



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

## State of West Virginia Delivery Order

Order Date: 10-17-2022

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:	CDO 0511 2744 BFA2300000003 1	Procurement Folder:	1121505
Document Name:	BFA REGION 3, WVARF JANITORIAL	Reason for Modification:	
Document Description:	BFA REGION 3, WVARF JANITORIAL		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN23 1
Free on Board:	FOB Dest, Freight Prepaid		

### VENDOR

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: 208  
  
Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

### DEPARTMENT CONTACT

Requestor Name: Lesley E Walizer  
Requestor Phone: (304) 356-4545  
Requestor Email: lesley.e.walizer@wv.gov

**23**  
FILE LOCATION

### INVOICE TO

REGIONAL COMPTROLLER: 304-230-0168  
HEALTH AND HUMAN RESOURCES  
  
BFA - Region I - North / Regional Office  
  
69 - 16TH STREET  
  
WHEELING WV 26003  
  
US

### SHIP TO

STATE OF WEST VIRGINIA  
VARIOUS LOCATIONS AS INDICATED BY ORDER  
  
No City WV 99999  
  
US

Total Order Amount: \$341,681.51

Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Atkins* 10/26/2022  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Tolson* 10-26-22  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

BFA REGION 3, WVARF JANITORIAL

Janitorial Services for November 1, 2022 to June 30, 2023 from WV Association of Rehabilitation Facilities:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1312.00000	HOURL	\$17.1000	\$22,435.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Philippi, Barbour Co**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 1312 and the annual fee \$22,435.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	3608.00000	HOURL	\$22.2200	\$80,169.76
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Berkeley Co**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 3608 and the annual fee \$80,169.76.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	820.00000	HOURL	\$22.2200	\$18,220.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Grant Co**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 820 and the annual fee \$18,220.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	984.00000	HOURL	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Hampshire Co**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	984.00000	HOUR	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Hardy Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1828.60000	HOUR	\$17.4000	\$31,817.64
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Lewis Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$17.40

Total number of hours will be provided will be 1828.60 and the annual fee \$31,817.64.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	984.00000	HOUR	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Mineral Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	492.00000	HOUR	\$22.2200	\$10,932.24
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Morgan Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 492 and the annual fee \$10,932.24.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	615.00000	HOUR	\$17.6900	\$10,879.35
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Gilmer Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 615 and the annual fee \$10,879.35.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1886.00000	HOUR	\$17.1000	\$32,250.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Elkins, Randolph Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 1886 and the annual fee \$32,250.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	210.00000	HOUR	\$17.1000	\$3,591.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Parsons, Tucker Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 210 and the annual fee \$3,591.00.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1148.00000	HOUR	\$22.2200	\$25,508.56
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Charles Town, Jefferson C

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 1148 and the annual fee \$25,508.56.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1148.00000	HOUR	\$17.6900	\$20,308.12
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23  
Braxton Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote 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 1148 and the annual fee \$20,308.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	1148.00000	HOUR	\$17.4000	\$19,975.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23  
Upshur Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

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

Hourly rate will be \$17.40

Total number of hours will be provided will be 1148 and the annual fee \$19,975.20.



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

**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 Mattalliano Drive  
Philippi, WV 26446  
Penny Reel  
304-457-9030

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>1312.00</b>	<b>Total Hours</b>
	<b>\$22,435.20</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.

*Kimberly S. Gobe*  
Approved

DocuSigned by:

*Tara Martinez*

**Tara Martinez**  
WVARF, Inc. CEO

10/17/2022

**Date**

*Lesley Holizer*  
Customer Signature

*Lesley Holizer*  
Customer Print Name

*BFA Director of Purchasing*  
Customer Title

*10-17-2022*  
Date



## PRICING

**23.DHR.019.23**

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## **PRICING**

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]



## 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.021.23**

**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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**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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>3608.00</b>	<b>Total Hours</b>
	<b>\$80,169.76</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.

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*Kimberly S. Jobe*  
Approved

DocuSigned by:

*Tara Martinez*

**Tara Martinez**  
WVARF, Inc. CEO

10/17/2022

**Date**

*Lestey Valizer*  
**Customer Signature**

*Lestey Valizer*  
**Customer Print Name**

*BFA Director of Purchasing*  
**Customer Title**

10-17-2022  
**Date**



**PRICING**  
**03.DHR.021.23**

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## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

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2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
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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 Lner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
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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					
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West Virginia Association of Rehabilitation Facilities, Inc.

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Service Agreement  
03.DHR.022.23

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### 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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	820.00	<b>Total Hours</b>
	\$18,220.40	<b>Total Cost</b>

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Kimberly S. Gobe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

Customer Signature

Lesley Walizer  
Customer Print Name

Customer Title

Date



**PO Box 6764 Charleston WV 25362**

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

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

## PRICING

**03.DHR.022.23**

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## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

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2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
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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 walk				
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.023.23

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 Hampshire Co.

**Billing:** DHHR R3 Hampshire Co.

24954 Northwestern Pike  
Romney, WV 26757  
Mary Hamblin

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>984.00</b>	<b>Total Hours</b>
	<b>\$21,864.48</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.

Kimberly S. Gobe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

Customer Signature

Customer Print Name

Customer Title

Date





**PRICING**  
03.DHR.023.23

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

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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.026.23

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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>984.00</b>	<b>Total Hours</b>
	<b>\$21,864.48</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.

Kimberly S. Gabe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

10/17/2022

Date

Customer Signature

Lester Walizer

Customer Print Name

Customer Title

10-17-2022

Date



**PRICING**  
**03.DHR.026.23**

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

## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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**  
**01.DHR.017.23**

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

91 Arnold Avenue 69 16th Street  
Weston, WV 26452 Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-269-6820 304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

**Total Agreement Pricing\*\*:** 1828.60 **Total Hours**  
\$31,817.64 **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.

