



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: 10-08-2021

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 0803 0380 DOT2200000015 1	Procurement Folder:	945408
Document Name:	JANITORIAL SERVICE - MINERALS WELLS REST AREA - 03-22-0001	Reason for Modification:	
Document Description:	JANITORIAL SERVICE - MINERALS WELLS REST AREA - 03-22-0001		
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 WVARF19 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 border="1"> <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: Ronald Scott Armentrout Requestor Phone: (304) 420-4595 Requestor Email: r.scott.armentrout@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">22</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT THREE 624 DEPOT ST PARKERSBURG WV 26101 US	DIVISION OF HIGHWAYS DISTRICT THREE 624 DEPOT ST PARKERSBURG WV 26101 US

Total Order Amount:	\$394,813.20
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Purchasing Division's File Copy

MA 10/13/2021

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara W 10/14/2021*
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *10/15/2021*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATE CONTRACT RELEASE ORDER - CDO DOT22*15
SWC- WVARF19
TO PROVIDE JANITORIAL SERVICES FOR THE WVDON MINERAL WELLS REST AREA
PER ATTACHED DOCUMENTATION
EFFECTIVE: 07/01/2021 THROUGH 06/30/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8760.00000	HOUR	\$45.0700	\$394,813.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2021-10-13	

Commodity Line Description: JANITORIAL SERVICE - MINERALS WELL REST AREA

Extended Description:

STATE ONTRACT RELEASE ORDER - CDO DOT22*15
SWC: WVARF19
TO PROVIDE JANITORIAL SERVICE FOR THE MINERIALS WELLS REST AREA
EFFECTIVE: 07/01/2021 THROUGH 06/30/2022

See Exhibit_A Pricing Pages for Contract Items and Pricing.



Service Agreement
24.HRA.009.22

West Virginia Association of Rehabilitation Facilities, Inc.

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

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc.
Work Performed By: SW Resources, Inc.
Work to be Performed: Custodial/Grounds
Contract Site: DOH Rest Area
 I-77 South & North at Minerals Wells
Customer Contact: Carla Rotsch
Period of Contract: July 1, 2021 - June 30, 2022


	<u>Est. Hours</u>	X	<u>Rate</u>		
Total Period Amount:	8,760		\$45.07	=	\$394,813.20 annually

Billed Monthly As Follows:

2021	Days	Hours	Cost	2022	Days	Hours	Cost
July	31	744	\$33,532.08	January	31	744	\$33,532.08
August	31	744	\$33,532.08	February	28	672	\$30,287.04
September	30	720	\$32,450.40	March	31	744	\$33,532.08
October	31	744	\$33,532.08	April	30	720	\$32,450.40
November	30	720	\$32,450.40	May	31	744	\$33,532.08
December	31	744	\$33,532.08	June	30	720	\$32,450.40

Notes:

- 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.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.

DocuSigned by:


Tara Martinez
 CEO
 WVARF, Inc.

5/17/2021

 Date



 Signature for the State Agency


 Print Name for the State Agency

5/20/21

 Date

RECEIVED
 MAY 18 2021
 BUSINESS MANAGER'S
 OFFICE

REST AREA PRICING

AGREEMENT: 24.HRA.009.22

CRP: SW Resources

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-77 South & North at Minerals Wells

A. BUILDING DESCRIPTION

Lawn Acreage	9.53
North Acreage	3.67
South Acreage	5.86
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 17.68		14.14
Supervisor Taxes	13.50%	1.135	
Direct Labor Wage	\$ 10.75		9.51
Direct Labor Taxes	13.50%	1.135	

C. Staffing Plan

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	48.00
	0.000
Total Time per day	56.00
Vac/sick/holiday - Supervisors (days)	30
Vac/sick/holiday - Direct labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 4,890.41
Supervision Vacation + Sick	\$ 401.34
Direct Labor Wage + Tax	\$ 17,841.16
Direct Labor Vacation + Sick	\$ 1,464.15
Periodic Cleaning Wage + Tax	\$
Total wages, benefits, taxes	\$ 24,597.05

E. Supplies and Equipment - per month

Supplies	\$ 884.52	
Equipment	\$ 1,701.23	
Telephone	\$ 100.33	
Uniforms	\$ 285.84	\$245 per worker
Gas and Oil	\$ 129.38	110
Maintenance Lawn Equipment	\$ 129.38	110

F. Overhead and Burden

9.5%	\$ 2,737.33
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G. Additional labor not included in the DL hours above.

