

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                 |                |                  | DEPARTMENT CONTACT      |
|-----------------------|------------------------|----------------|------------------|-------------------------|
| Vendor Customer Code: | 000000204796           |                | Requestor Name:  | Lesley E Walizer        |
| WEST VIRGINIA ASSOCIA | TION OF REHABILITATION | FACILITIES INC | Requestor Phone: | (304) 356-4545          |
| 710 CENTRAL AVE       |                        |                | Requestor Email: | lesley.e.walizer@wv.gov |
| CHARLESTON            | WV                     | 25302-1702     |                  |                         |
| us                    |                        | 1              |                  |                         |
| Vendor Contact Phone: | 304-205-7970 Extensi   | on: 208        |                  |                         |
| Discount Details:     |                        |                |                  | )2                      |
| Discount Allowed      | Discount Percentage    | Discount Days  |                  | 23                      |
| #1 No                 | 0.0000                 | 0              | FI               | LE LOCATION             |
| #2 No                 |                        |                |                  |                         |
| <b>₹3</b> No          |                        |                |                  |                         |
| ¥4 No                 |                        |                |                  |                         |

| IN  | VOICE TO |                        | SHIP TO                |  |  |
|---|----------|------------------------|------------------------|--|--|
| REGIONAL COMPTROLLER: 304-23<br>HEALTH AND HUMAN RESOURCE |          | STATE OF WEST VIRGINIA | STATE OF WEST VIRGINIA |  |  |
| BFA - Region I - North / Regional Off                     | ice      | VARIOUS LOCATIONS AS   | INDICATED BY ORDER     |  |  |
| 69 - 16TH STREET  |          |                        |                        |  |  |
| WHEELING  | WV 26003 | No City                | WV 99999               |  |  |
| us  |          | us                     |                        |  |  |

Purchasing Division's File Copy

Total Order Amount: \$341,681.51

ENTERED

Page:

PURCHASING DIVISION AUTHORIZATION

DATE: ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION** 

ELECTRONIC SIGNATURE ON FILE

Date Printed: Oct 26, 2022 Order Number: CDO 0511 2744 BFA2300000003 1

FORM ID: WV-PRC-CDO-002 2020/05

#### **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   | HOUR | \$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   | HOUR | \$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    | HOUR | \$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    | 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, 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.

Date Printed: Oct 26, 2022 Order Number: CDO 0511 2744 BFA2300000003 1 Page: 2 FORM ID: WV-PRC-CDO-002 2020/05

| 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     |              |      |            |               |

Page:

**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

Date Printed: Oct 26, 2022

Total number of hours will be provided will be 492 and the annual fee \$10,932.24.

FORM ID: WV-PRC-CDO-002 2020/05

| 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.

FORM ID: WV-PRC-CDO-002 2020/05

| 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

Date Printed: Oct 26, 2022

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

FORM ID: WV-PRC-CDO-002 2020/05

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### 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 AGREEME | N | T |
|-----------------|---|---|
|-----------------|---|---|

**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

Philippi, WV 26446

69 16th Street

**Penny Reel** 

Wheeling, WV 26003 david.k.stickel@wv.gov

304-457-9030

304-230-0168

**Period of Agreement:** 

11/1/2022

to

6/30/2023

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

1312.00

**Total Hours** 

\$22,435.20

**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

Kimberly S. Jobe

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

Approved

| DocuSigned by: |            |  |
|----------------|------------|--|
| tara Martines  | 10/17/2022 |  |
| Tara Martinez  | Date       |  |
| W/VARE Inc CEO |            |  |



PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

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

#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 1312.00 TOTAL AGREEMENT COST \$22,435.20

| _        |       | - 1   |                  |              |  |  | POSITION | & HOURLY RATE |   |      |                  |             |
|----------|-------|-------|------------------|--------------|--|--|----------|---------------|---|------|------------------|-------------|
| - [      | Agree | ment  | Janitor          |              |  |  |          |               |   | +    |                  |             |
|          | To    | tal   | \$17.10          |              |  |  |          | <b>†</b>      |   |      | <b>-</b> -  ₁    | l'otal      |
| [        | Days  | Weeks | Monthly<br>Hours | Monthly Cost |  |  |          |               |   |      | Monthly<br>Hours | Monthly Cos |
|          |       |       |                  |              |  |  |          |               |   |      |                  |             |
|          |       |       |                  |              |  |  |          |               |   |      |                  |             |
| Nov 2022 | 19    | 5     | 152.00           | \$2,599.20   |  |  |          |               |   |      | 152.00           | \$2,599.20  |
| Dec 2022 | 21    | 4     | 168.00           | \$2,872.80   |  |  |          |               |   |      | 168.00           | \$2,872.80  |
| Jan 2023 | 20    | 4     | 160.00           | \$2,736.00   |  |  |          |               | i |      | 160.00           | \$2,736.00  |
| Feb 2023 | 19    | 4     | 152.00           | \$2,599.20   |  |  |          |               |   |      | 152.00           | \$2,599.20  |
| Mar 2023 | 23    | 5     | 184.00           | \$3,146.40   |  |  |          |               |   | <br> | 184.00           | \$3,146.40  |
| Apr 2023 | 20    | 4     | 160.00           | \$2,736.00   |  |  |          | 1 1           |   |      |                  |             |
| May 2023 | 22    | 5     | 176.00           | \$3,009.60   |  |  |          |               |   | <br> | 160.00           | \$2,736.00  |
| Jun 2023 | 20    | 4     | 160.00           | \$2,736.00   |  |  |          | 1             |   | <br> | 176.00           | \$3,009.60  |
|          | 164   | 35    | 200.00           | 45,130,00    |  |  |          |               |   |      | 160.00           | \$2,736.00  |

| Scope of<br>Work# | Scope of Work Description  | ISSA#   | ISSA Description  | IS    | SA Time             |
|-------------------|--|---------|---|-------|---------------------|
| Hard Surf         | ace 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  | 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 |
| rash Ren          | noval  | -       |   |       |                     |
| 3a                | Empty Waste Basket   | 177     | Empty Trash/Wipe Clean  | 1     | min/2ft             |
| 3b                | Replace Liner  | 178-177 | Reline Basket   | 0.50  | each                |
| urniture,         | 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   | ft <sup>2</sup> /hr |
| leating &         | A/C Registers  |         |   |       |                     |
| 5a                | Dust   | 69      | Dust w/ treated cloth   | 5000  | ft <sup>2</sup> /hr |
| 5b                | Wash registers   | 546     | Wash  | 0.50  | min/eac             |
| estrooms          |  |         |   |       |                     |
| 6a                | Clean & Disinfect commodes & urinals   | 229     | Restrooms   | 27    | min/9<br>fixtures   |
| 6b                | Clean & Disinfect sinks  |         |   |       |                     |
| бc                | Clean mirrors, shelving & dispensers   | 4       |   |       |                     |
| 6d                | Sweep Floors   | -       |   |       |                     |
| 6e<br>6f          | Mop floors with disinfectant Clean walls adjacent to fixtures  | -       |   |       | 1                   |
| 6g                | Clear restroom walls   | 1       |   |       | l                   |
| 6h                | Stock disposals  | 1       |   |       | l .                 |
| Valls & W         | for the second s |         |   | -     |                     |
| 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              |
| rinking Fo        | puntain  |         |   |       |                     |
| 8a                | Clean & disinfect all surfaces   | 183     | Clean fountain  | 0.50  | min/ead             |
| ilass 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 |
| ther Ope          | rations  |         |   |       |                     |
| 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  | ft <sup>2</sup> /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

### 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

**Customer Print Name** 

Site: DHHR R3 Berkeley Co Billing: DHHR R3 Berkeley Co

433 Mid Atlantic Pkwy

Martinsburg, WV 25404

Meeling, WV 26003

david.k.stickel@wv.gov

304-230-0168

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

Total Agreement Pricing\*\*: 3608.00 Total Hours \$80,169.76 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.

Kimberly S. Jobe Approved

| Tara Martines                 | 10/17/2022                                |
|-------------------------------|---|
| Tara Martinez WVARF, Inc. CEO | Date                                      |
| Customer Signature            | BFA Director of Purchasing Customer Title |
| Lesley 12 izer                | 10-17-2022                                |

**Date** 



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.

#### **PRICING**

**Total Agreement Amount:** 

| TOTAL AGREEMENT HOURS | 3608.00 | TOTAL AGREEMENT COST | \$80,169.76 |
|-----------------------|---------|----------------------|-------------|
|                       |         |                      |             |

|           |      |       |                  |              |         | POSITION & HO | URLY RATE |     |             |                  |              |  |       |
|-----------|------|-------|------------------|--------------|---------|---------------|-----------|-----|-------------|------------------|--------------|--|-------|
|           | Agre | ement | J                | anitor       |         |               |           | - 1 |             |                  |              |  |       |
|           | To   | tal   | \$22.22          |              | \$22.22 |               |           |     |             |                  |              |  | Total |
|           | Days | Weeks | Monthly<br>Hours | Monthly Cost |         |               |           |     |             | Monthly<br>Hours | Monthly Cos  |  |       |
|           |      |       |                  |              |         |               |           |     |             |                  |              |  |       |
|           |      |       |                  |              |         |               |           |     |             |                  |              |  |       |
| Nov 2022  | 19   | 5     | 418.00           | \$9,287.96   |         |               |           |     |             | 418.00           | \$9,287.96   |  |       |
| Dec 2022  | 21   | 4     | 462.00           | \$10,265.64  |         |               |           |     |             | 462.00           | \$10,265.64  |  |       |
| Jan 2023  | 20   | 4     | 440.00           | \$9,776.80   |         |               |           |     |             | 440.00           | \$9,776.80   |  |       |
| Feb 2023  | 19   | 4     | 418.00           | \$9,287.96   |         |               |           |     |             | 418.00           | \$9,287.96   |  |       |
| Mar 2023  | 23   | 5     | 506.00           | \$11,243.32  |         |               |           |     |             | 506.00           | \$11,243.32  |  |       |
| Apr 2023  | 20   | 4     | 440.00           | \$9,776.80   |         |               |           |     |             | 440.00           | \$9,776.80   |  |       |
| Viay 2023 | 22   | 5     | 484.00           | \$10,754.48  |         |               |           |     |             | 484.00           | \$10,754.48  |  |       |
| Jun 2023  | 20   | 4     | 440.00           | \$9,776.80   |         |               |           |     | <del></del> | 440.00           | \$9,776.80   |  |       |
|           | 164  | 35    |                  |              |         |               | •         |     |             |                  | 1.7.7.1.2.00 |  |       |

