



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

State of West Virginia  
**Contract**

Order Date: 08-03-2022

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:	CCT 0511 2610 BCF2300000001 1	Procurement Folder:	1083310
Document Name:	Janitorial Services Emergency Purchase - WVARF	Reason for Modification:	
Document Description:	Janitorial Services Emergency Purchase - WVARF		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-10-31

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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Anthony J Walizer Requestor Phone: (304) 356-2915 Requestor Email: anthony.j.walizer@wv.gov  <b>23</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

Purchasing Division's File Copy

Total Order Amount: \$366,920.47

**ENTERED**

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H. 8/12/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 8/16/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8/17/2022</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Emergency Purchase Janitorial Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	448.00000	HOUR	19.330000	\$8,659.84
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Calhoun Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop Inc

Hourly rate will be \$19.33

Total number of hours will be provided will be 448 and the annual fee \$8659.84.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	208.00000	HOUR	19.330000	\$4,020.64
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Doddridge Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop Inc

Hourly rate will be \$19.33

Total number of hours will be provided will be 208 and the annual fee \$4,020.64.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	416.00000	HOUR	18.110000	\$7,533.76
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Marshall Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Northwood Health Systems Inc

Hourly rate will be \$18.11

Total number of hours will be provided will be 416 and the annual fee \$7,533.76.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	928.00000	HOUR	16.410000	\$15,228.48
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Wheeling, Ohio Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: WATCH Inc

Hourly rate will be \$16.41

Total number of hours will be provided will be 918 and the annual fee \$15,228.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	128.00000	HOUR	17.970000	\$2,300.16
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Pleasants Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: SW Resources Inc

Hourly rate will be \$17.97

Total number of hours will be provided will be 128 and the annual fee \$2,300.16.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	416.00000	HOUR	18.110000	\$7,533.76
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Wetzel Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Northwood Health Systems Inc, Mid Valley Health

Hourly rate will be \$18.11

Total number of hours will be provided will be 416 and the annual fee \$7,533.76.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	400.00000	HOUR	17.100000	\$6,840.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Preston Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc

Hourly rate will be \$17.10

Total number of hours will be provided will be 400 and the annual fee \$6,840.00.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	512.00000	HOUR	18.070000	\$9,251.84
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Boone Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours will be provided will be 512 and the annual fee \$9,251.84.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	573.44000	HOUR	18.420000	\$10,562.76
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Lincoln Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$18.42

Total number of hours will be provided will be 573.44 and the annual fee \$10,562.76.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	2048.00000	HOUR	18.350000	\$37,580.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Kanawha Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: WorkAble, Inc.

Hourly rate will be \$18.35

Total number of hours will be provided will be 2048 and the annual fee \$37,580.80.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	373.76000	HOUR	18.420000	\$6,884.66
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Mason Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$18.42

Total number of hours will be provided will be 373.76 and the annual fee \$6,884.66.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	523.52000	HOUR	15.750000	\$8,245.44
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Putnam Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of Kanawha Valley Inc

Hourly rate will be \$15.75

Total number of hours will be provided will be 523.52 and the annual fee \$8,245.44.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	544.00000	HOUR	18.460000	\$10,042.24
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Wayne Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Prestera Center for Mental Health Services Inc  
Hourly rate will be \$18.46  
Total number of hours will be provided will be 544 and the annual fee \$10,042.24.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	512.00000	HOUR	17.100000	\$8,755.20
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Philippi, Barbour

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph Co Sheltered Workshop Inc dba Seneca Designs.  
Hourly rate will be \$17.10.  
Total number of hours will be provided will be 512 times \$17.10 to equal \$8,755.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	1395.84000	HOUR	22.220000	\$31,015.56
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Berkeley Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 1395.84 times \$22.22 to equal \$31,015.56.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	320.00000	HOUR	22.220000	\$7,110.40
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Grant Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 320 times \$22.22 to equal \$7,110.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	384.00000	HOUR	22.220000	\$8,532.48
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Hampshire Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 384 times \$22.22 to equal \$8,532.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	76110000	384.00000	HOUR	22.220000	\$8,532.48
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Hardy Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 384 times \$22.22 to equal \$8,532.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	76110000	704.00000	HOUR	17.400000	\$12,249.60
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Lewis Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center Inc  
Hourly rate will be \$17.40  
Total number of hours will be provided will be 704 times \$17.40 to equal \$12,249.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	76110000	384.00000	HOUR	22.220000	\$8,532.48
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Mineral Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 384 times \$22.22 to equal \$8,532.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	76110000	192.00000	HOUR	22.220000	\$4,266.24
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Morgan Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 192 times \$22.22 to equal \$4,266.24.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	76110000	736.00000	HOUR	17.100000	\$12,585.60
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Elkins, Randolph

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc  
Hourly rate will be \$17.10  
Total number of hours will be provided will be 736 times \$17.10 to equal \$12,585.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	76110000	78.00000	HOUR	17.100000	\$1,333.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Parsons, Tucker

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc  
Hourly rate will be \$17.10  
Total number of hours will be provided will be 78 times \$17.10 to equal \$1,333.80.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	76110000	448.00000	HOUR	22.220000	\$9,954.56
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
CharlesTown Jefferson Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center & Workshop, Inc.  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 448 times \$22.22 to equal \$9,954.56.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	76110000	448.00000	HOUR	17.690000	\$7,925.12
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Braxton Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Precision Services

Hourly rate will be \$17.69

Total number of hours will be provided will be 448 times \$17.69 to equal \$7,925.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	76110000	448.00000	HOUR	17.400000	\$7,795.20
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Upshur Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$17.40

Total number of hours will be provided will be 448 times \$17.40 to equal \$7,795.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	76110000	240.00000	HOUR	17.690000	\$4,245.60
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Gilmer Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Precision Services Inc

Hourly rate will be \$17.69

Total number of hours will be provided will be 240 times \$17.69 to equal \$4,245.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	76110000	896.00000	HOUR	20.180000	\$18,081.28
Service From	Service To	Manufacturer	Model No		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Lewisburg,Greenbrier Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries Inc

Hourly rate will be \$20.18

Total number of hours will be provided will be 896 times \$20.18 to equal \$18,081.28.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	76110000	672.00000	HOUR	18.070000	\$12,143.04
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
McDowell Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours will be provided will be 672 times \$18.07 to equal \$12,143.04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	76110000	104.50000	HOUR	20.180000	\$2,108.81
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Monroe Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries Inc

Hourly rate will be \$20.18

Total number of hours will be provided will be 104.50 times \$20.18 to equal \$2,108.81.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	76110000	608.00000	HOUR	20.140000	\$12,245.12
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Nicholas Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Bright Horizons Inc.

Hourly rate will be \$20.14

Total number of hours will be provided will be 608 times \$20.14 to equal \$12,245.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	76110000	152.00000	HOUR	20.180000	\$3,067.36
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Pocahontas Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries Inc

Hourly rate will be \$20.18

Total number of hours will be provided will be 152 times \$20.18 to equal \$3,067.36.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	76110000	288.00000	HOUR	18.070000	\$5,204.16
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Summers Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours will be provided will be 288 times \$18.07 to equal \$5,204.16.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	76110000	320.00000	HOUR	20.140000	\$6,444.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Webster Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Bright Horizons Inc

Hourly rate will be \$20.14

Total number of hours will be provided will be 320 times \$20.14 to equal \$6,444.80.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	76110000	480.00000	HOUR	18.070000	\$8,673.60
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Wyoming Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours will be provided will be 480 times \$18.07 to equal \$8,673.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	76110000	640.00000	HOUR	18.070000	\$11,564.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Bldg 97 Williamson

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours will be provided will be 640 times \$18.07 to equal \$11,564.80.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
37	76110000	960.00000	HOUR	15.190000	\$14,582.40
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Mercer Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Mercer County Opportunity Industries Inc.

Hourly rate will be \$15.19

Total number of hours will be provided will be 960 times \$15.19 to equal \$14,582.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
38	76110000	256.00000	HOUR	20.650000	\$5,286.40
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

**Commodity Line Description:** Janitorial Service:8/1/22-10/31/22  
Clay Co

**Extended Description:**

Janitorial Services for August 1, 2022 to October 31, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$20.65

Total number of hours will be provided will be 256 time \$20.65 to equal \$5,286.40.

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of 08/01/2022 to 10/31/2022. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Zero (0) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for \_\_\_\_\_ years;

☐ the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ \_\_\_\_\_ for \_\_\_\_\_.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent.

Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. “State Contract Project” means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. “Steel Products” means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel

Revised 07/01/2022

products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES** – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title) DocuSigned by: Andrea Higginbotham Contract Administrator  
IF2D4A04EB7B404...

(Printed Name and Title) Andrea Higginbotham Contract Administrator

(Address) PO Box 6764 Charleston, WV 25362

(Phone Number) / (Fax Number) Phone 304-205-7970 Fax 304-205-7915

(email address) ahigginbotham@wvarf.org

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

WVARF, Inc.

(Company) DocuSigned by: Tara Martinez CEO/Director  
Tara Martinez CEO/Director 8/2/2022

(Printed Name and Title of Authorized Representative) (Date)  
Phone 304-205-7970 Fax 304-205-7915

(Phone Number) (Fax Number)  
tmartinez@wvarf.org

(Email Address)



**Service Agreement**  
**25.DHR.037.23A**

**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)

**Work Performed By\*:** The Op Shop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R1 Calhoun County

**Billing:** DHHR R1 Calhoun County

85 Industrial Park Road  
Grantsville, WV 26147  
Joyce Underwood

110 North 6th Street, Suite 3  
Clarksburg, WV 26301  
david.k.stickel@wv.gov  
304-643-2934

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 448.00 **Total Hours**  
\$8,659.84 **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*

Customer Signature

*Tony Walizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**25.DHR.037.23A**

*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:

<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>  Charlie Stuart O: C: 304-694-7744 theopshopcws@gmail.com
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- 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).



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

**PO Box 6764 Charleston WV 25362**

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

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

**PRICING**  
**25.DHR.037.23A**

## PRICING

**Total Agreement Amount:**

### Broken Down/Billed As Follows:

<b>TOTAL AGREEMENT HOURS</b>	<b>448.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,659.84</b>
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*To give every individual with varying abilities the opportunity to have gainful employment*

[illegible]

WORKLOADING FOR AGREEMENT: 25.DHR.037.23A						
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	Agreement Days**
LOCATION PROFILE						
Carpet (ft <sup>2</sup> )	6564	Restrooms (#)	4	Elevators (#)	0	Windows (#)
VCT Tile (ft <sup>2</sup> )	1710	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )
Ceramic (ft <sup>2</sup> )	728	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	69	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	52	Horizontal Surf. (ft <sup>2</sup> )	1000	Int 1 Side (ft <sup>2</sup> )
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	1000	Ext Glass Doors/Panels
TOTAL (ft <sup>2</sup> )	9002	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	0	
SCOPE OF WORK						
Scope of Work	ISSA #	Description	Time	Work Days/Agreement	Scope of Work	ISSA #
1a	486	Sweep	0.626	64	7b	67
1b	369	Mop	0.683	64	8a	183
1c	385	Spray Buff	0.014	3	10a-b	84
2a	295	Spot Vacuum (35%)	0.818	51	10c-d	84
2b	295	Vacuum	0.595	13	10e	563
2c	294	Spot Clean (35%)	0.191	64	10f	563
2e	91	Walk Off Mats	0.030	64	11a	540
3a	177	Empty Trash/Wipe Clean	1.152	64	11b	179
3b	178-177	Reline Baskets	0.117	13	11c	179
4a	69	Spot Dust (35%)	0.011	51	11d	590
4b	69	Thorough Dust	0.081	13	12a	588
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589
5a	69	Dust Vents	0.000	3		
5b	546	Wash Vents	0.432	64		
6a-6i	229	Restrooms	0.600	64		
7a	67	Remove Dirt	0.126	13		
				HOURS PER DAY		
				7.00		

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**25.DHR.002.23A**

**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)

**Work Performed By\*:** The Op Shop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R1 Doddridge County

**Billing:** DHHR R1 Doddridge County

22 Herbert Avenue  
Smithburg, WV 26436  
Cree LeMasters

110 North 6th Street, Suite 3  
Clarksburg, WV 26301  
david.k.stickel@wv.gov  
304-643-2934

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>208.00</b>	<b>Total Hours</b>
	<b>\$4,020.64</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*

Customer Signature

*Tony Walizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**25.DHR.002.23A**

*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:

<b>WV ARF CONTACT:</b>  Gary Wolfe, Contract Manager O: 304-205-7970 ext. 204 C: 304-444-2401 gwolfe@wvarf.org	<b>VENDOR CONTACT:</b>  Charlie Stuart O: C: 304-694-7744 theopshopcws@gmail.com
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- 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.
- 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](http://www.wvarf.org).