Additional 20 days per year	\$ 1,952.20
Extra Lawn Care 810 hours	\$ 9,883.01

H. Annual Price to Customer \$394,813.20 annual

WVARF Fee
(included in annual price above) \$ 16,206.00 annual

I. Contract Period July 1, 2021 - June 30, 2022

J. Notes

- A. Disposables Supplied by the State
- B. Use of mobile crews authorized.

WVARF agrees to provide the above service for the amount indicated as approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

MAJOR & MINOR EQUIPMENT

AGREEMENT: 24.HRA.009.22

CRP: SW Resources

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-77 South & North at Minerals Wells

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	MAJOR					
1	Rider Mower	5	100%	1	\$ 15,656.00	\$ 3,131.20
2	No-Touch Restroom Cleaning System	2	100%	1	\$ 3,995.00	\$ 1,997.50
3	Commercial Weed Trimmer	2	100%	2	\$ 350.00	\$ 350.00
4	Lawn Trailer	5	100%	1	\$ 1,300.00	\$ 260.00
5	Low speed buffer, 175 rpm	5	100%	1	\$ 1,300.00	\$ 260.00
6	Salt/Seed/Fertilizer Spreader	3	100%	1	\$ 300.00	\$ 100.00
7	Back Pack Blower	2	100%	2	\$ 767.00	\$ 767.00
8	Hose Reel/Hose	3	100%	1	\$ 441.00	\$ 147.00
9	Mop/Bucket system	1	100%	1	\$ 200.00	\$ 200.00
10	Tilt Truck rest area	5	100%	1	\$ 640.00	\$ 128.00
11	Push Mower	2	100%	2	\$ 400.00	\$ 400.00
12	Wet/Dry Vac	1	100%	1	\$ 700.00	\$ 700.00
13	Communication Equipment	1	100%	1	\$ 900.00	\$ 900.00
14	Snow blower /Plow	3	100%	1	\$ 2,000.00	\$ 666.67
15	Ladder	1	100%	1	\$ 200.00	\$ 200.00
16		1	100%	0	\$ -	\$ -
17		1	100%	0	\$ -	\$ -
18		1	100%	0	\$ -	\$ -
19		1	100%	0	\$ -	\$ -
20		1	100%	0	\$ -	\$ -
21		1	100%	0	\$ -	\$ -
22		1	100%	0	\$ -	\$ -
23		1	100%	0	\$ -	\$ -
		1	100%	0	\$ -	\$ -
					Annual	\$ 10,207.37
					Monthly	\$ 850.61

EXPENDABLE SUPPLIES

AGREEMENT: 24.HRA.009.22

CRP: SW Resources

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-77 South & North at Minerals Wells