| Scope of<br>Work# | Scope of Work Description                        | ISSA#   | ISSA Description  | IS     | SA Time              |
|-------------------|--|---------|---|--------|----------------------|
| Hard Surf         | ace 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          | 1  | 1       |   |        | 1 10,111             |
| 2a                | Spot Vacuum                                      | 295     | Vacuum w/ 12" Upright Vacuum  | 2239   | ft²/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  | ft²/hr               |
| 2e                | Thorough Vacuum Walk-Off Mats                    | 91      | Mats  | 2000   | ft²/hr               |
| Trash Rem         |  |         | 7100  | 1 2000 | 1 10 /111            |
| 3a                | Empty Waste Basket                               | 177     | Empty Trash/Wipe Clean  | 1      | min/2ft <sup>2</sup> |
| 3b                | Replace Liner                                    | 178-177 | Reline Basket   | 0.50   | each                 |
| Furniture,        | Cabinets, Countertops                            |         |   | 1 0.00 |                      |
| <b>4</b> a        | Spot dust horizontal & vertical surfaces         | 69      | Dust w/ treated cloth   | T 5000 | ft²/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    | ft²/hr               |
|                   | A/C Registers                                    | 1       | Andrew a business of Latitions  | L      | 1 10/111             |
| 5a                | Dust   | 69      | Dust w/ treated cloth   | 5000   | ft <sup>2</sup> /hr  |
| 5b                | Wash registers                                   | 546     | Wash  | 0.50   | min/each             |
| lestrooms         |  |         | 1770011   | 0.00   | 1 mily cuci          |
| 6a                | Clean & Disinfect commodes & urinals             | 229     | Restrooms   | 27     | min/9<br>fixtures    |
| 6b                | Clean & Disinfect sinks                          | 1       |   |        |                      |
| 6с                | Clean mirrors, shelving & dispensers             |         |   |        | 1                    |
| 6d                | Sweep Floors                                     | 1       |   |        |                      |
| 6e                | Mop floors with disinfectant                     | -       |   | 1      | 1                    |
| 6f                | Clean walls adjacent to intures                  | -       |   |        | 1                    |
|                   | Clean restroom walls Stock disposals             | -       |   |        |                      |
| Valls & Wo        |  |         |   |        |                      |
|                   | Remove fingerprints & dirt from doors, frames, & |         |   |        |                      |
| /a I              | switch plates                                    | 67      | Damp wipe surface   | 3215   | ft²/hr               |
|                   | Clean baseboards                                 | 67      | Damp wipe surface   | 3215   | ft2/hr               |
| rinking Fo        |  |         |   |        |                      |
|                   | Clean & disinfect all surfaces                   | 183     | Clean fountain  | 0.50   | min/each             |
|                   | /Window Washing                                  |         |   | _      |                      |
|                   | Exterior Glass Doors/Panels                      | 84      | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840    | ft²/hr               |
| -                 | Interior Glass Doors/Panels                      |         | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840    | ft²/hr               |
| -                 | Interior Windows                                 | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526    | ft²/hr               |
| -                 | Exterior Windows (1st floor only)                | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526    | ft²/hr               |
| ther Oper         |  |         |   |        |                      |
| 11a               | Wash Light fixtures                              | -       | Damp wipe with trigger sprayer and cloth using ladder                 | 3000   | ft²/hr               |
|                   | 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   | 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.022.23

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

| SER' | VICE | 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

69 16th Street

Petersburg, WV 26847

Wheeling, WV 26003

Jenny Tingler

david.k.stickel@wv.gov

304-230-0168

**Period of Agreement:** 

11/1/2022

to

6/30/2023

Total Agreement Pricing\*\*:

820.00

**Total Hours** 

\$18,220.40

**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.

Kimberly S. Jobe Approved

| Docusigned by:  Tara Martinery | 10/17/2022 |  |
|--------------------------------|------------|--|
| Tara Martinez                  | Date       |  |
| WVARF, Inc. CEO                |            |  |

Customer Signature

10-17-202

ester ubiter

Date

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

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



PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

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

#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 820.00 **TOTAL AGREEMENT COST** \$18,220.40

|           |      |       |                  |              |         | POSITA | ON & HOURLY R | ATE  |   |  | $\neg$           |             |  |  |            |       |
|-----------|------|-------|------------------|--------------|---------|--------|---------------|------|---|--|------------------|-------------|--|--|------------|-------|
|           | Agre | ement | J                | anitor       |         |        |               |      | T |  |                  |             |  |  |            |       |
|           | To   | otal  | \$22.22          |              | \$22.22 |        | \$22.22       |      |   |  | $\neg$           |             |  |  | <b>→</b> 7 | Fotai |
|           | Days | Weeks | Monthly<br>Hours | Monthly Cost |         |        |               |      |   |  | Monthly<br>Hours | Monthly Cos |  |  |            |       |
|           |      |       |                  |              |         |        |               |      |   |  |                  |             |  |  |            |       |
| Nov 2022  | 19   | 5     | 95.00            | \$2,110.90   |         |        |               |      |   |  | 95.00            | \$2,110.90  |  |  |            |       |
| Dec 2022  | 21   | 4     | 105.00           | \$2,333.10   |         |        |               |      |   |  | 105.00           | \$2,333.10  |  |  |            |       |
| Jan 2023  | 20   | 4     | 100.00           | \$2,222.00   |         |        |               |      |   |  | 100.00           | \$2,222.00  |  |  |            |       |
| Feb 2023  | 19   | 4     | 95.00            | \$2,110.90   |         |        |               |      |   |  | 95.00            | \$2,110.90  |  |  |            |       |
| Vlar 2023 | 23   | 5     | 115.00           | \$2,555.30   |         |        |               | 0.77 |   |  | 115.00           | \$2,555.30  |  |  |            |       |
| Apr 2023  | _    | 4     | 100.00           | \$2,222.00   |         |        |               |      |   |  | 100.00           | \$2,222.00  |  |  |            |       |
| Viay 2023 |      | 5     | 110.00           | \$2,444.20   |         |        |               |      |   |  | 110.00           | \$2,444.20  |  |  |            |       |
| Jun 2023  | 20   | 4     | 100.00           | \$2,222 00   |         |        |               |      |   |  | 100.00           | \$2,222.00  |  |  |            |       |
|           | 164  | 35    |                  |              |         |        |               |      |   |  |                  |             |  |  |            |       |

| Scope of<br>Work # | Scope of Work Description                        | ISSA#   | ISSA Description  | 15    | SA Time             |
|--------------------|--|---------|---|-------|---------------------|
| Hard Surfa         | ace 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 F         | Floors   | -       |   | _     |                     |
| 2a                 | Spot Vacuum                                      | 295     | Vacuum w/ 12" Upright Vacuum  | 2239  | ft²/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 | ft²/hr              |
| 2e                 | Thorough Vacuum Walk-Off Mats                    | 91      | Mats  | 2000  | ft²/hr              |
| Trash Rem          |  |         |   |       | 11.7111             |
| 3а                 | Empty Waste Basket                               | 177     | Empty Trash/Wipe Clean  | 1     | min/2fi             |
| 3b                 | Replace Liner                                    | 178-177 | Reline Basket   | 0.50  | each                |
|                    | Cabinets, Countertops                            | _       |   |       |                     |
| 4a                 | Spot dust horizontal & vertical surfaces         | 69      | Dust w/ treated cloth   | 5000  | ft²/hr              |
| -                  | Thorough dust horizontal & vertical surfaces     | 69      | Dust w/ treated cloth   | 5000  | ft²/hr              |
| -                  | Vacuum uphoistered furniture                     | 81      | Vacuum Upholstered Furniture  | 714   | ft <sup>2</sup> /hr |
|                    | A/C Registers                                    |         |   |       | 1 107111            |
|                    | Dust   | 69      | Dust w/ treated cloth   | 5000  | ft²/hr              |
| _                  | Wash registers                                   | 546     | Wash  | 0.50  | min/eac             |
| Restrooms          |  |         | TV asi  |       | 1 miny case         |
| 6a                 | Clean & Disinfect commodes & urinals             | 229     | Restrooms   | 27    | min/9<br>fixtures   |
| 6b                 | Clean & Disinfect sinks                          |         |   |       |                     |
|                    | Clean mirrors, shelving & dispensers             |         |   |       |                     |
|                    | Sweep Floors                                     |         |   | 1     |                     |
|                    | Map floors with disinfectant                     |         |   |       |                     |
|                    | Clean walls adjacent to fixtures                 | -       |   |       |                     |
|                    | Clean restroom walk Stock disposals              | - 1     |   |       |                     |
| Valls & Wo         |  |         |   |       |                     |
|                    | Remove fingerprints & dirt from doors, frames, & | T 1     |   |       |                     |
| /a I               | switch plates                                    | 67      | Damp wipe surface   | 3215  | ft²/hr              |
|                    | Clean baseboards                                 | 67      | Damp wipe surface   | 3215  | ft2/hr              |
| rinking Fo         | untain   |         |   |       |                     |
| 8a (               | Clean & disinfect all surfaces                   | 183     | Clean fountain  | 0.50  | min/each            |
| lass 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              | nterior Glass Doors/Panels                       | 84      | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840   | ft <sup>2</sup> /hr |
| 10e                | nterior Windows                                  | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft²/hr              |
| 10f E              | Exterior Windows (1st floor only)                | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft <sup>2</sup> /hr |
| ther Opera         | ations   |         |   |       |                     |
| 11a                | Wash Light fixtures                              | 540     | Damp wipe with trigger sprayer and cloth using ladder                 | 3000  | ft²/hr              |
|                    | Police immediate entrance area                   | 1       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft²/hr              |
|                    | Police sidewalks & parking area                  | -       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft²/hr              |
|                    | Carry trash to pickup point                      |         | Remove Trash to Designated Area                                       | 60000 | ft²/hr              |
|                    | itair Flights                                    | 1       | Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris | 8.0   | min/flight          |
|                    |  |         |   |       |                     |



### 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

| SFR\ | /ICE | <b>AGR</b> | REFN | IENT |
|------|------|------------|------|------|
| ~_ \ |      | 7          |      |      |

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.

69 16th Street

24954 Northwestern Pike

Romney, WV 26757

Wheeling, WV 26003

Mary Hamblin

david.k.stickel@wv.gov

304-230-0168

**Period of Agreement:** 

11/1/2022

to

6/30/2023

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

984.00

**Total Hours** 

\$21,864.48

**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. Jobe Approved

Tara Martines

10/17/2022

**Tara Martinez** 

WVARF, Inc. CEO

Date



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

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

#### **PRICING**

**Total Agreement Amount:** 

| TOTAL AGREEMENT HOURS | 984.00 | TOTAL AGREEMENT COST  | \$21,864.4  |
|-----------------------|--------|-----------------------|-------------|
|                       |        | 14 LANGETT AIRTH COST | \$Z1,804.44 |

|          |                    |       |                  |              |   | POSITIO | N & HOURLY RATE |  | 7                |             |
|----------|--------------------|-------|------------------|--------------|---|---------|-----------------|--|------------------|-------------|
| ſ        | Agreement<br>Total |       |                  |              |   |         |                 |  |                  |             |
|          |                    |       |                  |              |   |         |                 |  | -                | rotal .     |
| [        | Days               | Weeks | Monthly<br>Hours | Monthly Cost |   |         |                 |  | Monthly<br>Hours | Monthly Cos |
|          |                    |       |                  |              |   |         |                 |  |                  |             |
|          |                    |       |                  |              |   |         |                 |  |                  |             |
| Nov 2022 | 19                 | 5     | 114.00           | \$2,533.08   |   |         |                 |  | 114.00           | \$2,533.08  |
| Dec 2022 | 21                 | 4     | 126.00           | \$2,799.72   |   |         |                 |  | 126.00           | \$2,799.72  |
| Jan 2023 | 20                 | 4     | 120.00           | \$2,666.40   | 1 |         |                 |  | 120.00           | \$2,666.40  |
| Feb 2023 | 19                 | 4     | 114.00           | \$2,533.08   |   |         |                 |  | 114.00           | \$2,533.08  |
| Mar 2023 | 23                 | 5     | 138.00           | \$3,066.36   |   |         |                 |  | 138.00           | _           |
| Apr 2023 | 20                 | 4     | 120.00           | \$2,666.40   |   | †       |                 |  |                  | \$3,066.36  |
| May 2023 | 22                 | 5     | 132.00           | \$2,933.04   | - | 1       |                 |  | 120.00           | \$2,666.40  |
| Jun 2023 | 20                 | 4     | 120.00           | \$2,666 40   |   | 1       |                 |  | 132.00           | \$2,933.04  |
|          | 164                | 35    | 223300           | 72,000-10    |   |         |                 |  | 120.00           | \$2,666.40  |