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

## PRICING

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>208.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$4,020.64</b>
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**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 25.DHR.002.23A										
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64		
LOCATION PROFILE										
Carpet (ft <sup>2</sup> )	2329	Restrooms (#)	3	Elevators (#)	0	Windows (#)		16		
VCT Tile (ft <sup>2</sup> )	1080	Fixtures (#)	5	Light Fixtures (ft <sup>2</sup> )	0		Inside (ft <sup>2</sup> )	16		
Ceramic (ft <sup>2</sup> )	578	Water Fountains (#)	1	Stair Flights (#)	0		Outside (ft <sup>2</sup> )	16		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	24	Upholstery (ft <sup>2</sup> )	0		Int Glass Doors/Panels	84		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	30	Horizontal Surf. (ft <sup>2</sup> )	200		Int 1 Side (ft <sup>2</sup> )	3		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	200		Ext Glass Doors/Panels	3		
TOTAL (ft <sup>2</sup> )	3987	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0		Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	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	0.426	64	7b	67	Baseboards	0.000	0	
1b	369	Mop	0.464	64	8a	183	Clean Fountain	0.017	64	
1c	385	Spray Buff	0.009	3	10a-b	84	Exterior Glass Doors/Panels	0.150	64	
2a	295	Spot Vacuum (35%)	0.290	51	10c-d	84	Interior Glass Doors/Panels	0.122	13	
2b	295	Vacuum	0.211	13	10e	563	Interior Windows	0.099	13	
2c	294	Spot Clean (35%)	0.068	64	10f	563	Exterior Windows	0.023	3	
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000	0	
3a	177	Empty Trash/Wipe Clean	0.401	64	11b	179	Police Entrance(25%)	0.000	0	
3b	178-177	Reline Baskets	0.041	13	11c	179	Police Parking Lot	0.000	0	
4a	69	Spot Dust (35%)	0.000	3	11d	590	Remove Trash	0.066	64	
4b	69	Thorough Dust	0.004	3	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	3						
5b	546	Wash Vents	0.012	3			Utility Time	0.570		
6a-6i	229	Restrooms	0.250	64						
7a	67	Remove Dirt	0.006	3	HOURS PER DAY					3.25

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**18.DHR.003.23A**

**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)

**Work Performed By\*:** Northwood Health Systems, Inc.

**Work Performed:** Janitorial

**Site:** **DHHR R1**  
**Marshall County**  
**400 Teletech Drive, Suite 2**  
**Moundsville, WV 26041**  
**Mickie Hall**  
**304-843-4120**

**Billing: DHHR R1**  
**Marshall County**  
110 N 6th Street, Suite 3  
Clarksburg, WV 26301  
david.k.stickel@wv.gov  
304-627-2118

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>416.00</b>	<b>Total Hours</b>
	<b>\$7,533.76</b>	<b>Total Cost</b>

- 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 WVARF**

**\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.**

**-DocuSigned by:**

Tara Martinez

**Tara Martinez**

**WVARF, Inc. CEO**

7/29/2022

Date \_\_\_\_\_

Tony Waby-

**Customer Signature**

Tony Wolizer

**Customer Print Name**

BCF Purchasing Director

**Customer Title**

7/29/22

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***

**18.DHR.003.23A**

*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:

<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>  Tracey Kinder O: 304-234-3500 C:
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- 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).

**PO Box 6764 Charleston WV 25362**

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

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

**PRICING**  
**18.DHR.003.23A**

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

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>416.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$7,533.76</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 18.DHR.003.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	6442	Restrooms (#)	4	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft²)	3860	Fixtures (#)	18	Light Fixtures (ft²)	0	Inside (ft²)	11		
Ceramic (ft²)	2581	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)	11		
Concrete (ft²)	0	Trash Receptacles (#)	92	Upholstery (ft²)	0	Int Glass Doors/Panels	8		
Vinyl/Lam (ft²)	0	Vents (ft²)	58	Horizontal Surf. (ft²)	400	Int 1 Side (ft²)	9		
Other (ft²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft²)	400	Ext Glass Doors/Panels	2		
TOTAL (ft²)	12883	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	72	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	1.653	64	7b	67	Baseboards	0.000	0
1b	369	Mop	1.804	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.036	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	0.802	51	10c-d	84	Interior Glass Doors/Panels	0.171	64
2b	295	Vacuum	0.584	13	10e	563	Interior Windows	0.025	3
2c	294	Spot Clean (35%)	0.188	64	10f	563	Exterior Windows	0.025	3
2e	91	Walk Off Mats	0.036	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.536	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.156	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	51	11d	590	Remove Trash	0.215	64
4b	69	Thorough Dust	0.033	13	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	3					
5b	546	Wash Vents	0.023	3					
6a-6i	229	Restrooms	0.900	64					
7a	67	Remove Dirt	0.249	64	HOURS PER DAY			6.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**26.DHR.007.23A**

**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)

**Work Performed By\*:** W.A.T.C.H., Inc.

**Work Performed:** Janitorial

**Site:** DHHR R1 Wheeling

**Billing:** DHHR R1 Wheeling

69 16th Street  
Wheeling, WV 26003  
304-232-4411

110 North 6th Street, Suite 3  
Clarksburg, WV 26301  
david.k.stickel@wv.gov  
304-643-2934

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>928.00</b>	<b>Total Hours</b>
	<b>\$15,228.48</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*

Customer Signature

*Tony Walizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**26.DHR.007.23A**

*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:

<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>  David Dodge O: 304-232-0233 ext. 105 C: 304-312-2010 ddodge@rns-watch.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.
- 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).

**PO Box 6764 Charleston WV 25362**

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

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

**PRICING**  
26.DHR.007.23A

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

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>928.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$15,228.48</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 26.DHR.007.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	17501	Restrooms (#)	7	Elevators (#)	0	Windows (#)		24	
VCT Tile (ft <sup>2</sup> )	4697	Fixtures (#)	38	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		18	
Ceramic (ft <sup>2</sup> )	1316	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		18	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	112	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	52	Horizontal Surf. (ft <sup>2</sup> )	1500	Int 1 Side (ft <sup>2</sup> )		36	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	1500	Ext Glass Doors/Panels		4	
<b>TOTAL (ft<sup>2</sup>)</b>	<b>23514</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>15</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>	
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>30</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	1.543	64	7b	67	Baseboards	0.000	0
1b	369	Mop	1.684	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.034	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	2.180	51	10c-d	84	Interior Glass Doors/Panels	0.171	64
2b	295	Vacuum	1.588	13	10e	563	Interior Windows	0.038	3
2c	294	Spot Clean (35%)	0.510	64	10f	563	Exterior Windows	0.038	3
2e	91	Walk Off Mats	0.015	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.870	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.190	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.017	51	11d	590	Remove Trash	0.392	64
4b	69	Thorough Dust	0.122	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.020	3			Utility Time	1.020	
6a-6i	229	Restrooms	1.900	64					
7a	67	Remove Dirt	0.933	64					
<b>HOURS PER DAY</b>								<b>14.50</b>	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

## Service Agreement

24.DHR.038.23A

*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:** DHHR R1 Pleasants County

**Billing:** DHHR R1 Pleasants County

201 2nd Street  
St. Marys, WV 26170

110 N 6th Street  
Clarksburg, WV 26301  
david.k.stickel@wv.gov  
304-627-2118

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>128.00</b>	<b>Total Hours</b>
	<b>\$2,300.16</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Tony Walizer

Customer Signature

Tony Walizer

Customer Print Name

BCF Purchasing Director

Customer Title

7/29/22

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***

**24.DHR.038.23A**

*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:

<b>WV ARF CONTACT:</b>  Gary Wolfe, Contract Manager O: 304-205-7970 ext. 204 C: 304-444-2401 gwolfe@wvarf.org	<b>VENDOR CONTACT:</b>  Alex Engle O: C: 304-210-6786
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- 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.
- 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](http://www.wvarf.org).

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

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

<b>TOTAL AGREEMENT HOURS</b>	<b>128.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$2,300.16</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 24.DHR.038.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	1612	Restrooms (#)	2	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft²)	1259	Fixtures (#)	5	Light Fixtures (ft²)	0	Inside (ft²)	15		
Ceramic (ft²)	250	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	15		
Concrete (ft²)	0	Trash Receptacles (#)	17	Upholstery (ft²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft²)	0	Vents (ft²)	12	Horizontal Surf. (ft²)	0	Int 1 Side (ft²)	0		
Other (ft²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft²)	0	Ext Glass Doors/Panels	5		
TOTAL (ft²)	3121	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	18		
Outside (ft²)	0	TOTAL ft² WO Mat	72	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	0.387	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.086	13	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.008	3	10a-b	84	Exterior Glass Doors/Panels	0.214	64
2a	295	Spot Vacuum (35%)	0.201	51	10c-d	84	Interior Glass Doors/Panels	0.000	64
2b	295	Vacuum	0.146	13	10e	563	Interior Windows	0.015	3
2c	294	Spot Clean (35%)	0.047	64	10f	563	Exterior Windows	0.005	1
2e	91	Walk Off Mats	0.036	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.284	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.029	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	51	11d	590	Remove Trash	0.052	64
4b	69	Thorough Dust	0.000	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.240	
6a-6i	229	Restrooms	0.250	64					
7a	67	Remove Dirt	0.000	0			HOURS PER DAY	2.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement

18.DHR.004.23A

*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\*:** Northwood Health Systems, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R1 Wetzel County

**Billing:** DHHR R1 Wetzel County

1236 North SR 2  
New Martinsville, WV 26155  
Mickie Hall  
304-455-0920

110 N 6th Street, Suite 3  
Clarksburg, WV 26301  
David.K.Stickel@wv.gov  
304-627-2118

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>416.00</b>	<b>Total Hours</b>
	<b>\$7,533.76</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

*7/29/22*  
Date



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

**PO Box 6764 Charleston WV 25362**

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## ***Terms of Agreement***

**18.DHR.004.23A**

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

### **TERMS OF AGREEMENT**

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<b>WV ARF CONTACT:</b>  Gary Wolfe, Contract Manager O: 304-205-7970 ext. 204 C: 304-444-2401 gwolfe@wvarf.org	<b>VENDOR CONTACT:</b>  Tracey Kinder O: 304-234-3500 C:
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- 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.
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- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
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- 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](http://www.wvarf.org).