Kimberly S. Gobe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

Lesley Walizer  
Customer Signature

BFA Director of Purchasing  
Customer Title

Lesley Walizer  
Customer Print Name

10-17-2022  
Date



**PRICING**  
**01.DHR.017.23**

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

**Total Agreement Amount:**

**Broken Down/Billed As Follows:**

[illegible]



## 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	Refill 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.025.23**

**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 Mineral Co.

**Billing:** DHHR R3 Mineral Co.

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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>984.00</b>	<b>Total Hours</b>
	<b>\$21,864.48</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.

*Kimberly S. Gobe*  
Approved

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

*Lesley Welizer*  
Customer Signature

*Lesley Welizer*  
Customer Print Name

*BFA Director of Purchasing*  
Customer Title

10-17-2022  
Date

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

**PRICING**  
**03.DHR.025.23**

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

## PRICING

**Total Agreement Amount:**

<b>TOTAL AGREEMENT HOURS</b>	<b>984.00</b>	<b>TOTAL AGREEMENT COST</b>	<b>\$21,864.48</b>
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**Broken Down/Billed As Follows:**[illegible]

## 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	Refine 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>3</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**  
**03.DHR.024.23**

**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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>492.00</b>	<b>Total Hours</b>
	<b>\$10,932.24</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.

*Kimberly S. Gobe*  
Approved

DocuSigned by:

*Tara Martinez*

**Tara Martinez**  
WVARF, Inc. CEO

10/17/2022

**Date**

*Lesley Walizer*  
**Customer Signature**

*Lesley Walizer*  
**Customer Print Name**

*BFA Director of Purchasing*  
**Customer Title**

10-17-2022  
**Date**



**PRICING**  
03.DHR.024.23

## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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**  
**20.DHR.005.23**

**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 R3 Gilmer County **Billing:** DHHR R3 Gilmer County

1493 SR5 East 69 16th Street  
Glennville, WV 26351 Wheeling, WV 26003  
Joyce Underwood david.k.stickel@wv.gov  
304-462-0412 304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

**Total Agreement Pricing\*\*:** 615.00 **Total Hours**  
\$10,879.35 **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.

*Kimberly S. Gobe*  
Approved

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

*Lesley Walizer*  
Customer Signature

*RFA Director of Purchasing*  
Customer Title

*Lesley Walizer*  
Customer Print Name

10-17-2022  
Date



**PRICING**  
20.DHR.005.23

## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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.018.23**

**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 Randolph County

**Billing:** DHHR R3 Randolph County

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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>1886.00</b>	<b>Total Hours</b>
	<b>\$32,250.60</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.

*Kimberly S. Jobe*  
**Approved**

DocuSigned by:

*Tara Martinez*

Tara Martinez  
WVARF, Inc. CEO

10/17/2022

Date

*Lesly Walizer*  
Customer Signature

*BFA Director of Purchasing*  
Customer Title

*Lesly Walizer*  
Customer Print Name

10-17-2022  
Date

[illegible]

## 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 Filights	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.020.23**

**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 Tucker County

**Billing:** DHHR R3 Tucker County

Parsons, WV  
Michael Phillips  
304-637-5560

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>210.00</b>	<b>Total Hours</b>
	<b>\$3,591.00</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.

Kimberly S. Gobe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

10/17/2022

Date

Customer Signature

Lesley Walizer  
Customer Print Name

BFA Director of Purchasing  
Customer Title

10-17-2022  
Date





**PRICING**  
**23.DHR.020.23**

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

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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 walks 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.039.23

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 valyng abilities the oppbrtunity 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 Charles Town

**Billing:** DHHR Charles Town

239 Willow Springs Drive  
Charles Town, WV 25414  
Kathryn Bradley

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>1148.00</b>	<b>Total Hours</b>
	<b>\$25,508.56</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.

Kimberly S. Gobe  
Approved

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

10/17/2022

Date

Lesley Walizer

Customer Signature

BFA Director of Purchasing

Customer Title

Lesley Walizer

Customer Print Name

10-17-2022

Date



**PRICING**  
**03.DHR.039.23**

## PRICING

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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**  
**20.DHR.043.23**

**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 R3 Braxton County

**Billing:** DHHR R3 Braxton County

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

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>1148.00</b>	<b>Total Hours</b>
	<b>\$20,308.12</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.

*Kimberly S. Gobe*  
**Approved**

DocuSigned by:

*Tara Martinez*

**Tara Martinez**  
WVARF, Inc. CEO

10/17/2022

**Date**

*Lesley Halizer*  
**Customer Signature**

*BFA Director of Purchasing*  
**Customer Title**

*Lesley Halizer*  
**Customer Print Name**

10-17-2022  
**Date**



**PRICING**  
**20.DHR.043.23**

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

**Total Agreement Amount:****Broken Down/Billed As Follows:**[illegible]

## 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**  
**01.DHR.042.23**

**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 69 16th Street  
Buckhannon, WV 26201 Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-472-4230 304-230-0168

**Period of Agreement:** **11/1/2022** to **6/30/2023**

<b>Total Agreement Pricing**:</b>	<b>1148.00</b>	<b>Total Hours</b>
	<b>\$19,975.20</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.

*Kimberly S. Gobe*  
Approved

DocuSigned by:

*Tara Martinez*

**Tara Martinez**  
WVARF, Inc. CEO

10/17/2022

**Date**

*Lesley Walizer*  
Customer Signature

*BFA Director of Purchasing*  
Customer Title

*Lesley Walizer*  
Customer Print Name

10-17-2022  
**Date**

[illegible]

## 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	Refill Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
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