| Scope of<br>Work#       | Scope of Work Description   | ISSA #  | ISSA Description   | IS     | SA Time             |
|-------------------------|---|---------|--|--------|---------------------|
| Hard Surfa              | ace 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/hi              |
| 1c                      | Spray buff  | 385     | Buff   | 8333   | ft²/hr              |
| Carpeted (              |   |         |  | 1 3333 | 10 /111             |
| 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   | -      |                     |
| Trash Rem               |   | 1 24    | IMIGE  | 2000   | ft²/hr              |
| 3a                      | Empty Waste Basket  | 177     | Empty Trash/Wipe Clean   | 1      | min/2ff             |
| 3b                      | Replace Liner   | 178-177 | Reline Basket  | 0.50   | each                |
|                         | Cabinets, Countertops   | 170-177 | Nemie basket   | 0.30   |                     |
|                         | Spot dust horizontal & vertical surfaces  | 69      | Dust w/ treated cloth  | 5000   | 2/1_                |
|                         | Thorough dust horizontal & vertical surfaces                                    | 69      | Dust w/ treated doth   | 5000   | ft²/hr              |
|                         |   | -       |  | +      | ft²/hr              |
|                         | Vacuum uphoistered furniture  | 81      | Vacuum Upholstered Furniture   | 714    | ft <sup>2</sup> /hr |
|                         | A/C Registers   | 1 40    | In   | 7      |                     |
|                         | Dust  | 69      | Dust w/ treated cloth  | 5000   | ft²/hr              |
|                         | Wash registers  | 546     | Wash   | 0.50   | min/eac             |
| lestroams               |   | _       |  |        | T                   |
|                         | Clean & Disinfect commodes & urinals  | 229     | Restrooms  | 27     | min/9<br>fixtures   |
| 6b                      | Clean & Disinfect sinks   |         |  |        |                     |
| 6c                      | Clean mirrors, shelving & dispensers  | 1       |  |        |                     |
|                         | Sweep Floors Mop floors with disinfectant                                       | -       |  |        |                     |
|                         | Clean walls advacent to fixtures  | -       |  |        |                     |
|                         | Clean restroom walls  | 1 1     |  |        |                     |
|                         | Stock disposals   | 1       |  | ĺ      | 1                   |
| Valls & Wo              |   |         |  |        |                     |
| /a I                    | 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              |
| rinking Fo              | untain  |         |  |        |                     |
| 8a (                    | Clean & disinfect all surfaces  | 183     | Clean fountain   | 0.50   | min/eacl            |
| lass 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 E                   | Exterior Windows (1st floor only)   | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526    | ft²/hr              |
| ther Opera              | ations  |         |  |        |                     |
| 11a \                   | Wash Light fixtures   | 540     | Damp wipe with trigger sprayer and cloth using ladder  | 3000   | ft²/hr              |
|                         | Police Immediate entrance area  |         | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3333   | ft²/hr              |
| $\overline{}$           |   | -       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3333   | ft²/hr              |
| 11b F                   | Police sidewalks & parking area   | 179     | rick up Loose Debris W/ Pan & Porter Broom/Scrape Gym  |        |                     |
| 11b F                   |   | -       |  |        |                     |
| 11b F<br>11c F<br>11d C | Police sidewalks & parking area<br>Carry trash to pickup point<br>Stair Flights | 590     | Remove Trash to Designated Area  Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris | 60000  | ft²/hr<br>min/fligh |



## 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 valying abilities the opportunity to have gainful employment

| SERVICE AGREEMENT                    |                                  |                            |   |
|--------------------------------------|----------------------------------|----------------------------|---|
| Contractor:                          | West Virginia Association of     | f Rehabilitation Facilitie | es, Inc. (WVARF)  |
| Work Performed By*:                  | Developmental Center & W         | orkshop, Inc.              |   |
| Work Performed:                      | Janitorial                       |                            |   |
| Site:                                | DHHR R3 Hardy Co.                |                            | Billing: DHHR R3 Hardy Co.  |
|                                      | RC Byrd Industrial Park          |                            | 69 16th Street  |
|                                      | Moorefield, WV 26726             |                            | Wheeling, WV 26003  |
|                                      | 304-538-2391                     |                            | david.k.stickel@wv.gov  |
|                                      |                                  |                            | 304-230-0168  |
|                                      |                                  |                            |   |
| Period of Agreement:                 | 11/1/2022                        | to 6/30/2023               |   |
| Total Agreement Pricing**:           | 984.00                           | Total Hours                |   |
|                                      | \$21,864.48                      | <b>Total Cost</b>          |   |
| pricing and billi • Please reference | ing.                             | ·                          | rovides a detailed, monthly, breakdown of the ing documentation sheets that provide a |
| *Work to be per                      | formed by the listed CRP or a co | mparable CRP as determi    | ned by WVARF  |
| •                                    | pay by P-Card, a 3% P-Card fee v |                            | ~~    |
|                                      |                                  |                            |   |

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

Date

Service of forclosing

Customer Signature

Les Ley Wolfzer

Customer Print Name

Date



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.

#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 984.00 TOTAL AGREEMENT COST \$21,864.48

| _           |       |       |                  |              |      | POSITION & HO | URLY RATE |          |                  |             |
|-------------|-------|-------|------------------|--------------|------|---------------|-----------|----------|------------------|-------------|
| - [         | Agree | ment  | J                | anitor       |      |               |           |          |                  |             |
| l           | То    | tal   | \$22.22          |              |      |               |           | <u> </u> | <br>             | Fotal       |
|             | Days  | Weeks | Monthly<br>Hours | Monthly Cost |      |               |           |          | Monthly<br>Hours | Monthly Cos |
|             | -     |       |                  |              |      |               |           |          |                  |             |
|             |       |       |                  |              |      |               |           |          |                  | -           |
| Nov 2022    | 19    | 5     | 114.00           | \$2,533.08   |      |               |           |          |                  |             |
|             |       |       |                  |              | <br> |               |           |          | 114.00           | \$2,533.08  |
| Dec 2022    |       | 4     | 126.00           | \$2,799.72   |      |               |           |          | 126.00           | \$2,799.72  |
| Jan 2023    | 20    | 4     | 120.00           | \$2,666.40   |      |               |           |          | 120.00           | \$2,666.40  |
| Feb 2023    | 19    | 4     | 114.00           | \$2,533.08   |      |               |           |          | 114.00           | \$2,533.08  |
| Mar 2023    | 23    | 5     | 138.00           | \$3,066.36   |      |               |           |          | 138.00           | \$3,066.36  |
| Apr 2023    | 20    | 4     | 120.00           | \$2,666.40   |      |               |           |          | 120.00           | \$2,666.40  |
| May 2023    | 22    | 5     | 132.DO           | \$2,933.04   |      |               |           |          | <br>132.00       | \$2,933.04  |
| Jun 2023    | 20    | 4     | 120.00           | \$2,666.40   |      | <del></del>   |           |          |                  | -           |
| $\neg \neg$ | 164   | 35    |                  |              |      |               |           |          | 120,00           | \$2,666.40  |

|  | STANDARD TIMES   | γ                        |   |              |                            |
|--|--|--------------------------|---|--------------|----------------------------|
| Scope of<br>Work #                       | Scope of Work Description  | ISSA#                    | ISSA Description  | 49           | SSA Time                   |
| Hard Surfa                               | ace Floors   |                          |   | -            |                            |
| 1a                                       | Sweep and/or dust mop  | 486                      | Sweep w/ 24" Push Broom   | 3896         | ft <sup>2</sup> /h         |
| 1b                                       | Damp mop   | 369                      | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer   | 3571         | ft²/h                      |
| 1c                                       | Spray buff   | 385                      | Buff  | 8333         | ft²/h                      |
| arpeted F                                | Floors   |                          |   |              | 1                          |
| 2a                                       | Spot Vacuum  | 295                      | Vacuum w/ 12" Upright Vacuum  | 2239         | ft²/h                      |
| 2b                                       | Thorough Vacuum  | 295                      | Vacuum w/ 12" Upright Vacuum  | 2239         | ft²/h                      |
| 2c                                       | Spot clean (track in or spillage)  | 294                      | Spot Sweep w/ 10" Upright Vacuum  | 12000        | ft <sup>2</sup> /h         |
| 2e                                       | Thorough Vacuum Walk-Off Mats  | 91                       | Mats  | 2000         | ft²/h                      |
| rash Rem                                 | L  |                          | 1716 12   | 2000         | π /π                       |
| 3ə                                       | Empty Waste Basket   | 177                      | Empty Trash/Wipe Clean  | 1            | min/2                      |
| 3b                                       | Replace Liner  | 178-177                  | Reline Basket   | 0.50         | each                       |
|  | Cabinets, Countertops  | -                        |   | 1 0.00       | -                          |
|  | Spot dust horizontal & vertical surfaces   | 69                       | Dust w/ treated cloth   | 5000         | ft²/hi                     |
| 4b                                       | Thorough dust horizontal & vertical surfaces   | 69                       | Dust w/ treated cloth   | 5000         | ft²/h                      |
|  | Vacuum upholstered furniture   | 81                       | Vacuum Upholstered Furniture  | 714          | ft²/h                      |
|  | A/C Registers  | 1                        | Table III Opholistic Carl III III III   | /14          | IL/R                       |
|  | Dust   | 69                       | Dust w/ treated cloth   | 5000         | ft²/h/                     |
| -  | Wash registers   | 546                      | Wash  | 0.50         | min/ea                     |
| estrooms                                 | Tradit ragiotoro   | 1 546                    | as april  | 0.50         | minyea                     |
| 6a                                       | Clean & Disinfect commodes & urinals   | 229                      | Restrooms   | 27           | min/9                      |
| 6b (                                     | Clean & Discrifect sinks   |                          |   | 1            |                            |
|  | Clean mirrors, shelving & dispensers   | ]                        |   |              |                            |
| -  | Sweep Floors   |                          |   |              | 1                          |
|  | Mop ligors with disinfectant   | 1                        |   |              | 1                          |
|  | Clean walls adjacent to intures  | 4                        |   | 1            | 1                          |
|  | Clean restroom walls<br>Stock disposals  | -                        |   |              | 1                          |
| alls & Wo                                |  |                          |   |              |                            |
| Te                                       | Remove fingerprints & dirt from doors, frames, &   | 1 1                      | 79 - 1  |              |                            |
| /a                                       | switch plates  | 67                       | Damp wipe surface   | 3215         | ft <sup>2</sup> /hr        |
|  | Clean baseboards   | 67                       | Damp wipe surface   | 3215         | ft2/hr                     |
| inking For                               | untain   |                          |   |              | 1 TOZYTI                   |
| 8a   C                                   | Clean & disinfect all surfaces   | 183                      | Clean fountain  | 0.50         | min/eac                    |
| ass Door/                                | Window Washing   |                          |   |              |                            |
| 10a-b E                                  | exterior Glass Doors/Panels  | 84                       | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  | 840          | ft²/hr                     |
| 10c-d                                    | nterior Glass Doors/Panels   |                          | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  | 840          | ft²/hr                     |
| 10e II                                   | nterior Windows  |                          | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 526          | ft²/hr                     |
| 700  11                                  | exterior Windows (1st floor only)  | -                        | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 526          | ft²/hr                     |
|  | erenor windows (Ter noor quis)   |                          |   |              | 16 7111                    |
| <b>10</b> f E                            |  |                          |   |              |                            |
| 10f E                                    |  | r                        |   | 3000         | ft <sup>2</sup> /h·        |
| 10f E<br>her Opera<br>11a V              | ations   | 540                      | Damp wipe with trigger sprayer and cloth using ladder   | 3000         |                            |
| 10f E her Opera 11a V 11b P              | ations<br>Wash Light fixtures<br>Police immediate entrance area                                    | 540<br>179               | Damp wipe with trigger sprayer and cloth using ladder<br>Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3333         | ft²/hr                     |
| 10f Ether Opera 11a V 11b P 11c P        | ations<br>Wash Light fixtures<br>Police immediate entrance area<br>Police sidewalks & parking area | 540<br>179<br>179        | Damp wipe with trigger sprayer and cloth using ladder<br>Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum<br>Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum | 3333<br>3333 | ft²/hr<br>ft²/hr<br>ft²/hr |
| 10f E ther Opera 11a W 11b P 11c P 11d C | ations<br>Wash Light fixtures<br>Police immediate entrance area                                    | 540<br>179<br>179<br>590 | Damp wipe with trigger sprayer and cloth using ladder<br>Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3333         | ft²/hr                     |