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**PRICING**  
18.DHR.004.23A

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

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>416.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$7,533.76</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 18.DHR.004.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	11775	Restrooms (#)	6	Elevators (#)	0	Windows (#)	28		
VCT Tile (ft <sup>2</sup> )	2943	Fixtures (#)	30	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	18		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	18		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	94	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	62	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	6	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	6		
TOTAL (ft <sup>2</sup> )	14718	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	144	Entrance (ft <sup>2</sup> )	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	0.755	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.824	64	8a	183	Clean Fountain	0.067	64
1c	385	Spray Buff	0.017	3	10a-b	84	Exterior Glass Doors/Panels	0.300	64
2a	295	Spot Vacuum (35%)	1.467	51	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	1.068	13	10e	563	Interior Windows	0.045	3
2c	294	Spot Clean (35%)	0.343	64	10f	563	Exterior Windows	0.045	3
2e	91	Walk Off Mats	0.072	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.570	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.159	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.245	64
4b	69	Thorough Dust	0.016	13	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	3					
5b	546	Wash Vents	0.024	3					
6a-6i	229	Restrooms	1.500	64					
7a	67	Remove Dirt	0.124	64			HOURS PER DAY	6.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Service Agreement**  
**23.DHR.027.23A**

*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\*:** Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

**Work Performed:** Janitorial

**Site:** DHHR R3 Preston County

18351 Veterans Memorial Highway  
Kingwood, WV 26537  
Garnet Brammer

**Billing:** DHHR R3 Preston County

18351 Veterans Memorial Highway  
Kingwood, WV 26537  
cindy.k.fleming@wv.gov  
304-257-4211

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 400.00 **Total Hours**  
\$6,840.00 **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Tony Wolizer

Customer Signature

Tony Wolizer

Customer Print Name

BCF Purchasing Director

Customer Title

7/29/22

Date



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

**PO Box 6764 Charleston WV 25362**

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

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## ***Terms of Agreement***

**23.DHR.027.23A**

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- 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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Maria Smith
O: 304-205-7970 ext. 204	O: 304-636-1638
C: 304-444-2401	C:
gwolfe@wvarf.org	maria@senecadesigns.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.
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<b>TOTAL AGREEMENT HOURS</b>	<b>400.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$6,840.00</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 23.DHR.027.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5965	Restrooms (#)	4	Elevators (#)	0	Windows (#)	25		
VCT Tile (ft <sup>2</sup> )	2093	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	14		
Ceramic (ft <sup>2</sup> )	264	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	14		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	70	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	30	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	286		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	8322	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	60		Entrance (ft <sup>2</sup> )	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	0.605	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.660	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.013	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	0.889	61	10c-d	84	Interior Glass Doors/Panels	0.681	64
2b	295	Vacuum	0.167	4	10e	563	Interior Windows	0.010	1
2c	294	Spot Clean (35%)	0.174	64	10f	563	Exterior Windows	0.010	1
2e	91	Walk Off Mats	0.006	13	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.169	64	11b	179	Police Entrance(25%)	0.000	64
3b	178-177	Reline Baskets	0.118	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	13	11d	590	Remove Trash	0.139	64
4b	69	Thorough Dust	0.041	13	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	13					
5b	546	Wash Vents	0.004	1			Utility Time	0.080	
6a-6i	229	Restrooms	1.200	64					
7a	67	Remove Dirt	0.063	13			HOURS PER DAY	6.25	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



West Virginia Association of Rehabilitation Facilities, Inc.

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

## Service Agreement

11.DHR.016.23A

*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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R2 Boone County

156 Resource Lane  
Foster, WV 25081  
304-369-7802

**Billing:** DHHR R2 Boone County

4190 Washington Street W  
Charleston, WV 25313  
tina.m.gunnell@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>512.00</b>	<b>Total Hours</b>
	<b>\$9,251.84</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

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**

**11.DHR.016.23A**

*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:

<b>WV ARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Greg Blake O: 304-294-5610 C: 304-673-8489 gblake@iriwv.com
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- 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.
- 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](http://www.wvarf.org).



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

**PO Box 5764 Charleston WV 25362**

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

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

**PRICING**  
**11.DHR.016.23A**

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

## **PRICING**

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>\$12.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$9,251.84</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 11.DHR.016.23A								
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64
LOCATION PROFILE								
Carpet (ft <sup>2</sup> )	11170	Restrooms (#)	4	Elevators (#)	0	Windows (#)		33
VCT Tile (ft <sup>2</sup> )	1726	Fixtures (#)	36	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		9
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		9
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	84	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		1
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		20
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		2
<b>TOTAL (ft<sup>2</sup>)</b>	<b>12896</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>15</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>45</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>			
SCOPE OF WORK								
Scope of Work	SSA #	Description	Time	Work Days/Agreement	Scope of Work	SSA #	Description	Time
1a	486	Sweep	0.443	64	7b	67	Baseboards	0.000
1b	369	Mop	0.483	64	8a	183	Clean Fountain	0.050
1c	385	Spray Buff	0.010	3	10a-b	84	Exterior Glass Doors/Panels	0.100
2a	295	Spot Vacuum (35%)	1.746	64	10c-d	84	Interior Glass Doors/Panels	0.010
2b	295	Vacuum	1.013	13	10e	563	Interior Windows	0.026
2c	294	Spot Clean (35%)	0.326	64	10f	563	Exterior Windows	0.026
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	1.403	64	11b	179	Police Entrance(25%)	0.000
3b	178-177	Refine Baskets	0.142	13	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.003	64	11d	590	Remove Trash	0.215
4b	69	Thorough Dust	0.004	3	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.000	3				
5b	546	Wash Vents	0.003	1			Utility Time	0.050
6a-6i	229	Restrooms	1.800	64				
7a	67	Remove Dirt	0.124	64				
							<b>HOURS PER DAY</b>	<b>8.00</b>

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heading & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**08.DHR.014.23A**

**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)

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

**Work Performed:** Janitorial

**Site:** **DHHR R2 Hamlin/Lincoln** **Billing:** **DHHR R2 Hamlin/Lincoln**

8209 Court Avenue  
Hamlin, WV 25523  
Lance Whaley  
304-824-5811

4190 Washington Street W  
Charleston, WV 25313  
Tina Gunnell  
TINA.M.GUNNELL@WV.GOV

**Period of Agreement:** **8/1/2022** to **10/31/2022**

**Total Agreement Pricing\*\*:** **573.44** **Total Hours**  
**\$10,562.76** **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*DCF Purchasing Director*  
Customer Title

*7/29/22*  
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**

**08.DHR.014.23A**

*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:

<b>WV ARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Sally Nelson O: 304-523-7461 ext. 430 C: 304-751-6398 snelson@goodwillhunting.org
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- 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.
- 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](http://www.wvarf.org).

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

<b>TOTAL AGREEMENT HOURS</b>	<b>573.44</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$10,562.76</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 08.DHR.014.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6516	Restrooms (#)	6	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft <sup>2</sup> )	7136	Fixtures (#)	18	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	10		
Ceramic (ft <sup>2</sup> )	358	Water Fountains (#)	1	Stair Flights (#)	1	Outside (ft <sup>2</sup> )	10		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	52	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	42	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	30		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	14010	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	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	1.924	64	7b	67	Baseboards	0.000	0
1b	369	Mop	2.099	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.042	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	1.019	64	10c-d	84	Interior Glass Doors/Panels	0.143	64
2b	295	Vacuum	0.591	13	10e	563	Interior Windows	0.010	3
2c	294	Spot Clean (35%)	0.190	64	10f	563	Exterior Windows	0.010	3
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.868	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.088	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	64	11d	590	Remove Trash	0.234	64
4b	69	Thorough Dust	0.041	13	12a	588	Stairs	0.133	64
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.016	3			Utility Time	0.200	
6a-6i	229	Restrooms	0.900	64					
7a	67	Remove Dirt	0.311	64			HOURS PER DAY	8.96	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**05.DHR.011.23A**

**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)

**Work Performed By\*:** WorkAble, Inc.

**Work Performed:** Janitorial

**Site:** DHHR Region 2

**Billing:** DHHR Region 2

4190 W. Washington Street  
Charleston, WV 25313

4190 W. Washington Street  
Charleston, WV 25313  
Tina Gunnell  
TINA.M.GUNNELL@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>2048.00</b>	<b>Total Hours</b>
	<b>\$37,580.80</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walz*

Customer Signature

*Tony Walz*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**05.DHR.011.23A**

*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:

<b>WVARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Michael Holyfield O: C: 304-629-6270
--	--
- 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).

**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*

**Total Agreement Amount:**

**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 05.DHR.011.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	34410	Restrooms (#)	9	Elevators (#)	0	Windows (#)	10		
VCT Tile (ft <sup>2</sup> )	15590	Fixtures (#)	45	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	25		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	25		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	380	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	18		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	240	Horizontal Surf. (ft <sup>2</sup> )	1000	Int 1 Side (ft <sup>2</sup> )	7		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	1000	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	50000	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	1000	TOTAL ft <sup>2</sup> WO Mat	96		Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	4.366	64	8a	183	Clean Fountain	0.084	64
1c	385	Spray Buff	0.088	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	5.379	64	10c-d	84	Interior Glass Doors/Panels	0.300	64
2b	295	Vacuum	3.122	13	10e	563	Interior Windows	0.022	3
2c	294	Spot Clean (35%)	1.004	64	10f	563	Exterior Windows	0.022	3
2e	91	Walk Off Mats	0.048	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	6.346	64	11b	179	Police Entrance(25%)	0.075	64
3b	178-177	Reline Baskets	0.643	13	11c	179	Police Parking Lot	0.300	64
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.833	64
4b	69	Thorough Dust	0.400	64	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	3					
5b	546	Wash Vents	0.093	3			Utility Time	1.800	
6a-6i	229	Restrooms	2.250	64					
7a	67	Remove Dirt	0.622	64					
HOURS PER DAY								32.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**08.DHR.015.23A**

**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)

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

**Work Performed:** Janitorial

**Site:** DHHR R2 Pt. Pleasant/Mason **Billing:** DHHR R2 Pt. Pleasant/Mason

1406 Kanawha Street  
Pt. Pleasant, WV 25550  
Krista Carter  
304-675-0880

4190 Washington Street W  
Charleston, WV 25313  
Tina Gunnell  
TINA.M.GUNNELL@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 373.76 **Total Hours**  
\$6,884.66 **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Wolter*  
Customer Signature

Tony Wolter  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**08.DHR.015.23A**

*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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Sally Nelson
O: 681-661-0144	O: 304-523-7461 ext. 430
C: 304-539-9353	C: 304-751-6398
mmayville@wvarf.org	snelson@goodwillhunting.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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>373.76</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$6,884.66</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 08.DHR.015.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	14		
VCT Tile (ft <sup>2</sup> )	8160	Fixtures (#)	15	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	8		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	8		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	18	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	16	Horizontal Surf. (ft <sup>2</sup> )	48	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	0	Vertical Surf. (ft <sup>2</sup> )	48	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	8160	ft <sup>2</sup> per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	0	Entrance (ft <sup>2</sup> )	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	2.094	64	7b	67	Baseboards	0.000	0
1b	369	Mop	2.285	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.046	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.010	3
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.010	3
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.301	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.030	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	64	11d	590	Remove Trash	0.136	64
4b	69	Thorough Dust	0.004	13	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	3					
5b	546	Wash Vents	0.006	3			Utility Time	0.000	
6a-6i	229	Restrooms	0.750	64					
7a	67	Remove Dirt	0.030	64			HOURS PER DAY	5.84	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Service Agreement**  
**07.DHR.001.23A**

*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\*:** Goodwill Industries of Kanawha Valley, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R2 Putnam Co

**Billing:** DHHR R2 Putnam Co

3405 Winfield Road  
Winfield, WV 25569  
Jimmy McFarland

4190 Washington St. W  
Charleston, WV 25313  
Tina Gunnell  
304-346-0811  
TINA.M.GUNNELL@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>523.52</b>	<b>Total Hours</b>
	<b>\$8,245.44</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*

Customer Signature

*Tony Walizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**07.DHR.001.23A**

*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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Cedric Greene
O: 681-661-0144	O: 304-346-0811
C: 304-539-9353	C:
mmayville@wvarf.org	cgreene@goodwillkv.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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>523.52</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,245.44</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 07.DHR.001.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	11448	Restrooms (#)	4	Elevators (#)	0	Windows (#)	41		
VCT Tile (ft <sup>2</sup> )	2529	Fixtures (#)	29	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	20		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	20		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	58	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	42	Horizontal Surf. (ft <sup>2</sup> )	400	Int 1 Side (ft <sup>2</sup> )	36		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	400	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	13977	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.708	64	8a	183	Clean Fountain	0.084	64
1c	385	Spray Buff	0.014	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.790	64	10c-d	84	Interior Glass Doors/Panels	0.086	64
2b	295	Vacuum	1.039	13	10e	563	Interior Windows	0.073	3
2c	294	Spot Clean (35%)	0.334	64	10f	563	Exterior Windows	0.073	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.969	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.098	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	64	11d	590	Remove Trash	0.233	64
4b	69	Thorough Dust	0.033	13	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	3					
5b	546	Wash Vents	0.016	3			Utility Time	0.050	
6a-6i	229	Restrooms	1.450	64					
7a	67	Remove Dirt	0.249	64			HOURS PER DAY	8.18	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement  
21.DHR.013.23A

*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\*:** Pretera Center for Mental Health Services, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R2 Wayne County

**Billing:** DHHR R2 Wayne County

26542 East Lynn Road  
Wayne, WV 25570  
Hope Smith  
304-272-6377

4190 Washington Street W  
Charleston, WV 25313  
tina.m.gunnell@wv.gov  
304-368-4420

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 544.00 **Total Hours**  
\$10,042.24 **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Tony Walizer

Customer Signature

Tony Walizer

Customer Print Name

Bcf Purchasing Director

Customer Title

7/29/22

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***

**21.DHR.013.23A**

*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:

<b>WVARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Linda Miller O: 304-525-7851 ext. 2055 C: 304-416-2036 linda.miller@prestera.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.
- 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).