NO.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER	ANNUAL
				UNIT	PRICE
1	1st Aid Kits	ea	1	\$250.00	\$250.00
2	Peroxide/ Bathroom cleaner	gal	26	\$25.00	\$650.00
3	Weed Trimmer Line	roll	1	\$40.00	\$40.00
4	Bowl Cleaner	cs/12	2	\$42.53	\$85.06
5	Biohazard Kits	ea	3	\$32.64	\$97.92
6	Nifty Nabber	ea	1	\$45.05	\$45.05
7	Bowl brush	ea	6	\$2.79	\$16.74
8	Push Broom Street 36	ea	2	\$40.00	\$80.00
9	Broom, house	ea	0	\$4.49	\$0.00
10	Broom handle	ea	0	\$4.57	\$0.00
11	Disinfectant	gal	4	\$25.00	\$100.00
12	Mattin	ea	4	\$200.00	\$800.00
13	Supervisor Travel	ea	1	\$1,500.00	\$1,500.00
14	Postage/Copying/faxing	ea	1	\$200.00	\$200.00
15	Nifty Nabber	ea	2	\$29.00	\$58.00
16	Visa Versa	ea	2	\$34.00	\$68.00
17	Telescoping Pole	ea	1	\$180.00	\$180.00
27	Glass cleaner	ea	1	\$89.00	\$89.00
28			0		\$0.00
29			0		\$0.00
30	Latex gloves	box/100	40	\$12.00	\$480.00
31		ea	0	\$0.00	\$0.00
32	Lobby pan/broom combo	ea	1	\$38.00	\$38.00
33	Wet Mops	cs/5	4	\$16.00	\$64.00
34	Mop handle	ea	3	\$30.00	\$90.00
35	Mop Bucket w/Ringer/Casters	ea	1	\$180.00	\$180.00
36		0	0	\$0.00	\$0.00
37	Razor Blade Stick	ea	1	\$21.96	\$21.96
38	Razor Blades	pk/10	1	\$9.73	\$9.73
39	Spray bottles	ea	24	\$1.82	\$43.68
40			0	\$32.64	\$0.00
41	Spray Disinfectant	cs	2	\$60.00	\$120.00
42		0	0	\$6.15	\$0.00
43		0	0	\$69.02	\$0.00
44		ea	0	\$2.69	\$0.00
45		0	0	\$26.15	\$0.00
46		0	0	\$20.30	\$0.00
47		pk	0	\$0.00	\$0.00
48		ea	0	\$0.00	\$0.00
TOTAL EXPENDABLE SUPPLIES					\$5,307.14

CMA 0212 WVARF19

EXHIBIT_A PRICING PAGES

Revised 08/21/2020

Reference	ITEM NUMBER	CRP	PRODUCT/ ITEM DESCRIPTION	UNIT OF MEASURE	PRICE	Prop Price (see CON#)
Original Contract	RA001	Horizon Goodwill Industries	Custodial/ Grounds Maintenance DOH Rest Area-- 1481 Truckstop	Hour	\$ 25.39	\$ 26.1543
Original Contract	RA002	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Williamstown	Hour	\$ 23.07	\$ 23.6297
Original Contract	RA003	City County Services Unlimited, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Servis - NB & SB	Hour	\$ 44.81	\$ 46.1517
Original Contract	RA004	Paco Enterprises, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Morgantown - SB only	Hour	\$ 26.58	\$ 27.3759
CON#	RA005	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Mineral Wells - NB & SB	Hour	\$ 45.87	\$ 46.4321
Original Contract	RA006	The Op Shop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Meadowbrook - NB & SB	Hour	\$ 49.56	\$ 51.0502
Original Contract	RA007	Gateway Industries, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- White Sulphur - WB only	Hour	\$ 25.39	\$ 26.1543
Original Contract	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Hurricane - EB & WB	Hour	\$ 46.52	\$ 47.7197
Original Contract	RA009	Goodwill of KYDWVA, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Huntington - EB only	Hour	\$ 26.28	\$ 27.0585
Original Contract	RA010	Preston County Workshop	Custodial/ Grounds Maintenance DOH Rest Area-- Hazleton - WB only	Hour	\$ 29.24	\$ 30.7388
Original Contract	RA011	Precision Services, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Burnsville - NB & SB	Hour	\$ 47.59	\$ 48.9510
Original Contract	RA012	W.A.T.C.H., Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Valley Grove WB only	Hour	\$ 24.91	\$ 25.0370
CON#	RA013	Development Center & Workshop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Marlton/Bunker Hill - NB & SB	Hour	\$ 67.15	\$ 69.2631



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

**1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505**

**D. Alan Reed, P.E.
State Highway Engineer**

**Jimmy Wriston, P. E.
Cabinet Secretary/
Commissioner of Highways**

10/05/2021

**TO: W. Michael Sheet, Director
Purchasing Division**

A handwritten signature in black ink that reads "Kristy James".

**From: Kristy James, Assistant Director
Procurement Officer
Budget & Procurement.**

Subject: CDO 0803 DOT220000015, Justification

Please accept this memo as Justification for the Delayed Submission for Janitorial Services for the Mineral Wells Rest Area. The proposal for Janitorial services was first submitted as an ADO and did not get submitted with the other CDO's.

Please let me know if you need any additional justification or if you have questions.