### 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 a  | bilit  | les the opportunity to       | have gainful en                   | ployment                    |
|---------------------------------------|--|--------|------------------------------|-----------------------------------|-----------------------------|
| SERVICE AGREEMENT                     |  |        |                              |                                   |                             |
| Contractor:                           | West Virginia Association of                                       | Rel    | abilitation Facilities, Inc. | (WVARF)                           |                             |
| Work Performed By*:                   | Buckhannon-Upshur Work A   | Adju   | stment Center, Inc.          |                                   |                             |
| Work Performed:                       | Janitorial   |        |                              |                                   |                             |
| Site:                                 | DHHR R3 Lewis Co/Weston  |        | Billing:                     | DHHR R3 Lewis C                   | Co/Weston                   |
|                                       | 91 Arnold Avenue   |        |                              | 69 16th Street                    |                             |
|                                       | Weston, WV 26452   |        |                              | Wheeling, WV 26                   |                             |
|                                       | 304-269-6820   |        |                              | david.k.stickel@v<br>304-230-0168 | wv.gov                      |
|                                       |  |        |                              |                                   |                             |
| Period of Agreement:                  | 11/1/2022  | to     | 6/30/2023                    |                                   |                             |
| Total Agreement Pricing**             | 1828.60  |        | Total Hours                  |                                   |                             |
|                                       | \$31,817.64  |        | Total Cost                   |                                   |                             |
| Please reference     pricing and bill | ce the attached <i>Pricing</i> docur                               | nen    | tation sheet that provides   | a detailed, montl                 | nly, breakdown of the       |
| Please reference                      | ce the attached <i>Terms of Agre</i><br>down of the scope of work. | eme    | ent and Workloading doc      | cumentation sheet                 | s that provide a            |
| *Work to be per                       | formed by the listed CRP or a co                                   | mpai   | able CRP as determined by \  | <b>W</b> VARF                     |                             |
| **If choosing to                      | pay by P-Card, a 3% P-Card fee w                                   | /ill b | e added to the invoice.      |                                   | Kimberly S. Job<br>Approved |
| — DocuSigned by:                      |  |        |                              |                                   |                             |
| Tara Martines                         | 32   |        | 10/17/2                      | 2022                              |                             |
| Tara Martinez                         |  |        | Date                         |                                   | _                           |
| WVARF, Inc. CEO                       |  |        |                              |                                   |                             |
|                                       |  |        |                              |                                   |                             |

**Customer Print Name** 

Date

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

#### **PRICING**

**Total Agreement Amount:** 

| TOTAL AGREEMENT HOURS | 1828.60 | TOTAL AGREEMENT COST | \$31,817.64 |
|-----------------------|---------|----------------------|-------------|
|                       |         |                      |             |

|          |       |       |                  |              |   | POSITION | & HOURLY RA | TE |   |                  | _           |
|----------|-------|-------|------------------|--------------|---|----------|-------------|----|---|------------------|-------------|
| ſ        | Agree | ment  | J                | anitor       |   |          |             |    | Τ | +                |             |
| l        | То    | tal   | \$               | 17.40        |   |          | 1           |    |   | - 1              | Total       |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |   |          |             |    |   | Monthly<br>Hours | Monthly Cos |
|          |       |       |                  |              |   |          | 1           |    |   |                  |             |
| -        |       |       |                  |              |   | <br>-    |             |    |   |                  |             |
| Nov 2022 | 19    | 5     | 211.85           | \$3,686.19   |   |          |             |    |   | 211.85           | \$3,686.19  |
| Dec 2022 | 21    | 4     | 234.15           | \$4,074.21   |   |          |             |    |   | 234.15           | \$4,074.21  |
| Jan 2023 | 20    | 4     | 223.00           | \$3,880.20   |   |          |             |    |   | 223.00           | \$3,880.20  |
| Feb 2023 | 19    | 4     | 211.85           | \$3,686.19   |   |          |             |    |   | 211.85           | \$3,686.19  |
| Mar 2023 | 23    | 5     | 256.45           | \$4,462.23   |   |          | 1           |    |   | 256.45           | 1           |
| Apr 2023 | 20    | 4     | 223.00           | \$3,880.20   |   |          | 1           |    | _ |                  | \$4,462.23  |
| May 2023 | 22    | 5     | 245.30           | \$4,268.22   |   |          | _           |    |   | 223.00           | \$3,880.20  |
| Jun 2023 | 20    | 4     | 223.00           | \$3,880.20   | - | <br>     |             |    |   | 245.30           | \$4,268.22  |
|          | 164   | 35    | 223,00           | 23,000.E0    |   |          |             |    |   | 223.00           | \$3,880.20  |

| Scope of<br>Work # | Scope of Work Description                             | ISSA#   | ISSA Description  | 1 4   | SSA Time            |
|--------------------|---|---------|---|-------|---------------------|
| Hard Surfa         | ace 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 I         | Floors  | -       |   |       | 1 10/11             |
| 2a                 | Spot Vacuum   | 295     | Vacuum w/ 12" Upright Vacuum  | 2239  | ft <sup>2</sup> /hr |
| 2b                 | Therough 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 Rem          | oval  | -h      |   | 1     | 16711               |
| 3a                 | Empty Waste Basket                                    | 177     | Empty Trash/Wipe Clean  | 1     | min/2ft             |
| 3b                 | Replace Liner   | 178-177 | Reline Basket   | 0.50  | each                |
| Furniture,         | Cabinets, Countertops                                 |         |   |       | J.R.                |
| 4a                 | Spot dust horizontal & vertical surfaces              | 69      | Dust w/ treated cloth   | 5000  | ft²/hr              |
| 4Ь                 | 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   | ft²/hr              |
| leating & /        | A/C Registers   |         |   |       |                     |
| 5a                 | Dust  | 69      | Dust w/ treated cloth   | 5000  | ft²/hr              |
| 5b                 | Wash registers  | 546     | Wash  | 0.50  | min/eac             |
| lestrooms          | ,   | -       |   |       |                     |
| 6a                 | Clean & Disinfect commodes & urinals                  | 229     | Restrooms   | 27    | min/9<br>fixtures   |
| 6b                 | Clean & Disinfect sinks                               |         |   | 1     | i                   |
|                    | Clear mirrors, shelving & dispensers                  | 1       |   |       | 1                   |
|                    | Sweep Floors  | -       |   | 1     | 1                   |
|                    | Mop floors with disinfectant                          | -       |   |       | 1                   |
|                    | Clean walls adjacent to fixtures Clean restroom walls | 1       |   |       |                     |
|                    | Stock disposals                                       | 1       |   |       |                     |
| Valls & Wo         |   | 1       |   |       |                     |
| 1                  | Remove fingerprints & dirt from doors, frames, &      |         |   |       | Γ                   |
| 7a                 | switch plates   | 67      | Damp wipe surface   | 3215  | ft²/hr              |
|                    | Clean baseboards                                      | 67      | Damp wipe surface   | 3215  | ft2/hr              |
| rinking Fo         | untain  |         |   |       |                     |
|                    | Clean & disinfect all surfaces                        | 183     | Clean fountain  | 0.50  | min/each            |
|                    | Window Washing  |         |   |       |                     |
| -                  | Exterior Glass Doors/Panels                           | _       | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840   | ft²/hr              |
| -                  | nterior Glass Doors/Panels                            |         | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840   | ft²/hr              |
|                    | nterior Windows                                       | 1       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft²/hr              |
|                    | xterior Windows (1st floor only)                      | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft <sup>2</sup> /hr |
| ther Opera         |   | ,       |   |       |                     |
|                    | Wash Light fixtures                                   | 540     | Damp wipe with trigger sprayer and cloth using ladder                 | 3000  | ft²/hr              |
|                    | Police Immediate entrance area                        | -       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft <sup>2</sup> /hr |
| 11c P              | olice sidewalks & parking area                        | 179     | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft²/hr              |
| 11d C              | Carry trash to pickup point                           | 590     | Remove Trash to Designated Area                                       | 60000 | ft²/hr              |
| <b>12a</b> S       | itair Flights   | 588     | Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris | 8.0   | min/flight          |
| 12b                | levators  | 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 apportunity 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 69 16th Street

Wheeling, WV 26003 david.k.stickel@wv.gov

304-788-4150

304-230-0168

Period of Agreement:

11/1/2022

to

6/30/2023

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

984.00

**Total Hours** 

\$21.864.48

**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.

Kimberly S. Jobe Approved

rector of Brobesia

| Tara Martiner                 |  | 10, | /17/2022 |   |
|-------------------------------|--|-----|----------|---|
| Tara Martinez WVARF, Inc. CEO |  | Da  | te       | - |
|                               |  |     |          |   |