**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*

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>544.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$10,042.24</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 21.DHR.013.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	10853	Restrooms (#)	4	Elevators (#)	0	Windows (#)	29		
VCT Tile (ft <sup>2</sup> )	3452	Fixtures (#)	21	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	96	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	33		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	42	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	2		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	14305	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	0.886	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.967	64	8a	183	Clean Fountain	0.067	64
1c	385	Spray Buff	0.019	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.352	51	10c-d	84	Interior Glass Doors/Panels	0.157	64
2b	295	Vacuum	0.985	13	10e	563	Interior Windows	0.031	3
2c	294	Spot Clean (35%)	0.317	64	10f	563	Exterior Windows	0.031	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.603	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.162	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	51	11d	590	Remove Trash	0.238	64
4b	69	Thorough Dust	0.041	13	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	3					
5b	546	Wash Vents	0.016	3			Utility Time	0.030	
6a-6i	229	Restrooms	1.050	64					
7a	67	Remove Dirt	0.311	64					
HOURS PER DAY								8.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft <sup>2</sup> /hr
11b	Pickup immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft <sup>2</sup> /hr
11c	Pickup 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	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



**Service Agreement**  
**23.DHR.019.23A**

**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)

**Work Performed By\*:** Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

**Work Performed:** Janitorial

**Site:** **DHHR R3 Philippi** **Billing: DHHR R3 Philippi**

271 Mattaliano Drive 53 Kiess Drive  
Philippi, WV 26446 Petersburg, WV 26847  
Penny Reel cindy.k.fleming@wv.gov  
304-457-9030 304-257-4211

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>512.00</b>	<b>Total Hours</b>
	<b>\$8,755.20</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Wolizer*  
Customer Signature

*Tony Wolizer*  
Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*  
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**

**23.DHR.019.23A**

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### **TERMS OF AGREEMENT**

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- 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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Maria Smith
O: 304-205-7970 ext. 204	O: 304-636-1638
C: 304-444-2401	C:
gwolfe@wvarf.org	maria@senecadesigns.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.
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**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>512.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,755.20</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 23.DHR.019.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	6950	Restrooms (#)	4	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft²)	2064	Fixtures (#)	22	Light Fixtures (ft²)	0	Inside (ft²)	5		
Ceramic (ft²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)	5		
Concrete (ft²)	0	Trash Receptacles (#)	48	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	10	Horizontal Surf. (ft²)	30	Int 1 Side (ft²)	120		
Other (ft²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft²)	30	Ext Glass Doors/Panels	6		
TOTAL (ft²)	9014	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	400	TOTAL ft² WO Mat	45	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	0.530	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.578	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.004	1	10a-b	84	Exterior Glass Doors/Panels	0.300	64
2a	295	Spot Vacuum (35%)	0.866	51	10c-d	84	Interior Glass Doors/Panels	0.116	13
2b	295	Vacuum	0.631	13	10e	563	Interior Windows	0.012	3
2c	294	Spot Clean (35%)	0.203	64	10f	563	Exterior Windows	0.012	3
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.802	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.081	13	11c	179	Police Parking Lot	0.120	64
4a	69	Spot Dust (35%)	0.000	51	11d	590	Remove Trash	0.150	64
4b	69	Thorough Dust	0.002	13	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	3					
5b	546	Wash Vents	0.004	3			Utility Time	2.430	
6a-6i	229	Restrooms	1.100	64					
7a	67	Remove Dirt	0.019	64			HOURS PER DAY	8.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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				
Wall & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**03.DHR.021.23A**

**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)

**Work Performed By\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Berkeley Co

**Billing:** DHHR R3 Berkeley Co

433 Mid Atlantic Pkwy  
Martinsburg, WV 25404

53 Kless Drive  
Petersburg, WV 26847  
Cindy Fleming  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>1395.84</b>	<b>Total Hours</b>
	<b>\$31,015.56</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*

Customer Signature

*Tony Walizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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***

**03.DHR.021.23A**

*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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 304-205-7970 ext. 204	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>1395.84</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$31,015.56</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.021.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	29066	Restrooms (#)	6	Elevators (#)	0	Windows (#)	67		
VCT Tile (ft²)	7452	Fixtures (#)	36	Light Fixtures (ft²)	1	Inside (ft²)	11		
Ceramic (ft²)	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft²)	11		
Concrete (ft²)	0	Trash Receptacles (#)	286	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	120	Horizontal Surf. (ft²)	1500	Int 1 Side (ft²)	94		
Other (ft²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft²)	1500	Ext Glass Doors/Panels	2		
TOTAL (ft²)	36518	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	144	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	1.913	64	7b	67	Baseboards	0.000	0
1b	369	Mop	2.087	64	8a	183	Clean Fountain	0.084	64
1c	385	Spray Buff	0.042	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	4.544	64	10c-d	84	Interior Glass Doors/Panels	0.448	64
2b	295	Vacuum	2.637	13	10e	563	Interior Windows	0.066	3
2c	294	Spot Clean (35%)	0.848	64	10f	563	Exterior Windows	0.066	3
2e	91	Walk Off Mats	0.072	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	4.776	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.484	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.021	64	11d	590	Remove Trash	0.609	64
4b	69	Thorough Dust	0.122	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	3					
5b	546	Wash Vents	0.047	3			Utility Time	0.110	
6a-6i	229	Restrooms	1.800	64					
7a	67	Remove Dirt	0.933	64			HOURS PER DAY	21.81	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**03.DHR.022.23A**

**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)

**Work Performed By\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Grant Co.

**Billing:** DHHR R3 Grant Co.

15 Grant Street  
Petersburg, WV 26847  
Jenny Tingler

53 Kiess Drive  
Petersburg, WV 26847  
Cindy Fleming  
304-257-4211  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>320.00</b>	<b>Total Hours</b>
	<b>\$7,110.40</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

Tony Walizer  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**03.DHR.022.23A**

*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:

<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>  Tony Francis O: 304-788-3046 C: 304-813-7901
--	--
- 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).

**PO Box 6764 Charleston WV 25362**

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

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

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**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>320.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$7,110.40</b>
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**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.022.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	6748	Restrooms (#)	4	Elevators (#)	0	Windows (#)	27		
VCT Tile (ft²)	1758	Fixtures (#)	13	Light Fixtures (ft²)	1	Inside (ft²)	14		
Ceramic (ft²)	722	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)	14		
Concrete (ft²)	0	Trash Receptacles (#)	55	Upholstery (ft²)	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft²)	0	Vents (ft²)	52	Horizontal Surf. (ft²)	0	Int 1 Side (ft²)	20		
Other (ft²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft²)	1000	Ext Glass Doors/Panels	4		
TOTAL (ft²)	9228	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	0.637	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.141	13	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.014	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.055	64	10c-d	84	Interior Glass Doors/Panels	0.048	64
2b	295	Vacuum	0.612	13	10e	563	Interior Windows	0.034	3
2c	294	Spot Clean (35%)	0.040	13	10f	563	Exterior Windows	0.011	1
2e	91	Walk Off Mats	0.045	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.919	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.093	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	13	11d	590	Remove Trash	0.154	64
4b	69	Thorough Dust	0.009	3	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.002	13					
5b	546	Wash Vents	0.088	13					
6a-6i	229	Restrooms	0.650	64					
7a	67	Remove Dirt	0.311	64					
							HOURS PER DAY	5.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement  
03.DHR.023.23A

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\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Hampshire Co. **Billing:** DHHR R3 Hampshire Co.

24954 Northwestern Pike 53 Kiess Drive  
Romney, WV 26757 Petersburg, WV 26847  
Mary Hamblin Cindy Fleming  
304-257-4211  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>384.00</b>	<b>Total Hours</b>
	<b>\$8,532.48</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

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**

**03.DHR.023.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 304-205-7970 ext. 204	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.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.
- 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).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>384.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,532.48</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.023.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6870	Restrooms (#)	5	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft <sup>2</sup> )	2085	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	24		
Ceramic (ft <sup>2</sup> )	184	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	24		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	66	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	48	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )	21		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	9139	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	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	0.582	64	7b	67	Baseboards	0.000	13
1b	369	Mop	0.635	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.013	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.074	64	10c-d	84	Interior Glass Doors/Panels	0.100	64
2b	295	Vacuum	0.623	13	10e	563	Interior Windows	0.056	3
2c	294	Spot Clean (35%)	0.200	64	10f	563	Exterior Windows	0.056	3
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.102	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.112	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	64	11d	590	Remove Trash	0.152	64
4b	69	Thorough Dust	0.024	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.002	13					
5b	546	Wash Vents	0.006	1			Utility Time	0.220	
6a-6i	229	Restrooms	0.600	64					
7a	67	Remove Dirt	0.187	64			HOURS PER DAY	6.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**03.DHR.026.23A**

**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)

**Work Performed By\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Hardy Co.

**Billing:** DHHR R3 Hardy Co.

RC Byrd Industrial Park  
Moorefield, WV 26726  
304-538-2391

53 Kiess Drive  
Petersburg, WV 26847  
Cindy Fleming  
304-257-4211  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>384.00</b>	<b>Total Hours</b>
	<b>\$8,532.48</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**03.DHR.026.23A**

*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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 304-205-7970 ext. 204	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>384.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,532.48</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.026.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	7087	Restrooms (#)	4	Elevators (#)	0	Windows (#)	25		
VCT Tile (ft <sup>2</sup> )	2025	Fixtures (#)	26	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	888	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	36	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	18	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	180		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	5	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	10000	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	75	Entrance (ft <sup>2</sup> )	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	0.748	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.816	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.016	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	1.108	64	10c-d	84	Interior Glass Doors/Panels	0.429	64
2b	295	Vacuum	0.643	13	10e	563	Interior Windows	0.033	3
2c	294	Spot Clean (35%)	0.207	64	10f	563	Exterior Windows	0.033	3
2e	91	Walk Off Mats	0.038	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.601	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.061	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	64	11d	590	Remove Trash	0.167	64
4b	69	Thorough Dust	0.041	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.007	3					
6a-6i	229	Restrooms	1.300	64					
7a	67	Remove Dirt	0.311	64					
							HOURS PER DAY	6.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

01.DHR.017.23A

*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\*:** Buckhannon-Upshur Work Adjustment Center, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Lewis Co/Weston

**Billing:** DHHR R3 Lewis Co/Weston

91 Arnold Avenue  
Weston, WV 26452  
Cindy Fleming  
304-269-6820

53 Kiess Drive  
Petersburg, WV 26847  
Cindy Fleming  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>704.00</b>	<b>Total Hours</b>
	<b>\$12,249.60</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Tony Walizer

Customer Signature

Tony Walizer

Customer Print Name

BCF Purchasing Director

Customer Title

7/29/22

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**

**01.DHR.017.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Mary Dean
O: 304-205-7970 ext. 204	O: 304-472-4678
C: 304-444-2401	C:
gwolfe@wvarf.org	upshurwac@suddenlinkmail.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.
- 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).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>704.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$12,249.60</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 01.DHR.017.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	15441	Restrooms (#)	8	Elevators (#)	0	Windows (#)	32		
VCT Tile (ft <sup>2</sup> )	3799	Fixtures (#)	40	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	30		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	30		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	92	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	44	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	20		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	6	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	6		
TOTAL (ft <sup>2</sup> )	19240	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	90	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	1.064	64	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.021	3	10a-b	84	Exterior Glass Doors/Panels	0.300	64
2a	295	Spot Vacuum (35%)	2.414	64	10c-d	84	Interior Glass Doors/Panels	0.048	64
2b	295	Vacuum	1.401	13	10e	563	Interior Windows	0.086	3
2c	294	Spot Clean (35%)	0.450	64	10f	563	Exterior Windows	0.086	3
2e	91	Walk Off Mats	0.045	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.536	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.156	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	64	11d	590	Remove Trash	0.321	64
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.017	3					
6a-6i	229	Restrooms	2.000	64					
7a	67	Remove Dirt	0.124	64					
							HOURS PER DAY	11.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Service Agreement**  
**03.DHR.025.23A**

*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\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Mineral Co.

