPD.001.22

Agreement Type	Janitorial	Agreement Period	11/1/2021	9/30/2022	Days/Week	7	Agreement Days**	327
LOCATION PROFILE								
Carpet (ft ²)	22176	Restrooms (#)	4	Elevators (#)	8	Windows (#)		0
VCT Tile (ft ²)	5311	Fixtures (#)	103	Light Fixtures (ft ²)	0		Inside (ft ²)	0
Ceramic (ft ²)	7743	Water Fountains (#)	8	Stair Flights (#)	8		Outside (ft ²)	0
Concrete (ft ²)	15050	Trash Receptacles (#)	37	Upholstery (ft ²)	0			4
Vinyl/Lam (ft ²)	0	Vents (ft ²)	180	Horizontal Surf. (ft ²)	5000		Int Glass Doors/Panels	
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	5000		Int 1 Side (ft ²)	20
TOTAL (ft ²)	50280		24	Baseboard (linear ft)	0		Ext Glass Doors/Panels	10
Outside (ft ²)				Entrance (ft ²)	800		Ext 1 Side (ft ²)	21

SCOPE OF WORK

Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	485	Sweep	5.140	233	7b	67	Baseboards	0.000	0
1b	369	Mop	5.608	233	8a	183	Clean Fountain	0.134	327
1c	385	Spray Buff	0.495	48	10a-b	84	Exterior Glass Doors/Panels	0.500	327
2a	295	Spot Vacuum (35%)	2.958	279	10c-d	84	Interior Glass Doors/Panels	0.190	327
2b	295	Vacuum	1.454	48	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.647	327	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.072	327	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.618	327	11b	179	Police Entrances(25%)	0.060	327
3b	178-177	Reline Baskets	0.045	48	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.838	327
4b	69	Thorough Dust	2.000	327	12a	588	Stairs	1.067	327
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	1.333	327
5a	69	Dust Vents	0.005	48			Laundry	2.860	
5b	546	Wash Vents	0.000	0			Utility Time	10.470	
6a-6l	229	Restrooms	5.150	327					
7a	67	Remove Dirt	3.110	327					
HOURS PER DAY									44.75

**Based on the number of contracted working days from November 1, 2021 to September 30, 2022.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time
Hard Surface Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896 ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571 ft ² /hr
1c	Spray buff	385	Buff	8333 ft ² /hr
Carpeted Floors				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000 ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000 ft ² /hr
Trash Removal				
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1 min/2ft ²
3b	Replace Liner	178-177	Reline Basket	0.50 each
Furniture, Cabinets, Countertops				
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714 ft ² /hr
Heating & A/C Registers				
5a	Dust	69	Dust w/ treated cloth	5000 ft ² /hr
5b	Wash registers	546	Wash	0.50 min/each
Restrooms				
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27 min/9 fixtures
6b	Clean & Disinfect sinks			
6c	Clean mirrors, shelving & dispensers			
6d	Sweep Floors			
6e	Mop floors with disinfectant			
6f	Clean walls adjacent to fixtures			
6g	Clean restroom walls			
6h	Stock disposals			
Walls & Woodwork				
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215 ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215 ft ² /hr
Drinking Fountain				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50 min/each
Glass Door/Window Washing				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft ² /hr
Other Operations				
11a	Wash light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000 ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000 ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick-up debris	8.0 min/flight
12b	Elevators	589	Elevator	10 min/each

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

	Workforce Region	Hourly Rate	P-Card 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

WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

MEMORANDUM

DATE: November 18, 2021

TO: Mark A. Atkins, Senior Buyer
West Virginia Division of Purchasing

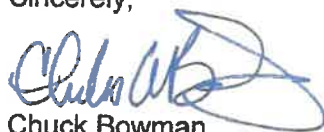
FROM: Chuck Bowman, Procurement Manager
West Virginia Office of the Adjutant General

RE: Backdate Justification Central Delivery Order
CDO 0603 8211 ADJ22*01 Janitorial Services for Camp Dawson, Kingwood, WV
CMA WVRFJAN19
Preston Co. Sheltered Workshop

The above referenced Central Delivery Order requires a backdate justification for the start date of November 1, 2021. We received the Service Agreement from WVARF on October 27, 2021. Simultaneously, we received a proposed Service Agreement with price increases from WVARF for FY2023. There were square footage discrepancies between the two agreements and I would not process this agreement until those discrepancies were satisfactorily clarified and resolved.

We now concur the agreement for FY2022 is correct and request approval of this ADO so we may pay for services rendered in November 2021, once we are invoiced.

Sincerely,



Chuck Bowman
Procurement Manager
304.561.6654
Charles.a.bowman26.nfg@mail.mil

Backdate
app
11/18/21