Customer Signature

Lesley Walizer

ate

Customer Print Name

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

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



PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

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#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 984.00 TOTAL AGREEMENT COST \$21,864.48

|          |       |       |                  |              |  | POSITION | & HOURLY RATE |  |   |                  |             |
|----------|-------|-------|------------------|--------------|--|----------|---------------|--|---|------------------|-------------|
|          | Agree | ement | J                | anitor       |  |          | T             |  | 1 |                  |             |
|          | To    | tal   | \$               | 22.22        |  |          |               |  | 1 | -                | Total       |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |  |          |               |  |   | Monthly<br>Hours | Monthly Cos |
|          |       |       |                  |              |  |          |               |  |   |                  |             |
|          |       |       |                  |              |  |          |               |  |   |                  |             |
| Nov 2022 | 19    | 5     | 114.00           | \$2,533.08   |  |          |               |  |   | 114.00           | \$2,533.08  |
| Dec 2022 | 21    | 4     | 126.00           | \$2,799.72   |  |          |               |  |   | 126.00           | \$2,799.72  |
| Jan 2023 | 20    | 4     | 120.00           | \$2,666.40   |  |          |               |  |   | 120.00           | \$2,666.40  |
| Feb 2023 | 19    | 4     | 114.00           | \$2,533.08   |  |          |               |  |   | 114.00           | \$2,533.08  |
| Mar 2023 | 23    | 5     | 138.00           | \$3,066.36   |  |          |               |  |   | 138.00           | \$3,066.36  |
| Apr 2023 | 20    | 4     | 120.00           | \$2,666.40   |  |          |               |  | 1 | 120.00           | \$2,666.40  |
| May 2023 | 22    | 5     | 132.00           | \$2,933.04   |  |          |               |  |   | 132.00           | \$2,933.04  |
| Jun 2023 | 20    | 4     | 120.00           | \$2,666.40   |  |          |               |  |   | 120.00           | \$2,666.40  |
|          | 164   | 35    |                  |              |  |          |               |  |   |                  | 1 12,000.10 |

| Scope of<br>Work# | Scope of Work Description                      | ISSA#       | ISSA Description  | 19         | SSA Time            |
|-------------------|--|-------------|---|------------|---------------------|
| Hard Surface      | e Floors                                       |             | <u> </u>  |            | -                   |
|                   | weep and/or dust mop                           | 486         | Sweep w/ 24" Push Broom   | 3896       | ft²/h               |
| -                 | Damp mop                                       | 369         | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer               | 3571       | ft²/h               |
|                   | pray buff                                      | 385         | Buff  | _          | _                   |
| Carpeted Flo      |  | 303         | Buil  | 8333       | ft²/h               |
| -                 | pot Vacuum                                     | 295         | Manusan vol 9 3ff I Instalat Vancous                                  | 1          | 1 .1.               |
| -                 |  |             | Vacuum w/ 12" Upright Vacuum  | 2239       | ft²/h               |
|                   | horough Vacuum                                 | 295         | Vacuum w/ 12" Upright Vacuum  | 2239       | ft²/h               |
|                   | pot clean (track in or spillage)               | 294         | Spot Sweep w/ 10" Upright Vacuum                                      | 12000      | ft²/h               |
|                   | horough Vacuum Walk-Off Mats                   | 91          | Mats  | 2000       | ft²/h               |
| rash Remov        | /al  |             |   | ngen.      |                     |
| 3a E              | mpty Waste Basket                              | 177         | Empty Trash/Wipe Clean  | 1          | min/21              |
| 36 R              | eplace Liner                                   | 178-177     | Reline Basket   | 0.50       | each                |
| urniture, Ca      | binets, Countertops                            |             |   |            |                     |
| 4a S              | oot dust horizontal & vertical surfaces        | 69          | Dust w/ treated cloth   | 5000       | ft²/h               |
| 4b TI             | horough dust horizontal & vertical surfaces    | 69          | Dust w/ treated cloth   | 5000       | ft²/h               |
| 4d Va             | acuum uphoistered furniture                    | 81          | Vacuum Uphoistered Furniture  | 714        | ft²/h               |
| eating & A/       | C Registers                                    |             |   |            | 1 11/11             |
| 5a Di             | ust  | 69          | Dust w/ treated cloth   | 5000       | ft²/hi              |
| 5b W              | ash registers                                  | 546         | Wash  | 0.50       | min/ea              |
| estrooms          |  | -           |   | 1          | 1                   |
| 6a CI             | ean & Disinfect commodes & urinals             | 229         | Restrooms   | 27         | min/9               |
| <b>6b</b> Cl      | ean & Disinfect sinks                          |             |   |            |                     |
| 6c Cl             | ean mirrors, shelving & dispensers             | ] .         |   |            | i                   |
|                   | veep Floors                                    |             |   |            | l                   |
|                   | op floors with disinfectant                    |             |   |            | 1                   |
|                   | can walls adjacent to fixtures                 | 4           |   |            | 1                   |
|                   | :an restroom walls                             | -           |   |            |                     |
|                   | ock disposals                                  |             |   |            |                     |
| falls & Wood      |  |             |   | _          |                     |
| /a                | move fingerprints & dirt from doors, frames, & | 67          | Damp wipe surface   | 3215       | ft²/hr              |
|                   | ean baseboards                                 | 67          | Damp wipe surface   | 3215       | ft2/hr              |
| rinking Foun      |  |             | bamp wipe surface   | 3213       | 112/11              |
|                   | ean & disinfect all surfaces                   | 183         | Clean fountain  | 0.50       | min/eac             |
|                   | Indow Washing                                  |             | month tobused   | 0.30       | Пилуевс             |
|                   | terior Glass Doors/Panels                      | 84          | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840        | ft²/hr              |
| -                 | erior Glass Doors/Panels                       |             | Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each          | 840        | ft²/hr              |
|                   | erior Windows                                  | <del></del> | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526        | ft²/hr              |
|                   | terior Windows (1st floor only)                |             | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526        |                     |
| her Operati       |  | 343         | meenor or exterior avasir w/ migger sprayer or cloth                  | <b>520</b> | ft²/hr              |
|                   | ash Light fixtures                             | 540         | Damp wipe with trigger sprayer and cloth using ladder                 | 2000       | g.2 m               |
|                   | lice immediate entrance area                   |             |   | 3000       | ft²/hr              |
|                   |  |             | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333       | ft²/hr              |
|                   | ice sidewalks & parking area                   |             | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333       | ft²/hr              |
| 11d Car           | ry trash to pickup point                       | 590         | Remove Trash to Designated Area                                       | 60000      | ft <sup>2</sup> /hr |
|                   | ir Flights                                     |             | Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris | 8.0        | min/filgh           |
| 12b Ele           | vators   | 589         | Flevator  | 10         | min/eac             |



### 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 abili  | ties the opportu          | inity to     | have gainful e   | employment                   |
|------------------------------------|--|---------------------------|--------------|--|------------------------------|
| SERVICE AGREEMENT                  |  |                           |              |  |                              |
| Contractor:                        | West Virginia Association of Re  | habilitation Facilit      | ties, Inc. ( | (WVARF)  |                              |
| Work Performed By*:                | Developmental Center & Work  | shop, Inc.                |              |  |                              |
| Work Performed:                    | Janitorial   |                           |              |  |                              |
| Site:                              | DHHR R3 Morgan Co.   |                           | Billing:     | DHHR R3 Morg   | gan Co.                      |
|                                    | 62 Regal Court<br>Berkeley Springs, WV 25411   |                           |              | 69 16th Street<br>Wheeling, WV<br>david.k.stickel(<br>304-230-0168 |                              |
| Period of Agreement:               | 11/1/2022 to   | 6/30/20                   | 23           |  |                              |
| Total Agreement Pricing**:         | 492.00<br>\$10,932.24  | Total Hours<br>Total Cost |              |  |                              |
| pricing and bill  Please reference | ce the attached <i>Pricing</i> documer<br>ing.<br>ce the attached <i>Terms of Agreen</i><br>down of the scope of work. |                           |              |  |                              |
|                                    | formed by the listed CRP or a compa<br>pay by P-Card, a 3% P-Card fee will b   |                           | -            | <b>NVARF</b>   | Kimberly 5. Jobs<br>Approved |
| DocuSigned by:                     |  |                           |              |  |                              |
| Tara Martines                      |  |                           | 10/17/       | 2022   |                              |
| Tara Martinez<br>WVARF, Inc. CEO   |  |                           | Date         |  |                              |
|                                    |  |                           |              | 2  |                              |



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

#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 492.00 **TOTAL AGREEMENT COST** 510,932.24

|          |       |          |                  |              |      |   | POSITION & H | <b>OURLY RATE</b> |  |   |       |                  |             |
|----------|-------|----------|------------------|--------------|------|---|--------------|-------------------|--|---|-------|------------------|-------------|
| ſ        | Agree | ement    | 1                | anitor       |      |   |              |                   |  |   |       |                  |             |
|          | To    | tal      | \$               | 22.22        |      |   |              |                   |  |   | Total |                  |             |
|          | Days  | Weeks    | Monthly<br>Hours | Monthly Cost |      |   |              |                   |  |   |       | Monthly<br>Hours | Monthly Cos |
| -        |       | $\vdash$ |                  |              | <br> |   |              |                   |  |   |       |                  |             |
|          |       |          |                  |              |      | - |              |                   |  |   |       |                  | -           |
|          |       |          |                  |              |      |   |              |                   |  |   |       |                  |             |
| Nov 2022 | 19    | 5        | 57.00            | \$1,266.54   |      |   |              |                   |  |   |       | 57.00            | \$1,266.54  |
| Dec 2022 | 21    | 4        | 63.00            | \$1,399.86   |      |   |              |                   |  |   |       | 63.00            | \$1,399.86  |
| Jan 2023 | 20    | 4        | 60.00            | \$1,333.20   |      |   |              |                   |  |   |       | 60.00            | \$1,333.20  |
| Feb 2023 | 19    | 4        | 57.00            | \$1,266.54   |      |   |              |                   |  |   |       | 57.00            | \$1,266.54  |
| Mar 2023 | 23    | 5        | 69.00            | \$1,533.18   |      |   |              |                   |  |   |       | 69.00            | \$1,533.18  |
| Apr 2023 | 20    | 4        | 60.00            | \$1,333.20   |      |   |              |                   |  |   |       | 60.00            | \$1,333.20  |
| Aay 2023 | 22    | 5        | 66.00            | \$1,466.52   |      |   |              |                   |  |   |       | 66.00            | \$1,466.52  |
| Jun 2023 | 20    | 4        | 60.00            | \$1,333.20   |      |   |              |                   |  |   |       | 60.00            | \$1,333.20  |
|          | 164   | 35       |                  | 7211         |      |   |              |                   |  | , |       |                  | 1           |

| Scope of    | Some of West Country of                          | T       |   | T     |                     |
|-------------|--|---------|---|-------|---------------------|
| Work#       | Scope of Work Description                        | ISSA#   | ISSA Description  | 15    | SA Time             |
|             | ace Floors                                       |         |   |       |                     |
| 1a          | Sweep and/or dust mop                            | 486     | Sweep w/ 24" Push Broom   | 3896  | ft²/l               |
| 1b          | Damp mop   | 369     | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer               | 3571  | ft²/I               |
| 1c          | Spray buff                                       | 385     | Buff  | 8333  | ft <sup>2</sup> /I  |
| Carpeted F  | Floors   |         |   |       |                     |
| 2a          | Spot Vacuum                                      | 295     | Vacuum w/ 12" Upright Vacuum  | 2239  | ft <sup>2</sup> /l  |
| 2b          | Thorough Vacuum                                  | 295     | Vacuum w/ 12" Upright Vacuum  | 2239  | ft <sup>2</sup> /l  |
| 2c          | Spot clean (track in or spillage)                | 294     | Spot Sweep w/ 10" Upright Vacuum                                      | 12000 | ft²/i               |
| 2e          | Thorough Vacuum Walk-Off Mats                    | 91      | Mats  | 2000  | ft²/t               |
| rash Rem    | oval   |         | <del></del>   | 1     | 1271                |
| 3a          | Empty Waste Basket                               | 177     | Empty Trash/Wipe Clean  | 1     | min/2               |
| 3b          | Replace Liner                                    | 178-177 | Reline Basket   | 0.50  | each                |
| urniture,   | Cabinets, Countertops                            | -       |   | 1     |                     |
|             | Spot dust horizontal & vertical surfaces         | 69      | Dust w/ treated cloth   | 5000  | ft <sup>2</sup> /h  |
| 4b          | Thorough dust horizontal & vertical surfaces     | 69      | Dust w/ treated cloth   | 5000  | ft²/h               |
| 4d          | Vacuum upholstered furniture                     | 81      | Vacuum Uphoistered Furniture  | 714   | ft²/h               |
|             | A/C Registers                                    |         | Parami Spilosecica i di meni e  | 744   | ] 11./h             |
|             | Dust   | 69      | Dust w/ treated cloth   | 5000  | ft²/h               |
|             | Wash registers                                   | 546     | Wash  | 0.50  | min/ea              |
| estrooms    |  |         | **************************************                                | 0.30  | Harryea             |
| 6a          | Clean & Disinfect commodes & urinals             | 229     | Restrooms   | 27    | min/s               |
| 6b          | Clean & Disinfect sinks                          | ]       |   |       |                     |
|             | Clean mirrors, shelving & dispensers             | ]       |   |       | 1                   |
|             | Sweep Floors                                     |         |   |       | l                   |
|             | Mop floors with disinfectant                     |         |   |       |                     |
|             | Ciran walls adjacent to lutures                  | -       |   |       | 1                   |
|             | Clean restroom walls                             | -       |   |       | l                   |
| /alls & Wo  | Stock disposals                                  |         |   |       |                     |
|             | Remove fingerprints & dirt from doors, frames, & |         |   | r -   |                     |
| /a          | switch plates                                    | 67      | Damp wipe surface   | 3215  | ft <sup>2</sup> /hr |
| 7b (        | Clean baseboards                                 | 67      | Damp wipe surface   | 3215  | ft2/hi              |
| rinking Fou | untain   |         |   |       |                     |
| 8a (        | Clean & disinfect all surfaces                   | 183     | Clean fountain  | 0.50  | min/ead             |
| lass Door/  | Window Washing                                   |         |   |       |                     |
| 10a-b E     | Exterior Glass Doors/Panels                      | 84      | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840   | ft²/hr              |
| 10c-d       | nterior Glass Doors/Panels                       | 84      | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each          | 840   | ft²/hr              |
| 10e li      | nterior Windows                                  | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft²/hr              |
| 10f E       | xterior Windows (1st floor only)                 | 563     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                  | 526   | ft²/hr              |
| her Opera   | ations   |         |   |       | 10 700              |
| 11a V       | Vash Light fixtures                              | 540     | Damp wipe with trigger sprayer and cloth using ladder                 | 3000  | ft²/hr              |
| 11b P       | olice immediate entrance area                    | -       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft²/hr              |
| 11c P       | olice sidewalks & parking area                   |         | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                 | 3333  | ft²/hr              |
| 11d C       | Carry trash to pickup point                      | _       | Remove Trash to Designated Area                                       | 60000 | ft²/hr              |
|             | tair Flights                                     |         | Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris | 8.0   | min/fligh           |
|             |  |         |   |       |                     |