**Billing:** DHHR R3 Mineral Co.

18 N. Tornado Way  
Keyser, WV 26726  
Cindy Fleming  
304-788-4150

53 Kiess Drive  
Petersburg, WV 26847  
Cindy Fleming  
304-257-4211  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>384.00</b>	<b>Total Hours</b>
	<b>\$8,532.48</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

Tony Walizer  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**03.DHR.025.23A**

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### **TERMS OF AGREEMENT**

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<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 304-205-7970 ext. 204	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.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.
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**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>384.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$8,532.48</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.025.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	7800	Restrooms (#)	3	Elevators (#)	0	Windows (#)	21		
VCT Tile (ft <sup>2</sup> )	1800	Fixtures (#)	18	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	393	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	38	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	15		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	20	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	29		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	3		
TOTAL (ft <sup>2</sup> )	9993	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	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	0.563	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.614	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.012	3	10a-b	84	Exterior Glass Doors/Panels	0.150	64
2a	295	Spot Vacuum (35%)	1.219	64	10c-d	84	Interior Glass Doors/Panels	1.036	64
2b	295	Vacuum	0.708	13	10e	563	Interior Windows	0.022	3
2c	294	Spot Clean (35%)	0.228	64	10f	563	Exterior Windows	0.022	3
2e	91	Walk Off Mats	0.023	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.635	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.064	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	64	11d	590	Remove Trash	0.167	64
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.008	3					
6a-6i	229	Restrooms	0.900	64					
7a	67	Remove Dirt	0.124	64					
HOURS PER DAY							6.00		

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft <sup>2</sup> /hr
11b	Pick Up 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	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



**Service Agreement**  
**03.DHR.024.23A**

**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)

**Work Performed By\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Morgan Co.

**Billing:** DHHR R3 Morgan Co.

62 Regal Court  
Berkeley Springs, WV 25411

53 Kiess Drive  
Petersburg, WV 26847  
Cindy Fleming  
304-257-4211  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>192.00</b>	<b>Total Hours</b>
	<b>\$4,266.24</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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***

**03.DHR.024.23A**

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<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 304-205-7970 ext. 204	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.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.
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<b>TOTAL AGREEMENT HOURS</b>	<b>192.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$4,266.24</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DHR.024.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft²)	3845	Restrooms (#)	4	Elevators (#)	0	Windows (#)	20		
VCT Tile (ft²)	661	Fixtures (#)	20	Light Fixtures (ft²)	1	Inside (ft²)	15		
Ceramic (ft²)	194	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	15		
Concrete (ft²)	0	Trash Receptacles (#)	24	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	32	Horizontal Surf. (ft²)	30	Int 1 Side (ft²)	52		
Other (ft²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft²)	30	Ext Glass Doors/Panels	0		
TOTAL (ft²)	4700	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	0		
Outside (ft²)	0	TOTAL ft² WO Mat	48	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	0.219	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.239	64	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.005	3	10a-b	84	Exterior Glass Doors/Panels	0.000	64
2a	295	Spot Vacuum (35%)	0.601	64	10c-d	84	Interior Glass Doors/Panels	0.248	64
2b	295	Vacuum	0.349	13	10e	563	Interior Windows	0.027	3
2c	294	Spot Clean (35%)	0.112	64	10f	563	Exterior Windows	0.027	3
2e	91	Walk Off Mats	0.024	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.401	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.041	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	64	11d	590	Remove Trash	0.078	64
4b	69	Thorough Dust	0.002	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.012	3					
6a-6i	229	Restrooms	1.000	64					
7a	67	Remove Dirt	0.019	64					
							HOURS PER DAY	3.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**23.DHR.018.23A**

**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\*:** Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

**Work Performed:** Janitorial

**Site:** DHHR R3 Randolph County **Billing:** DHHR R3 Randolph County

1027 N Randolph Avenue  
Elkins, WV 26241  
Michael Phillips  
304-637-5560

15 Grant Street  
Petersburg, WV 26847  
cindy.k.fleming@wv.gov  
304-257-4211

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 736.00 **Total Hours**  
\$12,585.60 **Total Cost**

- 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

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WV ARF, Inc. CEO

7/29/2022

Date

Tony Wolizer

Customer Signature

BCF Purchasing Director

Customer Title

Tony Wolizer

Customer Print Name

7/

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**

**23.DHR.018.23A**

*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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Maria Smith
O: 304-205-7970 ext. 204	O: 304-636-1638
C: 304-444-2401	C:
gwolfe@wvarf.org	maria@senecadesigns.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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>736.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$12,585.60</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 23.DHR.018.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	12840	Restrooms (#)	5	Elevators (#)	0	Windows (#)	44		
VCT Tile (ft <sup>2</sup> )	3681	Fixtures (#)	40	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	637	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	86	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	44	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	144		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	17158	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	1.108	64	7b	67	Baseboards	0.000	0
1b	369	Mop	1.209	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.024	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.599	51	10c-d	84	Interior Glass Doors/Panels	1.371	64
2b	295	Vacuum	1.165	13	10e	563	Interior Windows	0.059	3
2c	294	Spot Clean (35%)	0.375	64	10f	563	Exterior Windows	0.059	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.436	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.146	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	51	11d	590	Remove Trash	0.286	64
4b	69	Thorough Dust	0.041	13	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	3					
5b	546	Wash Vents	0.017	3			Utility Time	0.020	
6a-6i	229	Restrooms	2.000	64					
7a	67	Remove Dirt	0.311	64					
HOURS PER DAY								11.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Service Agreement**  
**23.DHR.020.23A**

*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\*:** Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

**Work Performed:** Janitorial

**Site:** DHHR R3 Tucker County

**Billing:** DHHR R3 Tucker County

Parsons, WV  
Michael Phillips  
304-637-5560

15 Grant Street  
Petersburg, WV 26847  
cindy.k.fleming@wv.gov  
304-257-4211

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>78.00</b>	<b>Total Hours</b>
	<b>\$1,333.80</b>	<b>Total Cost</b>

- 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

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WV ARF, Inc. CEO

7/29/2022

Date

*Tony Wolizer*  
Customer Signature

Tony Wolizer  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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***

**23.DHR.020.23A**

*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:

<b>WV ARF CONTACT:</b>  Gary Wolfe, Contract Manager O: 304-205-7970 ext. 204 C: 304-444-2401 gwolfe@wvarf.org	<b>VENDOR CONTACT:</b>  Maria Smith O: 304-636-1638 C: maria@senecadesigns.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.
- 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](http://www.wvarf.org).

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**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>78.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$1,333.80</b>
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**Broken Down/Billed As Follows:**[illegible]

WORKLOADING FOR AGREEMENT: 23.DHR.020.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	2	Agreement Days**	26	
LOCATION PROFILE									
Carpet (ft²)	2852	Restrooms (#)	3	Elevators (#)	0	Windows (#)	14		
VCT Tile (ft²)	1059	Fixtures (#)	9	Light Fixtures (ft²)	0	Inside (ft²)	5		
Ceramic (ft²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)	5		
Concrete (ft²)	0	Trash Receptacles (#)	24	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	10	Horizontal Surf. (ft²)	30	Int 1 Side (ft²)	120		
Other (ft²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft²)	30	Ext Glass Doors/Panels	6		
TOTAL (ft²)	3911	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	45		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	0.272	26	7b	67	Baseboards	0.000	0
1b	369	Mop	0.297	26	8a	183	Clean Fountain	0.008	13
1c	385	Spray Buff	0.064	13	10a-b	84	Exterior Glass Doors/Panels	0.150	13
2a	295	Spot Vacuum (35%)	0.223	13	10c-d	84	Interior Glass Doors/Panels	0.286	13
2b	295	Vacuum	0.637	13	10e	563	Interior Windows	0.015	3
2c	294	Spot Clean (35%)	0.083	26	10f	563	Exterior Windows	0.015	3
2e	91	Walk Off Mats	0.023	26	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.401	26	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.100	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	13	11d	590	Remove Trash	0.065	26
4b	69	Thorough Dust	0.006	13	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	3					
5b	546	Wash Vents	0.010	3			Utility Time	0.110	
6a-6i	229	Restrooms	0.225	13					
7a	67	Remove Dirt	0.009	13					
HOURS PER DAY								3.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**03.DHR.039.23A**

**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)

**Work Performed By\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Charles Town

**Billing:** DHHR R3 Charles Town

239 Willow Springs Drive  
Charles Town, WV 25414  
Kathryn Bradley

239 Willow Spring Drive  
Charles Town, WV 25414  
cindy.k.fleming@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>448.00</b>	<b>Total Hours</b>
	<b>\$9,954.56</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Wolizer*  
Customer Signature

*BCF Purchasing Director*  
Customer Title

*Tony Wolizer*  
Customer Print Name

*7/29/22*  
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***

**03.DHR.039.23A**

*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:

<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>  Tony Francis O: 304-788-3046 C: 304-813-7901
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- 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).

**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*

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>448.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$9,954.56</b>
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[illegible]

**WORKLOADING FOR AGREEMENT: 03.DHR.039.23A**

Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	7591	Restrooms (#)	4	Elevators (#)	0	Windows (#)		1	
VCT Tile (ft <sup>2</sup> )	1278	Fixtures (#)	16	Light Fixtures (ft <sup>2</sup> )	30	Inside (ft <sup>2</sup> )		1000	
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		1000	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	55	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	16	Horizontal Surf. (ft <sup>2</sup> )	1036	Int 1 Side (ft <sup>2</sup> )		21	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	0	Ext Glass Doors/Panels		2	
TOTAL (ft <sup>2</sup> )	8869	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	0.328	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.358	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.031	13	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	0.946	51	10c-d	84	Interior Glass Doors/Panels	0.050	64
2b	295	Vacuum	0.689	13	10e	563	Interior Windows	0.089	3
2c	294	Spot Clean (35%)	0.221	64	10f	563	Exterior Windows	0.089	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	3
3a	177	Empty Trash/Wipe Clean	0.919	64	11b	179	Police Entrance(25%)	0.038	64
3b	178-177	Reline Baskets	0.093	13	11c	179	Police Parking Lot	0.150	64
4a	69	Spot Dust (35%)	0.001	13	11d	590	Remove Trash	0.148	64
4b	69	Thorough Dust	0.042	13	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	13					
5b	546	Wash Vents	0.006	3			Utility Time	1.530	
6a-6i	229	Restrooms	0.800	64					
7a	67	Remove Dirt	0.322	64			HOURS PER DAY	7.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**20.DHR.043.23A**

**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)

**Work Performed By\*:** Precision Services, Inc.

**Work Performed:** Janitorial

**Site:** DHHR Braxton County

**Billing:** DHHR Braxton County

3708 Sutton Lane  
Sutton, WV 26601  
Sue Davis  
304-765-7344

3708 Sutton Lane  
Sutton, WV 26601  
cindy.k.fleming@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>448.00</b>	<b>Total Hours</b>
	<b>\$7,925.12</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**20.DHR.043.23A**

*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:

<b>WV ARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Jack Holcomb O: 304-364-3500 C: jholcomb@psiww.com
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- 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.
- 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](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>448.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$7,925.12</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 20.DHR.043.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	11781	Restrooms (#)	4	Elevators (#)	0	Windows (#)	1		
VCT Tile (ft <sup>2</sup> )	1377	Fixtures (#)	17	Light Fixtures (ft <sup>2</sup> )	50	Inside (ft <sup>2</sup> )	252		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	252		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	63	Upholstery (ft <sup>2</sup> )	200	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	536	Int 1 Side (ft <sup>2</sup> )	21		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	13158	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	30	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.386	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.008	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	1.468	51	10c-d	84	Interior Glass Doors/Panels	0.200	64
2b	295	Vacuum	1.069	13	10e	563	Interior Windows	0.022	3
2c	294	Spot Clean (35%)	0.344	64	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.015	64	11a	540	Wash Light Fixtures	0.000	1
3a	177	Empty Trash/Wipe Clean	1.052	64	11b	179	Police Entrance(25%)	0.038	64
3b	178-177	Reline Baskets	0.107	13	11c	179	Police Parking Lot	0.150	64
4a	69	Spot Dust (35%)	0.006	51	11d	590	Remove Trash	0.219	64
4b	69	Thorough Dust	0.042	13	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	13					
5b	546	Wash Vents	0.000	1			Utility Time	0.230	
6a-6i	229	Restrooms	0.850	64					
7a	67	Remove Dirt	0.322	64			HOURS PER DAY	7.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 2022.

**ISSA 612 STANDARD TIMES**

Scope of Work #s	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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**01.DHR.042.23A**

**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)

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

**Work Performed:** Janitorial

**Site:** DHHR Upshur County

**Billing:** DHHR Upshur County

34 Auction Lane  
Buckhannon, WV 26201  
Tammy Rush  
304-472-4230

P.O. Box 1268  
Weston, WV 26452  
Tammy Rush  
304-269-6820 EXT 2015  
CINDY.K.FLEMING@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>448.00</b>	<b>Total Hours</b>
	<b>\$7,795.20</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*BCF Purchasing Director*  
Customer Title

*Tony Walizer*  
Customer Print Name

*7/29/22*  
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***

**01.DHR.042.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Mary Dean
O: 304-205-7970 ext. 204	O: 304-472-4678
C: 304-444-2401	C:
gwolfe@wvarf.org	upshurwac@suddenlinkmail.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.
- 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).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>448.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$7,795.20</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 01.DHR.042.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6654	Restrooms (#)	4	Elevators (#)	0	Windows (#)		1	
VCT Tile (ft <sup>2</sup> )	1890	Fixtures (#)	13	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		48	
Ceramic (ft <sup>2</sup> )	336	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		0	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	61	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		4	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	290	Int 1 Side (ft <sup>2</sup> )		21	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	0	Ext Glass Doors/Panels		0	
TOTAL (ft <sup>2</sup> )	8880	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	25000	Ext 1 Side (ft <sup>2</sup> )		0	
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	96	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.365	3
1b	369	Mop	0.623	64	8a	183	Clean Fountain	0.033	64
1c	385	Spray Buff	0.004	1	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.829	51	10c-d	84	Interior Glass Doors/Panels	0.200	64
2b	295	Vacuum	0.604	13	10e	563	Interior Windows	0.091	64
2c	294	Spot Clean (35%)	0.194	64	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.048	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.019	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.103	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.148	64
4b	69	Thorough Dust	0.012	13	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	1.500	
6a-6i	229	Restrooms	0.650	64					
7a	67	Remove Dirt	0.004	3			HOURS PER DAY	7.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**20.DHR.005.23A**

**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\*:** Precision Services, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R1 Gilmer County

**Billing:** DHHR R1 Gilmer County

1493 SR5 East  
Glenville, WV 26351  
Joyce Underwood  
304-462-0412

110 N 6th Street, Suite 3  
Clarksburg, WV 26301  
David Stickel  
304-627-2118  
david.k.stickel@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 240.00 **Total Hours**  
\$4,245.60 **Total Cost**

- 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

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WV ARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

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***

**20.DHR.005.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Jack Holcomb
O: 681-661-0144	O: 304-364-3500
C: 304-539-9353	C:
<a href="mailto:mmayville@wvarf.org">mmayville@wvarf.org</a>	<a href="mailto:jholcomb@psiwv.com">jholcomb@psiwv.com</a>
- 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](mailto: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).

**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*

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>240.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$4,245.60</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 20.DHR.005.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	2700	Restrooms (#)	4	Elevators (#)	0	Windows (#)	15		
VCT Tile (ft <sup>2</sup> )	1800	Fixtures (#)	16	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	34	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	16	Horizontal Surf. (ft <sup>2</sup> )	40	Int 1 Side (ft <sup>2</sup> )	40		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	40	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	4500	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60		Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.504	64	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.010	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	0.336	51	10c-d	84	Interior Glass Doors/Panels	0.190	64
2b	295	Vacuum	0.245	13	10e	563	Interior Windows	0.016	3
2c	294	Spot Clean (35%)	0.079	64	10f	563	Exterior Windows	0.016	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.568	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.058	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	51	11d	590	Remove Trash	0.075	64
4b	69	Thorough Dust	0.003	13	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	3					
5b	546	Wash Vents	0.006	3			Utility Time	0.130	
6a-6i	229	Restrooms	0.800	64					
7a	67	Remove Dirt	0.025	64			HOURS PER DAY	3.75	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**06.DHR.028.23A**

**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\*:** Gateway Industries, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 Lewisburg

**Billing:** DHHR R4 Lewisburg

150 Maplewood Avenue  
Lewisburg, WV 24901  
William Elden Belcher  
304-647-7476

200 Davis Street  
Princeton, WV 24740  
Tammy Garten  
304-645-3165  
TAMMY.D.GARTEN@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	896.00	<b>Total Hours</b>
	\$18,081.28	<b>Total Cost</b>

- 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

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WV ARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**06.DHR.028.23A**

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### **TERMS OF AGREEMENT**

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- 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:

<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>  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.
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- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).

**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*

<b>TOTAL AGREEMENT HOURS:</b>	<b>896.00</b>	<b>TOTAL AGREEMENT COST:</b>	<b>\$18,081.28</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 06.DHR.028.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	7140	Restrooms (#)	8	Elevators (#)	0	Windows (#)	24		
VCT Tile (ft <sup>2</sup> )	13687	Fixtures (#)	36	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	18		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	3	Outside (ft <sup>2</sup> )	18		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	80	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	40	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	30		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	5		
TOTAL (ft <sup>2</sup> )	20827	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	3.833	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.077	3	10a-b	84	Exterior Glass Doors/Panels	0.250	64
2a	295	Spot Vacuum (35%)	1.116	64	10c-d	84	Interior Glass Doors/Panels	0.286	64
2b	295	Vacuum	0.648	13	10e	563	Interior Windows	0.038	3
2c	294	Spot Clean (35%)	0.208	64	10f	563	Exterior Windows	0.038	3
2e	91	Walk Off Mats	0.024	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.336	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.135	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	64	11d	590	Remove Trash	0.347	64
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.081	13
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.016	3			Utility Time	0.090	
6a-6i	229	Restrooms	1.800	64					
7a	67	Remove Dirt	0.124	64	HOURS PER DAY			14.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Hoisting & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DHR.032.23A

*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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 McDowell County

**Billing:** DHHR R4 McDowell County

840 Virginia Avenue  
Welch, WV 24801  
304-436-8302

200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov  
304-425-8738

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	672.00	<b>Total Hours</b>
	\$12,143.04	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date

Tony Walizer

Tony Walizer

BCF Purchasing Director

7/29/22



**Terms of Agreement**  
**11.DHR.032.23A**

**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:**

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

[mmayville@wvarf.org](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Greg Blake

O: 304-294-5610

C: 304-673-8489

[gblake@iriwv.com](mailto:gblake@iriwv.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](mailto: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).



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

PO Box 5764 Charleston WV 25362

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

Fax: (301) 205-7915

**PRICING**  
11.DHR.032.23A

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

## PRICING

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>672.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$12,143.04</b>
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**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 11.DHR.032.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	9718	Restrooms (#)	5	Elevators (#)	0	Windows (#)		40	
VCT Tile (ft <sup>2</sup> )	4123	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		12	
Ceramic (ft <sup>2</sup> )	546	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		12	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	80	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		0	
Other (ft <sup>2</sup> )	3377	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		4	
TOTAL (ft <sup>2</sup> )	17764	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	2.065	64	7b	67	Baseboards	0.000	0
1b	369	Mop	2.253	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.045	3	10a-b	84	Exterior Glass Doors/Panels	0.200	64
2a	295	Spot Vacuum (35%)	1.211	51	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.882	13	10e	563	Interior Windows	0.043	3
2c	294	Spot Clean (35%)	0.283	64	10f	563	Exterior Windows	0.043	3
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.336	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.135	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.296	64
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.320	
6a-6i	229	Restrooms	1.200	64					
7a	67	Remove Dirt	0.124	64					
HOURS PER DAY								10.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft <sup>2</sup> /hr
11b	Pickup immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft <sup>2</sup> /hr
11c	Pickup 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	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



West Virginia Association of Rehabilitation Facilities, Inc.

**Service Agreement**  
**06.DHR.036.23A**

**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\*:** Gateway Industries, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 Monroe County

**Billing:** DHHR R4 Monroe County

174 Rt 3 East  
Union, WV 24983  
William Elden Belcher  
304-647-7476

200 Davis Street  
Princeton, WV 24740  
Tammy Garten  
304-425-8738  
TAMMY.D.GARTEN@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 104.50 **Total Hours**  
\$2,108.81 **Total Cost**

- 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

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WV ARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date



## **Terms of Agreement**

**06.DHR.036.23A**

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

**PO Box 6764 Charleston WV 25362**

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

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

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### **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:

<b>WVARF CONTACT:</b>  Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  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.
- 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).



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

**PO Box 6764 Charleston WV 25362**

Phone: (304) 205-7970

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

**PRICING**  
**06.DHR.035.23A**

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

## **PRICING**

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>104.50</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$2,108.81</b>
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**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 06.DHR.036.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	3	Agreement Days**	38	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	1770	Restrooms (#)	3	Elevators (#)	0	Windows (#)		12	
VCT Tile (ft <sup>2</sup> )	597	Fixtures (#)	6	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		11	
Ceramic (ft <sup>2</sup> )	103	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		11	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	26	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		12	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	16	Horizontal Surf. (ft <sup>2</sup> )	40	Int 1 Side (ft <sup>2</sup> )		11	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	40	Ext Glass Doors/Panels		1	
TOTAL (ft <sup>2</sup> )	2470	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	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	38	7b	67	Baseboards	0.000	38
1b	369	Mop	0.196	38	8a	183	Clean Fountain	0.017	38
1c	385	Spray Buff	0.007	3	10a-b	84	Exterior Glass Doors/Panels	0.050	38
2a	295	Spot Vacuum (35%)	0.182	25	10c-d	84	Interior Glass Doors/Panels	0.025	3
2b	295	Vacuum	0.270	13	10e	563	Interior Windows	0.020	3
2c	294	Spot Clean (35%)	0.052	38	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.023	38	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.434	38	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.074	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	38	11d	590	Remove Trash	0.041	38
4b	69	Thorough Dust	0.005	13	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	3					
5b	546	Wash Vents	0.010	3			Utility Time	0.840	
6a-6i	229	Restrooms	0.300	38					
7a	67	Remove Dirt	0.025	38			HOURS PER DAY	2.75	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

17.DHR.035.23A

*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:** DHHR R4 Nicholas County

**Billing:** DHHR R4 Nicholas County

707 Professional Park  
Summersville, WV 26651  
Patty Martin  
304-872-0803

200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov  
304-425-8738

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	608.00	<b>Total Hours</b>
	\$12,245.12	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date



## **Terms of Agreement**

**17.DHR.035.23A**

**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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Michael Gray
O: 681-661-0144	O: 304-742-6202
C: 304-539-9353	C: 304-880-5041
mmayville@wvarf.org	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.
- 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).