Service Agreement 20.DHR.005.23

AFA Drector of Parahasing

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 AGREEMEN                 | Ţ                                     |             |                        |                      |                             |
|----------------------------------|---------------------------------------|-------------|------------------------|----------------------|-----------------------------|
| Contractor:                      | West Virginia Association of          | Rehabilita  | ation 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       |                             |
|                                  | Glenville, WV 26351                   |             |                        | Wheeling, WV 260     | 003                         |
|                                  | Joyce Underwood                       |             |                        | david.k.stickel@w    | v.gov                       |
|                                  | 304-462-0412                          |             |                        | 304-230-0168         |                             |
| Period of Agreement:             | 11/1/2022                             | to          | 6/30/2023              |                      |                             |
| Total Agreement Pricing*         | *: 615.00                             | Tota        | al Hours               |                      |                             |
|                                  | \$10,879.35                           | Tota        | al Cost                |                      |                             |
| Please refere     pricing and bi | nce the attached <i>Pricing</i> docun | nentation   | sheet that provides    | s a detailed, monthl | y, breakdown of the         |
|                                  | nce the attached Terms of Agre        | ement an    | d Workloading do       | cumentation sheets   | that provide a              |
| detailed brea                    | kdown of the scope of work.           |             |                        |                      |                             |
| *Work to be no                   | erformed by the listed CRP or a con   | nnarable Cl | RP as determined by \  | MA/ARF               |                             |
| -                                | o pay by P-Card, a 3% P-Card fee w    | -           |                        |                      | Kimberly 5. Gob<br>Approved |
| DocuSigned by:                   |                                       |             |                        |                      |                             |
| Tara Martines                    |                                       |             | 10/17/                 | 2022                 |                             |
| Tara Martinez                    | *                                     |             | Date                   |                      |                             |
|                                  |                                       |             |                        |                      |                             |

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

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

#### **PRICING**

Total Agreement Amount:

TOTAL AGREEMENT HOURS 615.00 **TOTAL AGREEMENT COST** \$10,879.35

|          |       |       |                  |              |         | PO | SITION & HOURLY RATI | • |      | $\neg$           |             |            |       |
|----------|-------|-------|------------------|--------------|---------|----|----------------------|---|------|------------------|-------------|------------|-------|
| [        | Agree | ement | J                | anitor       |         |    |                      |   | T    |                  |             |            |       |
| - [      | Total |       | \$17.69          |              | \$17.69 |    |                      |   |      |                  | -           | <b>⊣</b> , | Total |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |         |    |                      |   |      | Monthly<br>Hours | Monthly Cos |            |       |
|          |       |       |                  |              |         |    |                      |   |      |                  | -           |            |       |
|          |       |       |                  |              |         |    |                      |   |      |                  |             |            |       |
| Nov 2022 | 19    | 5     | 71.25            | \$1,260.41   |         |    |                      |   |      | 71,25            | \$1,260.41  |            |       |
| Dec 2022 | 21    | 4     | 78.75            | \$1,393.09   |         |    | •                    |   |      | 78.75            | \$1,393.09  |            |       |
| Jan 2023 | 20    | 4     | 75.00            | \$1,326.75   |         |    |                      |   |      | 75.00            | \$1,326.75  |            |       |
| Feb 2023 | 19    | 4     | 71.25            | \$1,260.41   |         |    |                      |   | <br> | 71.25            | _           |            |       |
| Mar 2023 | 23    | 5     | 86.25            | \$1,525.76   | 1       |    |                      |   |      |                  | \$1,260.41  |            |       |
| Apr 2023 | 20    | 4     | 75.00            | \$1,326.75   |         |    |                      |   | <br> | 86.25            | \$1,525.76  |            |       |
| Vay 2023 | 22    | 5     | 82.50            | \$1,459.43   |         |    |                      |   |      | 75.00            | \$1,326.75  |            |       |
|          | 20    |       |                  |              |         |    |                      |   |      | 82.50            | \$1,459.43  |            |       |
| Jun 2023 | 164   | 35    | 75.00            | \$1,326.75   |         |    |                      |   |      | 75.00            | \$1,326.75  |            |       |

| Scope of   |   |  |   |  |   |
|--|---|--|---|--|---|
| Work#  | Scope of Work Description   | ISSA#  | ISSA Description  | 15   | SA Time   |
| Hard Surfa   | ace Floors  |  |   |  | III Com   |
| 12   | Sweep and/or dust mop   | 486  | Sweep w/ 24" Push Broom   | 3896   | ft²/h   |
| 1b   | <b>Датр</b> тор   | 369  | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer   | 3571   | ft²/l   |
| 1c   | Spray buff  | 385  | Buff  | 8333   | ft²/h   |
| arpeted I  | Floors  |  | 18.5  | 1 0000   | 11.//   |
| 2a   | Spot Vacuum   | 295  | Vacuum w/ 12" Upright Vacuum  | 2239   | ft²/h   |
| 2b   | Thorough Vacuum   | 295  | Vacuum w/ 12" Upright Vacuum  | 2239   | ft²/h   |
| 2c   | Spot clean (track in or spillage)   | 294  | Spot Sweep w/ 10" Upright Vacuum  | 12000  | ft²/t   |
| 2e   | Thorough Vacuum Walk-Off Mats   | 91   | Mats  | 2000   | ft <sup>2</sup> /h  |
| rash Rem   |   |  | Mars  | 2000   | It /n   |
| 3a   | Empty Waste Basket  | 177  | Empty Trash/Wipe Clean  | 1  | min/2   |
| 3b   | Replace Liner   | 178-177  | Reline Basket   | 0.50   | each  |
|  | Cabinets, Countertops   | 1  | Treating Dataset  | 0.50   |   |
|  | Spot dust horizontal & vertical surfaces  | 69   | Dust w/ treated cloth   | 5000   | ft²/h   |
| 4b   | Thorough dust horizontal & vertical surfaces  | 69   | Dust w/ treated cloth   | 5000   | ft <sup>2</sup> /h  |
| 4d   | Vacuum upholstered furniture  | 81   | Vacuum Upholstered Furniture  | 714  | ft²/h   |
|  | A/C Registers   | 0.1  | vacuum opnoisterea runnture   | 7,14   | ] π/n   |
|  | Dust  | 69   | Dust w/ treated cloth   | 5000   | p.2 a   |
|  | Wash registers  | 546  | Wash  | 0.50   | ft²/h   |
| estrooms   | Tradit (Chaters   | 1 340  | ) Y C S 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | 0.30   | min/ea  |
| 6a   | Clean & Disinfect commodes & urinals  | 229  | Restrooms   | 27   | min/9   |
| 6b   | Clean & Disinfect sinks   | 1  |   | l .  |   |
|  | Clean mirrors, shelving & dispensers  |  |   | 1  | 1   |
|  | Sweep Floors  |  |   |  |   |
| 6e   | Mop floors with disinfectant  |  |   |  |   |
|  |   | -  |   |  |   |
| 6f   | Clean walls adjacent to fixtures  |  |   |  |   |
| 6f<br>6g   | Clean walls adjacent to fixtures<br>Clean restroom walls  |  |   |  |   |
| 6f<br>6g<br>6h   | Clean walls adjacent to fixtures<br>Clean restroom walls<br>Stock disposals   |  |   |  |   |
| 6f<br>6g<br>6h<br>'alis & Wo   | Clean walls adjacent to fixtures<br>Clean restroom walls<br>Stock disposals<br>rodwork  |  |   |  |   |
| 6f<br>6g<br>6h<br>9alis & Wo   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, &   | 67   | Damp wipe surface   | 3215   | ft²/hr  |
| 6f<br>6g<br>6h<br>'alis & Wo<br>7a   | Clean walls adjacent to fixtures<br>Clean restroom walls<br>Stock disposals<br>rodwork  |  |   |  |   |
| 6f<br>6g<br>6h<br>falls & Wo<br>7a   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards  | 67   | Damp wipe surface<br>Damp wipe surface  | 3215<br>3215   |   |
| 6f<br>6g<br>6h<br>alls & Wo<br>7a<br>7b<br>inking For  | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards  |  |   |  | ft²/hr<br>ft2/hr<br>min/eac   |
| 6f<br>6g<br>6h<br>2alis & Wo<br>7a<br>7b<br>1nking For   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain   | 67   | Damp wipe surface   | 3215   | ft2/hr  |
| 6f 6g 6h falls & Wo 7a 7b inking For 8a 6ass Door  | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disInfect all surfaces  | 67<br>183  | Damp wipe surface   | 3215   | ft2/hr<br>min/eac   |
| 6f 6g 6h salts & Wo 7a 7b inking For 8a 0ass Door/   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing   | 183<br>84  | Damp wipe surface Clean fountain  | 3215   | ft2/hr<br>min/eac<br>ft²/hr   |
| 6f 6g 6h 7a 7b rinking For 8a 6ass Door/ 10a-b 10c-d 1   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels  | 183<br>84<br>84  | Damp wipe surface  Clean fountain  Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each   | 3215<br>0.50<br>840  | ft2/hr<br>min/eac<br>ft²/hr<br>ft²/hr                               |
| 6f 6g 6h alls & Wo 7a 7b inking Fo 8a 6ass Door/ 10a-b 10c-d 10e   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Windows   | 183<br>84<br>84<br>563                                   | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 3215<br>0.50<br>840<br>840<br>526                                | ft2/hr min/eac ft²/hr ft²/hr ft²/hr                                 |
| 6f 6g 6h alls & Wo 7a 7b inking Fo 8a 6ass Door/ 10a-b 10c-d 10e 10f E                                   | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only)   | 183<br>84<br>84<br>563                                   | Clean fountain  Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each  Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each  | 3215<br>0.50<br>840<br>840                                       | ft2/hr min/ea ft²/hr ft²/hr ft²/hr                                  |
| 6f 6g 6h 20 7a 7b inking For Sa 8a 6ass Door/ 10a-b 110c-d 110e 110f Eher Opera                          | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels interior Glass Doors/Panels interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) ations  | 84<br>84<br>84<br>563<br>563                             | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 3215<br>0.50<br>840<br>840<br>526<br>526                         | ft2/hr<br>min/eac<br>ft²/hr<br>ft²/hr<br>ft²/hr                     |
| 6f 6g 6h alls & Wo 7a 7b inking For 8a 6ass Door/ 10a-b 10c-d 10e 10f Eher Opera                         | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels interior Glass Doors/Panels interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures                                | 67<br>183<br>84<br>84<br>563<br>563                      | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder   | 3215<br>0.50<br>840<br>840<br>526<br>526                         | ft2/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr                           |
| 6f 6g 6h 2alls & Wo 7a 7b inking For 8a 6 ass Door/ 10a-b 110c-d 110c-d 110f E ther Opera 11a V 11b P    | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) stions Wash Light fixtures                                | 67<br>183<br>84<br>84<br>563<br>563<br>540<br>179        | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333         | ft2/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr                           |
| 6f 6g 6h 7a 7b 7a 7b 7b 7a 10a-b 10c-d 10c-d 10f E ther Opera 11a 11b P                                  | Clean walls adjacent to fixtures Clean restroom walls Stock disposals redwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures Police immediate entrance area | 67<br>183<br>84<br>84<br>563<br>563<br>540<br>179<br>179 | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333<br>3333 | ft2/hr rmin/eac ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr           |
| 6f 6g 6h 7a 188 Wo 7a 7b rinking For 8a 6ass Door/ 10a-b 10c-d 10c-d 110e 110e 111a V 111a 111b P 111d C | Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) stions Wash Light fixtures                                | 84<br>84<br>84<br>563<br>563<br>540<br>179<br>179<br>590 | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333         | ft2/hr<br>min/ead<br>ft²/hr<br>ft²/hr<br>ft²/hr<br>ft²/hr<br>ft²/hr |