WORKLOADING FOR AGREEMENT: 17.DHR.035.23A								
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64
LOCATION PROFILE								
Carpet (ft <sup>2</sup> )	10594	Restrooms (#)	5	Elevators (#)	0	Windows (#)		45
VCT Tile (ft <sup>2</sup> )	3292	Fixtures (#)	22	Light Fixtures (ft <sup>2</sup> )	50	Inside (ft <sup>2</sup> )		12
Ceramic (ft <sup>2</sup> )	742	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		12
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	89	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		10
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	72	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		24
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	8	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		9
<b>TOTAL (ft<sup>2</sup>)</b>	<b>14628</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>15</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>120</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>			
SCOPE OF WORK								
Scope of Work #	SSA #	Description	Time	Work Days/Agreement	Scope of Work #	SSA #	Description	Time
1a	486	Sweep	1.035	64	7b	67	Baseboards	0.000
1b	369	Mop	1.130	64	8a	183	Clean Fountain	0.067
1c	385	Spray Buff	0.023	3	10a-b	84	Exterior Glass Doors/Panels	0.450
2a	295	Spot Vacuum (35%)	1.320	51	10c-d	84	Interior Glass Doors/Panels	0.571
2b	295	Vacuum	0.961	13	10e	563	Interior Windows	0.032
2c	294	Spot Clean (35%)	0.309	64	10f	563	Exterior Windows	0.032
2e	91	Walk Off Mats	0.060	64	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	1.486	64	11b	179	Police Entrance(25%)	0.000
3b	178-177	Refine Baskets	0.151	13	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.244
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.001	3				
5b	546	Wash Vents	0.028	3			Utility Time	0.360
6a-6i	229	Restrooms	1.100	64				
7a	67	Remove Dirt	0.124	64				
<b>HOURS PER DAY</b>								<b>9.50</b>

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**06.DHR.029.23A**

**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)

**Work Performed By\*:** Gateway Industries, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4  
Pocahontas Co.  
211 Valhalla Lane  
Marlinton, WV 24954  
William Elden Belcher  
304-647-7476

**Billing:** DHHR R4  
Pocahontas Co.  
200 Davis Street  
Princeton, WV 24740  
Tammy Garten  
304-425-8738  
TAMMY.D.GARTEN@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>152.00</b>	<b>Total Hours</b>
	<b>\$3,067.36</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
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**

**06.DHR.029.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
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.
- 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).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>152.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$3,067.36</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 06.DHR.029.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	3	Agreement Days**	38	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	2608	Restrooms (#)	3	Elevators (#)	0	Windows (#)	18		
VCT Tile (ft <sup>2</sup> )	1088	Fixtures (#)	18	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	18		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	18		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	30	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	20	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	43		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	3696	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	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	38	7b	67	Baseboards	0.000	0
1b	369	Mop	0.305	38	8a	183	Clean Fountain	0.017	38
1c	385	Spray Buff	0.010	3	10a-b	84	Exterior Glass Doors/Panels	0.200	38
2a	295	Spot Vacuum (35%)	0.408	38	10c-d	84	Interior Glass Doors/Panels	0.205	38
2b	295	Vacuum	0.398	13	10e	563	Interior Windows	0.049	3
2c	294	Spot Clean (35%)	0.076	38	10f	563	Exterior Windows	0.049	3
2e	91	Walk Off Mats	0.030	38	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.501	38	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.085	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	38	11d	590	Remove Trash	0.062	38
4b	69	Thorough Dust	0.034	13	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	3					
5b	546	Wash Vents	0.013	3			Utility Time	0.220	
6a-6i	229	Restrooms	0.900	38					
7a	67	Remove Dirt	0.156	38			HOURS PER DAY	4.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**11.DHR.30.23A**

**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)

**Work Performed By\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 Summers County **Billing:** DHHR R4 Summers County

320 Summers Street, Suite A  
Hinton, WV 25951  
304-466-2814

200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov  
304-425-8738

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 288.00 **Total Hours**  
\$5,204.16 **Total Cost**

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:  
Tara Martinez  
Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

Tony Walizer  
Customer Signature  
Tony Walizer  
Customer Print Name

BCF Purchasing Director  
Customer Title  
7/29/22  
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***

**11.DHR.30.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Greg Blake
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8489
mmayville@wvarf.org	gblake@iriwv.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.
- 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).

[illegible]

WORKLOADING FOR AGREEMENT: 11.DHR.30.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6804	Restrooms (#)	4	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft <sup>2</sup> )	1046	Fixtures (#)	20	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	32		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	32		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	36	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	3		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	14		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	7850	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	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	0.268	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.293	64	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.006	3	10a-b	84	Exterior Glass Doors/Panels	0.100	64
2a	295	Spot Vacuum (35%)	0.848	51	10c-d	84	Interior Glass Doors/Panels	0.100	64
2b	295	Vacuum	0.617	13	10e	563	Interior Windows	0.023	3
2c	294	Spot Clean (35%)	0.198	64	10f	563	Exterior Windows	0.023	3
2e	91	Walk Off Mats	0.024	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.601	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.061	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.131	64
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.060	
6a-6i	229	Restrooms	1.000	64					
7a	67	Remove Dirt	0.124	64					
HOURS PER DAY								4.50	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

17.DHR.033.23A

*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:** DHHR R4 Webster County

**Billing:** DHHR R4 Webster County

110 N Main Street Suite 201  
Webster Springs, WV 26288  
Patty Martin

200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	320.00	<b>Total Hours</b>
	\$6,444.80	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date



## Terms of Agreement

17.DHR.033.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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### 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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Michael Gray
O: 681-661-0144	O: 304-742-6202
C: 304-539-9353	C: 304-880-5041
<a href="mailto:mmayville@wvarf.org">mmayville@wvarf.org</a>	<a href="mailto:michael@wvbrighthorizons.org">michael@wvbrighthorizons.org</a>
- 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](mailto: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.
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- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://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.DHR.033.23A

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

## PRICING

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>320.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$5,444.80</b>
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**Broken Down/Billed As Follows:**

[illegible]

WORKLOADING FOR AGREEMENT: 17.DHR.033.23A								
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64
LOCATION PROFILE								
Carpet (ft <sup>2</sup> )	6437	Restrooms (#)	3	Elevators (#)	1	Windows (#)		21
VCT Tile (ft <sup>2</sup> )	0	Fixtures (#)	9	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )		18
Ceramic (ft <sup>2</sup> )	1063	Water Fountains (#)	2	Stair Flights (#)	2	Outside (ft <sup>2</sup> )		18
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	44	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		1
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	60	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		75
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		2
<b>TOTAL (ft<sup>2</sup>)</b>	<b>7500</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>15</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>30</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>			
SCOPE OF WORK								
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time
1a	486	Sweep	0.273	64	7b	67	Baseboards	0.000
1b	369	Mop	0.298	64	8a	183	Clean Fountain	0.033
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.100
2a	295	Spot Vacuum (35%)	0.802	51	10c-d	84	Interior Glass Doors/Panels	0.179
2b	295	Vacuum	0.584	13	10e	563	Interior Windows	0.034
2c	294	Spot Clean (35%)	0.188	64	10f	563	Exterior Windows	0.034
2e	91	Walk Off Mats	0.015	64	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	0.735	64	11b	179	Police Entrance(25%)	0.000
3b	178-177	Reline Baskets	0.074	13	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.125
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.001	3				
5b	546	Wash Vents	0.023	3			Utility Time	0.910
6a-6i	229	Restrooms	0.450	64				
7a	67	Remove Dirt	0.124	64				
<b>HOURS PER DAY</b>								<b>5.00</b>

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/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	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/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	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police Immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/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



**Service Agreement**  
**11.DHR.031.23A**

**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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 Wyoming County

**Billing:** DHHR R4 Wyoming County

HC 72, Box 300, Rt 97  
Pineville, WV 24874  
304-732-6900

200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>480.00</b>	<b>Total Hours</b>
	<b>\$8,673.60</b>	<b>Total Cost</b>

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
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\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WV ARF, Inc. CEO

7/29/2022

Date

*Tony Walizer*  
Customer Signature

*Tony Walizer*  
Customer Print Name

*BCF Purchasing Director*  
Customer Title

7/29/22  
Date



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

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

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## **Terms of Agreement**

**11.DHR.031.23A**

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<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Greg Blake
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8489
mmayville@wvarf.org	gblake@iriwv.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.
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- 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).

[illegible]

WORKLOADING FOR AGREEMENT: 11.DHR.031.23A								
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64
LOCATION PROFILE								
Carpet (ft <sup>2</sup> )	10221	Restrooms (#)	3	Elevators (#)	0	Windows (#)		0
VCT Tile (ft <sup>2</sup> )	1656	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		0
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		0
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	87	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		4
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		33
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		4
<b>TOTAL (ft<sup>2</sup>)</b>	<b>11877</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>24</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>96</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>			
SCOPE OF WORK								
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time
1a	486	Sweep	0.425	64	7b	67	Baseboards	0.000
1b	369	Mop	0.464	64	8a	183	Clean Fountain	0.050
1c	385	Spray Buff	0.009	3	10a-b	84	Exterior Glass Doors/Panels	0.200
2a	295	Spot Vacuum (35%)	1.273	51	10c-d	84	Interior Glass Doors/Panels	0.314
2b	295	Vacuum	0.927	13	10e	563	Interior Windows	0.000
2c	294	Spot Clean (35%)	0.298	64	10f	563	Exterior Windows	0.000
2e	91	Walk Off Mats	0.048	64	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	1.453	64	11b	179	Police Entrance(25%)	0.000
3b	178-177	Refine Baskets	0.147	13	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.002	51	11d	590	Remove Trash	0.198
4b	69	Thorough Dust	0.016	13	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.000	3				
5b	546	Wash Vents	0.009	3			Utility Time	0.340
6a-6i	229	Restrooms	1.200	64				
7a	67	Remove Dirt	0.124	64				
<b>HOURS PER DAY</b>								<b>7.50</b>

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



West Virginia Association of Rehabilitation Facilities, Inc.

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

## Service Agreement

11.DHR.097.23A

*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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DHHR Building 97  
Williamson  
203 East Third Avenue  
Williamson, WV 25661  
Aanthony Walizer  
304-356-4098

**Billing:** DHHR Building 97  
200 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	640.00	<b>Total Hours</b>
	\$11,564.80	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

308806049CE604CF...

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date

Tony Walizer

Tony Walizer

BCF Purchasing Director

7/29/22



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

**PO Box 6764 Charleston WV 25362**

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

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

## ***Terms of Agreement***

**11.DHR.097.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Greg Blake
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8489
mmayville@wvarf.org	gblake@iriwv.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.
- 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).

[illegible]

WORKLOADING FOR AGREEMENT: 11.DHR.097.23A								
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64
LOCATION PROFILE								
Carpet (ft <sup>2</sup> )	11846	Restrooms (#)	5	Elevators (#)	0	Windows (#)		32
VCT Tile (ft <sup>2</sup> )	2432	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		12
Ceramic (ft <sup>2</sup> )	559	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		12
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	117	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		40
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	20	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )		12
Other (ft <sup>2</sup> )	119	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels		4
<b>TOTAL (ft<sup>2</sup>)</b>	<b>14956</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>30</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>60</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>400</b>			
SCOPE OF WORK								
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time
1a	486	Sweep	0.798	64	7b	67	Baseboards	0.000
1b	369	Mop	0.871	64	8a	183	Clean Fountain	0.017
1c	385	Spray Buff	0.076	13	10a-b	84	Exterior Glass Doors/Panels	0.200
2a	295	Spot Vacuum (35%)	1.476	51	10c-d	84	Interior Glass Doors/Panels	1.143
2b	295	Vacuum	1.075	13	10e	563	Interior Windows	0.000
2c	294	Spot Clean (35%)	0.346	64	10f	563	Exterior Windows	0.000
2e	91	Walk Off Mats	0.030	64	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	1.954	64	11b	179	Police Entrance(25%)	0.000
3b	178-177	Reline Baskets	0.198	13	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.006	51	11d	590	Remove Trash	0.000
4b	69	Thorough Dust	0.041	13	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.001	13				
5b	546	Wash Vents	0.005	2			Utility Time	0.250
6a-6i	229	Restrooms	1.200	64				
7a	67	Remove Dirt	0.311	64				
							<b>HOURS PER DAY</b>	<b>10.00</b>

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Hanging S.A./C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft <sup>2</sup> /hr
11b	Pickup immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft <sup>2</sup> /hr
11c	Pickup 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	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



**Service Agreement**  
**15.DHR.040.23A**

**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)

**Work Performed By\*:** Mercer County Opportunity Industries, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R4 Mercer County Office  
350 Davis Street  
Princeton, WV 24740

**Billing:** DHHR R4 Mercer County Office  
350 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov

**Period of Agreement:** 8/1/2022 to 10/31/2022

**Total Agreement Pricing\*\*:** 960.00 **Total Hours**  
\$14,582.40 **Total Cost**

- REVISION: To add the care of smoking urns to the agreement
- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

Tara Martinez  
WVARF, Inc. CEO

7/29/2022

Date

Customer Signature

Customer Print Name

Customer Title

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***

**15.DHR.040.23A**

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### **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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville	Jamie Hall
O: 681-661-0144	O: 304-425-3810
C: 304-539-9353	C: 304-922-8402
<a href="mailto:mmayville@wvarf.org">mmayville@wvarf.org</a>	<a href="mailto:j.williams@mcoicrp.org">j.williams@mcoicrp.org</a>
- 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](mailto: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).