### 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

| SERV | ICE | <b>AGREEMENT</b> |
|------|-----|------------------|
| 7111 |     | AANEENEN         |

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

69 16th Street Wheeling, WV 26003

Michael Phillips

david.k.stickel@wv.gov

304-637-5560

304-230-0168

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing\*\*:

1886.00

**Total Hours** 

\$32,250.60

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

Kimberly 5. Jobe Approved

| - Doc | bengiBu | by: |
|-------|---------|-----|
| _     |         |     |

Tara Martines

10/17/2022

Tara Martinez

WVARF, Inc. CEO

Date

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

#### **PRICING**

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 1886.00 TOTAL AGREEMENT COST \$32,250.60

|          |       |       |                  |              |             | POSITION & HOUR | LY RATE |     |      | 1                |             |
|----------|-------|-------|------------------|--------------|-------------|-----------------|---------|-----|------|------------------|-------------|
| [        | Agree | ement | J                | anitor       |             |                 |         | T   | <br> |                  |             |
| Į        | Total |       | \$17.10          |              |             |                 |         |     |      | 1                | lotal .     |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |             |                 |         |     |      | Monthly<br>Hours | Monthly Cos |
|          |       |       |                  |              |             |                 |         |     |      |                  |             |
|          |       | -     |                  |              |             |                 |         |     |      |                  |             |
|          |       |       |                  |              | <br>-       |                 |         | -   |      |                  |             |
| Nov 2022 | 19    | 5     | 218.50           | \$3,736.35   | +           |                 | _       | +-+ |      |                  |             |
| Dec 2022 | 21    | 4     | 241.50           | \$4,129.65   | <br>+       |                 |         | +   |      | 218.50           | \$3,736.35  |
| Jan 2023 | 20    | 4     | 230.00           | \$3,933.00   | + +-        |                 |         | 1   |      | 241.50           | \$4,129.65  |
| Feb 2023 | 19    | 4     | 218.50           | \$3,736.35   | <del></del> | -               |         |     |      | 230.00           | \$3,933.00  |
| Mar 2023 | 23    | 5     | 264.50           | \$4,522.95   |             |                 |         |     |      | 218.50           | \$3,736.35  |
|          |       | -     | -                |              |             |                 |         |     |      | 264.50           | \$4,522.95  |
| Apr 2023 | 20    | -     | 230.00           | \$3,933.00   |             |                 |         |     |      | 230.00           | \$3,933.00  |
| May 2023 | 22    | 5     | 253.00           | \$4,326.30   |             |                 |         |     |      | 253.00           | \$4,326.30  |
| Jun 2023 | 20    | 4     | 230.00           | \$3,933.00   |             |                 |         |     |      | 230.00           | \$3,933.00  |
|          | 164   | 35    |                  |              |             |                 |         |     | <br> | 250.00           | 40,555,00   |

| Scope of<br>Work #                         | Scope of Work Description  | ISSA#                                   | ISSA Description  | IS                   | SA Time                    |
|--|--|---|---|----------------------|----------------------------|
| Hard Surf                                  | face 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                 | ft²/hr                     |
| 1c   | Spray buff   | 385                                     | Buff  | 8333                 | ft²/hr                     |
| Carpeted I                                 | Floors   |   |   | -                    | 1                          |
| 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                     |
| rash Rem                                   |  |   | 1770.00   | 2000                 | 10,711                     |
| 3a   | Empty Waste Basket   | 177                                     | Empty Trash/Wipe Clean  | 1                    | min/2ft                    |
| 3b   | Replace Liner  | 178-177                                 | Reline Basket   | 0.50                 | each                       |
|  | Cabinets, Countertops  | 1                                       | Helling parallet  | 1 0.50               |                            |
| 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 uphoistered furniture   | 81                                      | Vacuum Upholstered Furniture  | +                    |                            |
|  | A/C Registers  | 01                                      | vacuum opnoistereo rurniture  | 714                  | ft²/hr                     |
|  | Dust   |   | Bunk and bus at a distable  | T                    | 1 .2.                      |
| 5a<br>5b                                   |  | 69<br>546                               | Dust w/ treated cloth   | 5000                 | ft²/hr                     |
| estrooms                                   | Wash registers   | 546                                     | Wash  | 0.50                 | min/eac                    |
| 6a   | Clean & Disinfect commodes & urinals   | 229                                     | Restrooms   | 27                   | min/9<br>fixtures          |
| 6b   | Clean & Disinfect sinks  | ]                                       |   |                      |                            |
| 6c   | Clean mirrors, shelving & dispensers   | 1                                       |   |                      |                            |
| 6d   | Sweep Floors   | 1 1                                     |   |                      |                            |
| 6e   | Mop floors with disinfectant   |   |   |                      |                            |
| 6f   | Clean walls adjacent to fixtures   | -                                       |   |                      |                            |
|  | Clean restroom walls   | 1 1                                     |   |                      |                            |
| /ails & Wo                                 | Stock disposals  |   |   |                      |                            |
|  | Remove fingerprints & dirt from doors, frames, &   |   |   |                      | _                          |
| /a I                                       | switch plates  | 67                                      | Damp wipe surface   | 3215                 | ft²/hr                     |
|  | Clean baseboards   | 67                                      | Damp wipe surface   | 3215                 | ft2/hr                     |
| rinking Fo                                 |  |   |   |                      | 112,111                    |
| 8a   | Clean & disinfect all surfaces   | 183                                     | Clean fountain  | 0.50                 | min/eac                    |
| ass 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                     |
| ADC-U I                                    |  | 563                                     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 526                  | ft²/hr                     |
|  | Interior Windows   | 1 303 1                                 |   |                      |                            |
| 10e  |  | -                                       |   |                      | 62/h-                      |
| 10e  | Exterior Windows (1st floor only)  | -                                       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 526                  | ft <sup>2</sup> /hr        |
| 10e<br>10f<br>her Oper                     | Exterior Windows (1st floor only) rations  | 563                                     | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 526                  |                            |
| 10e  <br>10f  <br>her Oper<br>11a          | Exterior Windows (1st floor only)<br>rations<br>Wash Light fixtures  | 563<br>540                              | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder   | 526<br>3000          | ft²/hr                     |
| 10e  <br>10f  <br>her Oper<br>11a  <br>11b | Exterior Windows (1st floor only) rations Wash Light fixtures Police immediate entrance area                                 | 563<br>540<br>179                       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3000<br>3333         | ft²/hr<br>ft²/hr           |
| 10e<br>10f<br>ther Oper<br>11a<br>11b      | Exterior Windows (1st floor only) rations Wash Light fixtures Police immediate entrance area Police sidewalks & parking area | 563<br>540<br>179<br>179                | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum | 3000<br>3333<br>3333 | ft²/hr<br>ft²/hr<br>ft²/hr |
| 10e   10f   11a   11b   11c   11d   (      | Exterior Windows (1st floor only) rations Wash Light fixtures Police immediate entrance area                                 | 563<br>540<br>179<br>179<br>590         | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3000<br>3333         | ft²/hr<br>ft²/hr           |



### Service Agreement 23.DHR.020.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Customer Print Name

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  | on of Rehab            | ilitation Facili        | ities, Inc.    | (WVARF)  |                             |
| Work Performed By*:                                 | Randolph Co. Sheltered   |                        |                         |                |  |                             |
| Work Performed:                                     | Janitorial   |                        |                         |                |  |                             |
| Site:   | DHHR R3 Tucker County  | y                      |                         | Billing:       | DHHR R3 Tucker Co  | ounty                       |
|   | Parsons, WV<br>Michael Phillips<br>304-637-5560  |                        |                         |                | 69 16th Street<br>Wheeling, WV 2600<br>david.k.stickel@wv.<br>304-230-0168 |                             |
| Period of Agreement:                                | 11/1/2022  | to                     | 6/30/20                 | )23            |  |                             |
| Total Agreement Pricing**:                          | 210<br>\$3,591   |                        | otal Hours<br>otal Cost |                |  |                             |
| pricing and billi  Please reference detailed breake | te the attached <i>Pricing</i> ding. The the attached <i>Terms of a</i> The the attached of the scope of working the scope of working the listed CRP or  | <i>Agreement</i><br>k. | and Workloo             | ading dod      | cumentation sheets t   |                             |
| **If choosing to                                    | pay by P-Card, a 3% P-Card   | fee will be ad         | ded to the inv          | oice.          |  | Kimberly S. Gol<br>Approved |
| Docusigned by:<br>Tara Martiney                     |  |                        |                         | 10/17/2        | 2022   |                             |
| Tara Martinez<br>WVARF, Inc. CEO                    |  | _                      |                         | Date           |  |                             |
| Customer Signature                                  | of the same of the | _                      | ,                       | BFA<br>Custome | Diech of   | Rocharing                   |