WORKLOADING FOR AGREEMENT: 15.DHR.040.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	26959	Restrooms (#)	4	Elevators (#)	0	Windows (#)		44	
VCT Tile (ft <sup>2</sup> )	3868	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		12	
Ceramic (ft <sup>2</sup> )	804	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		12	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	179	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	146	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		35	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	7	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		1	
TOTAL (ft <sup>2</sup> )	31631	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	105	Entrance (ft <sup>2</sup> )	500				
SCOPE OF WORK									
Scope of Work	SSA #	Description	Time	Work Days/Agreement	Scope of Work	SSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	1.199	64	7b	67	Baseboards	0.000	0
1b	369	Mop	1.308	64	8a	183	Clean Fountain	0.017	64
1c	385	Spray Buff	0.114	13	10a-b	84	Exterior Glass Doors/Panels	0.050	64
2a	295	Spot Vacuum (35%)	3.358	51	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	2.446	13	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.786	64	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.053	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.989	64	11b	179	Police Entrance(25%)	0.038	64
3b	178-177	Reline Baskets	0.303	13	11c	179	Police Parking Lot	0.150	64
4a	69	Spot Dust (35%)	0.001	13	11d	590	Remove Trash	0.527	64
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	1					
5b	546	Wash Vents	0.019	1			Smoking Urns	0.330	
6a-6i	229	Restrooms	1.200	64					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								15.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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



**Service Agreement**  
**02.DHR.034.23A**

**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)

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

**Work Performed:** Janitorial

**Site:** DHHR R1 Clay

**Billing:** DHHR R1 Clay

94 Main Street  
Clay, WV 25043  
Joe Johnson  
304-765-7344

110 North 6th Street Suite 3  
Clarksburg, WV 26301  
David Stickel  
304-425-8738  
DAVID.K.STICKEL@WV.GOV

**Period of Agreement:** 8/1/2022 to 10/31/2022

<b>Total Agreement Pricing**:</b>	<b>256.00</b>	<b>Total Hours</b>
	<b>\$5,286.40</b>	<b>Total Cost</b>

- 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 WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

*Tara Martinez*

Tara Martinez

WVARF, Inc. CEO

7/29/2022

Date

*Tony Wolizer*

Customer Signature

*Tony Wolizer*

Customer Print Name

*BCF Purchasing Director*

Customer Title

*7/29/22*

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**

**02.DHR.034.23A**

*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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Josh Shamblin
O: 681-661-0144	O: 304-587-7852
C: 304-539-9353	C:
<a href="mailto:mmayville@wvarf.org">mmayville@wvarf.org</a>	
- 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](mailto: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).

**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*

<b>TOTAL AGREEMENT HOURS</b>	<b>256.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$5,286.40</b>
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[illegible]

WORKLOADING FOR AGREEMENT: 02.DHR.034.23A									
Agreement Type	Janitorial	Agreement Period	8/1/2022	10/31/2022	Days/Week	5	Agreement Days**	64	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	4967	Restrooms (#)	4	Elevators (#)	0	Windows (#)	18		
VCT Tile (ft <sup>2</sup> )	1533	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	1	Inside (ft <sup>2</sup> )	38		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	38		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	33	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	18	Horizontal Surf. (ft <sup>2</sup> )	80	Int 1 Side (ft <sup>2</sup> )	24		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	1	Vertical Surf. (ft <sup>2</sup> )	80	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	6500	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	24		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	24	Entrance (ft <sup>2</sup> )	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	64	7b	67	Baseboards	0.000	0
1b	369	Mop	0.429	64	8a	183	Clean Fountain	0.050	64
1c	385	Spray Buff	0.009	3	10a-b	84	Exterior Glass Doors/Panels	0.229	64
2a	295	Spot Vacuum (35%)	0.776	64	10c-d	84	Interior Glass Doors/Panels	0.114	64
2b	295	Vacuum	0.451	13	10e	563	Interior Windows	0.061	3
2c	294	Spot Clean (35%)	0.145	64	10f	563	Exterior Windows	0.061	3
2e	91	Walk Off Mats	0.012	64	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.551	64	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.056	13	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	64	11d	590	Remove Trash	0.108	64
4b	69	Thorough Dust	0.007	13	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	3	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	3					
5b	546	Wash Vents	0.007	3					
6a-6i	229	Restrooms	0.600	64					
7a	67	Remove Dirt	0.050	64	HOURS PER DAY			4.00	

\*See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.

\*\*Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 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 <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333	ft <sup>2</sup> /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft <sup>2</sup> /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft <sup>2</sup> /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft <sup>2</sup> /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 <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft <sup>2</sup> /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 <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft <sup>2</sup> /hr
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	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

## **FEDERAL FUNDS ADDENDUM**

2 C.F.R. §§ 200.317 – 200.327

**Purpose:** This addendum is intended to modify the solicitation in an attempt to make the contract compliant with the requirements of 2 C.F.R. §§ 200.317 through 200.327 relating to the expenditure of certain federal funds. This solicitation will allow the State to obtain one or more contracts that satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**Instructions:** Vendors who are willing to extend their contract to procurements with federal funds and the requirements that go along with doing so, should sign the attached document identified as: “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)”

Should the awarded vendor be unwilling to extend the contract to federal funds procurement, the State reserves the right to award additional contracts to vendors that can and are willing to meet federal funds procurement requirements.

**Changes to Specifications:** Vendors should consider this solicitation as containing two separate solicitations, one for state level procurement and one for county/local procurement.

**State Level:** In the first solicitation, bid responses will be evaluated with applicable preferences identified in sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” to establish a contract for both standard state procurements and state federal funds procurements.

**County Level:** In the second solicitation, bid responses will be evaluated with applicable preferences identified in Sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” omitted to establish a contract for County/Local federal funds procurement.

**Award:** If the two evaluations result in the same vendor being identified as the winning bidder, the two solicitations will be combined into a single contract award. If the evaluations result in a different bidder being identified as the winning bidder, multiple contracts may be awarded. The State reserves the right to award to multiple different entities should it be required to satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**State Government Use Caution:** State agencies planning to utilize this contract for procurements subject to the above identified federal regulations should first consult with the federal agency providing the applicable funding to ensure the contract is compliant.

**County/Local Government Use Caution:** County and Local government entities planning to utilize this contract for procurements subject to the above identified federal regulation should first consult with the federal agency providing the applicable funding to ensure the contract is compliant. For purposes of County/Local government use, the solicitation resulting in this contract was conducted in accordance with the procurement laws, rules, and procedures governing the West Virginia Department of Administration, Purchasing Division, except that vendor preference has been omitted for County/Local use purposes and the contract terms contained in the document entitled “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)” have been added.

## **FEDERAL FUNDS ADDENDUM**

### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

#### **1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS: (2 C.F.R. § 200.321)**

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.
- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### **2. DOMESTIC PREFERENCES: (2 C.F.R. § 200.322)**

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

- b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

- c. Definitions: For purposes of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**3. BREACH OF CONTRACT REMEDIES AND PENALTIES:**

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**4. TERMINATION FOR CAUSE AND CONVENIENCE:**

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**5. EQUAL EMPLOYMENT OPPORTUNITY:**

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**6. DAVIS-BACON WAGE RATES:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

**7. ANTI-KICKBACK ACT:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**  
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**10. CLEAN AIR ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**11. DEBARMENT AND SUSPENSION**  
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**12. BYRD ANTI-LOBBYING AMENDMENT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

### **13. PROCUREMENT OF RECOVERED MATERIALS**

(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia

Purchasing Division

By: Tony Walz

Printed Name: Tony Walz

Title: BCF Purchasing Director

Date: 8/2/22

Vendor Name: **WVARF, Inc.**

By: Andrea Higginbotham

Printed Name: Andrea Higginbotham

Title: Contract Administrator

Date: 8/2/2022

**EXHIBIT A To:  
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

**W. Va. CSR § 148-1-5**

West Virginia Code of State Rules
Title 148. Department of Administration
Legislative Rule (Ser. 1)
Series 1. Purchasing

W. Va. Code St. R. § 148-1-5  
§ 148-1-5. Remedies.  
Currentness

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.1. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.1.a. The vendor agrees to the cancellation;

5.2.1.b. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.1.c. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.1.d. The existence of an organizational conflict of interest is identified;

5.2.1.e. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition;

5.2.1.f. Violation of any federal, state, or local law, regulation, or ordinance, and

5.2.1.g. The contract was awarded in error.

5.2.2. The Director may cancel a purchase or contract for any reason or no reason, upon providing

the vendor with 30 days' notice of the cancellation.

**5.2.3. Opportunity to Cure.** In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

**5.2.4. Re-Award.** The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

**5.2.4.a.** The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

**5.2.4.b.** The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

**5.3. Non-Responsible.** If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**5.4. Suspension.**

**5.4.1.** The Director may suspend, for a period not to exceed 1 year, the right of a vendor to bid on

procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.1.a. The vendor has submitted a bid and then requested that its bid be withdrawn after bids have been publicly opened.

5.4.1.b. The vendor has exhibited poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; or failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.1.c. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.1.d. The vendor's actions have given rise to one or more of the grounds for debarment listed in W. Va. Code § 5A-3-33d.

5.4.2. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.2.a. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.2.b. A notice of suspension must inform the vendor:

5.4.2.b.1. Of the grounds for the suspension;

5.4.2.b.2. Of the duration of the suspension;

5.4.2.b.3. Of the right to request a hearing contesting the suspension;

5.4.2.b.4. That a request for a hearing must be served on the Director no later than 5 working days of the vendor's receipt of the notice of suspension;

5.4.2.b.5. That the vendor's failure to request a hearing no later than 5 working days of

the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.2.b.6. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.2.c. A vendor's failure to serve a request for hearing on the Director no later than 5 working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.

5.4.2.d. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.2.e. Within 5 working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.2.f. The hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.3. A vendor may appeal a decision of the Director to the Secretary of the Department of Administration. The appeal must be in writing and served on the Secretary no later than 5 working days of receipt of the Director's decision.

5.4.4. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.5. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

**5.5. Vendor Debarment.** The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in W. Va. Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

**5.5.1. Debarment proceedings** shall be conducted in accordance with W. Va. Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

**5.5.2.** Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

**5.5.3.** If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor, including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated.

**5.5.4.** Pursuant to W. Va. Code § 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

**5.5.5. List of Debarred Vendors.** The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

**5.5.6. Related Party Debarment.** The Director may pursue debarment of a related party at the same time that debarment of the original vendor is proceeding or at any time thereafter that the Director determines a related party debarment is warranted. Any entity that fails to provide the Director with full, complete, and accurate information requested by the Director to determine related party

status will be presumed to be a related party subject to debarment.

#### **5.6. Damages.**

5.6.1. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.2. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.3. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

#### **Credits**

History: Filed 4-1-19, eff. 4-1-19; Filed 4-16-21, eff. 5-1-21.

Current through register dated May 7, 2021. Some sections may be more current. See credits for details.

W. Va. C.S.R. § 148-1-5, WV ADC § 148-1-5

**End of Document**

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**EXHIBIT B To:**  
**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY**  
**CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

**Prevailing Wage Determination**

- ☐ – Not Applicable Because Contract Not for Construction
- ☐ – Federal Prevailing Wage Determination on Next Page