PO Bax 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

#### PRICING

**Total Agreement Amount:** 

TOTAL AGREEMENT HOURS 210.00 TOTAL AGREEMENT COST \$3,591.00

| -         |       |       |                  |              |    | POSITION & | HOURLY RATE |          |             |
|-----------|-------|-------|------------------|--------------|----|------------|-------------|----------|-------------|
| ı         | Agree | ement | 1                | anitor       |    |            |             |          |             |
|           | To    | rtal  | \$17.10          |              |    |            |             |          | Total       |
|           | Days  | Weeks | Monthly<br>Hours | Monthly Cost |    |            |             | Monti    | Monthly Co. |
|           |       |       |                  |              |    |            |             |          |             |
|           |       |       |                  |              |    |            |             |          |             |
| Nov 2022  | 9     | 4     | 27.00            | \$461.70     |    |            |             | 27.0     | \$461.70    |
| Dec 2022  | 9     | 5     | 27.00            | \$461.70     |    |            |             | 27.0     |             |
| Jan 2023  | 9     | 4     | 27.00            | \$461.70     |    |            |             | 27.0     |             |
| eb 2023   | 8     | 4     | 24.00            | \$410.40     |    |            |             |          |             |
| /lar 2023 | 9     | 5     | 27.00            | \$461.70     |    |            |             | 24.0     |             |
| Apr 2023  | 8     | 4     | 24.00            | \$410.40     |    |            |             | <br>27.0 | _           |
| lay 2023  | 9     | 4     | 27.00            | \$461.70     |    |            |             | 24.0     | \$410.40    |
| lun 2023  |       | 5     | 27.00            | \$461.70     | -+ |            |             | 27.0     | \$461.70    |
| 241, 2023 | 70    | 35    | 27.00            | 3402.70      |    |            |             | 27.0     | \$461.70    |

| Scope of<br>Work#  | Scope of Work Description  | ISSA#  | ISSA Description  | IS   | SA Time   |
|--|--|--|---|--|---|
| Hard Surfa   | ace 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 F   | Floors   |  |   |  | J   |
| 2a   | Spot Vacuum  | 295  | Vacuum w/ 12" Upright Vacuum  | 2239   | ft²/hr  |
| 2b   | Thorough Vacuum  | 295  | Vacuum w/ 12" Upright Vacuum  | 2239   | ft²/hr  |
|  | 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   |   |
| rash Rem   |  | 31   | INIGES  | 2000   | ft <sup>2</sup> /hr                                       |
|  | Empty Waste Basket   | 177  | Empty Trash/Wipe Clean  | 1  | min/2ft   |
| 3b   | Replace Liner  | 178-177  | Reline Basket   | 0.50   | each  |
|  | Cabinets, Countertops  | 1  |   | 0.00   | 1   |
|  | Spot dust horizontal & vertical surfaces   | 69   | Dust w/ treated cloth   | 5000   | ft²/hr  |
|  | Thorough dust horizontal & vertical surfaces   | 69   | Dust w/ treated cloth   | 5000   | ft²/hr  |
| _  | Vacuum upholstered furniture   | 81   | Vacuum Uphoistered Furniture  | 714  | +   |
|  | A/C Registers  | 1 64   | vacuum opnoistereo rumiture   | /14  | ft²/hir   |
|  | Dust   | 69   | Durch will become all alicable  | F000   | 620   |
|  |  | 546  | Dust w/ treated cloth   | 5000   | ft²/hr  |
| estrooms   | Wash registers   | 340  | Wash  | 0.50   | min/ead   |
|  |  | T  |   |  | min/9   |
|  | Clean & Disinfect commodes & urinals  Clean & Disinfect sinks  | 229  | Restrooms   | 27   | fixtures  |
|  | Clean mirrors, shelving & dispensers   | -  |   |  |   |
|  | Sweep Floors   | 1  |   |  |   |
|  | Mog Ilpors with disinfectant   | 1 1  |   |  |   |
|  | Clean walls adjacent to fixtures   | 1  |   |  |   |
|  | Clean restroom walls   | 1  |   |  |   |
| 6h !   | Stock disposals  |  |   |  |   |
| Valls & Wo   | odwark   |  |   |  |   |
| /a I   | Remove fingerprints & dirt from doors, frames, &   | 67   |   |  | ft²/hr  |
| 1.   | switch plates  | 0,   | Damp wipe surface   | 3215   | 11.711  |
|  | switch plates<br>Clean baseboards  | 67   | Damp wipe surface  Damp wipe surface  | 3215<br>3215   | ft2/hr  |
| 7b (   | Clean baseboards   |  |   |  |   |
| 7b (<br>rinking For<br>8a (  | Clean baseboards<br>untain<br>Clean & disinfect all surfaces   |  |   |  | ft2/hr  |
| 7b (<br>rinking For<br>8a (  | Clean baseboards<br>untain   | 67   | Damp wipe surface   | 3215   | ft2/hr  |
| 7b (<br>rinking For<br>8a (<br>lass Door/  | Clean baseboards<br>untain<br>Clean & disinfect all surfaces   | 67   | Damp wipe surface   | 3215   | ft2/hr  |
| 7b ( rinking For  8a ( lass Door/ 10a-b E  | Clean baseboards<br>untain<br>Clean & disinfect all surfaces<br>Window Washing   | 67   | Damp wipe surface Clean fountain  | 3215<br>0.50   | ft2/hr<br>min/eac   |
| 7b ( rinking For 8a ( lass Door/ 10a-b   10c-d   | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels  | 183<br>84<br>84  | Damp wipe surface  Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each   | 3215<br>0.50   | ft2/hr min/eac ft²/hr ft²/hr                              |
| 7b (7) rinking For 8a (7) ass Door/ 10a-b E 10c-d   10 | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels   | 183<br>84<br>84  | Damp wipe surface  Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each   | 3215<br>0.50<br>840<br>840                                       | ft2/hr min/eac ft²/hr ft²/hr ft²/hr                       |
| 7b ( rinking For 8a ( ass Door/ 10a-b   1 10c-d   1 10e   1 10f   6  | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels nterior Windows Exterior Windows (1st floor only)   | 183<br>84<br>84<br>84<br>563                             | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 3215<br>0.50<br>840<br>840<br>526                                | ft2/hr min/eac ft²/hr ft²/hr                              |
| 7b (crinking Formal State   Crinking Formal State   Cr | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels nterior Windows Exterior Windows (1st floor only)   | 84<br>84<br>84<br>563<br>563                             | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 3215<br>0.50<br>840<br>840<br>526                                | ft2/hr<br>min/eac<br>ft²/hr<br>ft²/hr<br>ft²/hr           |
| 7b (c) rinking For (ass Door/ 10a-b   E) 10c-d   | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only)   | 84<br>84<br>84<br>563<br>563                             | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  | 3215<br>0.50<br>840<br>840<br>526<br>526                         | ft2/hr min/eac ft²/hr ft²/hr ft²/hr ft²/hr                |
| 7b (finking For 8a (finking For 8a (finking For 7a)) 10a-b E 10c-d   10c-d   11c-d   1 | Clean baseboards untain Clean & disinfect all surfaces 'Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels exterior Windows Exterior Windows Exterior Windows (1st floor only) astions Wash Light fixtures Police Immediate entrance area | 84<br>84<br>84<br>563<br>563<br>540                      | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333         | ft2/hr<br>min/eac<br>ft²/hr<br>ft²/hr<br>ft²/hr<br>ft²/hr |
| 7b (c) rinking For Range F | Clean baseboards untain Clean & disinfect all surfaces Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels exterior Windows Exterior Windows (1st floor only) artions Wash Light fixtures Police Immediate entrance area                   | 84<br>84<br>84<br>563<br>563<br>540<br>179<br>179        | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333<br>3333 | ft2/hr min/eacl ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr |
| 7b (c) rinking Foot 8a (c) lass Door/ 10a-b E 10c-d   1 10e   1 10f E ther Opera 11a V 11b P 11c P 11d C   | Clean baseboards untain Clean & disinfect all surfaces 'Window Washing Exterior Glass Doors/Panels nterior Glass Doors/Panels exterior Windows Exterior Windows Exterior Windows (1st floor only) astions Wash Light fixtures Police Immediate entrance area | 84<br>84<br>84<br>563<br>563<br>540<br>179<br>179<br>590 | Clean fountain  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder  Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3215<br>0.50<br>840<br>840<br>526<br>526<br>3000<br>3333         | ft2/hr min/eacl ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr        |



### 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 valying abilities the opportunity to have gainful employment

| SERVICE | <b>AGREEMENT</b> |
|---------|------------------|
|---------|------------------|

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

69 16th Street

Charles Town, WV 25414

Wheeling, WV 26003 david.k.stickel@wv.gov

Kathyrn Bradley

304-230-0168

**Period of Agreement:** 

11/1/2022

to

6/30/2023

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

1148.00

**Total Hours** 

\$25,508.56

**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 5. Jobe Approved

DocuSigned by: Tara Martines 10/17/2022 Tara Martinez **Date** 

10-17-202

WVARF, Inc. CEO

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.

#### **PRICING**

**Total Agreement Amount:** 

| TOTAL AGREEMENT HOURS | 1148.00 | TOTAL AGREEMENT COST   | COP POD E   |
|-----------------------|---------|------------------------|-------------|
|                       | ALTONY  | 10 INC PAREIGIES (003) | \$25,508.56 |

|          |       |       |                  |              |         | POSITION & | HOURLY RATE                                      |   |  |   |                  |              |  |        |
|----------|-------|-------|------------------|--------------|---------|------------|--|---|--|---|------------------|--------------|--|--------|
| F        | Agree | ment  | J                | anitor       |         |            |  |   |  |   |                  |              |  |        |
|          | То    | tal   | \$22.22          |              | \$22.22 |            |  |   |  |   | *                |              |  | l'otal |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |         |            |  |   |  |   | Monthly<br>Hours | Monthly Cost |  |        |
|          |       |       |                  |              |         |            |  |   |  |   |                  |              |  |        |
|          |       |       |                  |              |         |            |  |   |  |   |                  |              |  |        |
| Nov 2022 | 19    | 5     | 133.00           | \$2,955.26   |         |            |  |   |  |   | 133.00           | \$2,955.26   |  |        |
| Dec 2022 | 21    | 4     | 147.00           | \$3,266.34   |         |            |  |   |  |   | 147.00           | \$3,266.34   |  |        |
| Jan 2023 | 20    | 4     | 140.00           | \$3,110.80   |         |            |  |   |  |   | 140.00           | \$3,110.80   |  |        |
| Feb 2023 | 19    | 4     | 133.00           | \$2,955.26   |         |            |  |   |  |   | 133.00           | \$2,955.26   |  |        |
| Mar 2023 | 23    | 5     | 151.00           | \$3,577.42   |         |            |  |   |  |   | 161.00           | \$3,577.42   |  |        |
| Apr 2023 | 2.0   | 4     | 140.00           | \$3,110.80   |         | _          |  | - |  |   |                  |              |  |        |
| May 2023 | 22    | 5     | 154.00           | \$3,421.88   |         |            | <del>                                     </del> |   |  | _ | 140.00           | \$3,110.80   |  |        |
| Jun 2023 | 20    | 4     | 140.00           | \$3,110.80   |         | <u> </u>   | + +  |   |  |   | 154.00           | \$3,421.88   |  |        |
| -        | 164   | 35    | 2.15.00          | V3,X20.00    | <br>    |            | <u> </u>   |   |  |   | 140.00           | \$3,110.80   |  |        |

| Scope of<br>Work# | Scope of Work Description                      | ISSA#   | ISSA Description   | 1 15   | SSA Time                          |
|-------------------|--|---------|--|--------|-----------------------------------|
| Hard Surface      | Floors   |         |  |        |                                   |
| 1a Sv             | veep and/or dust mop                           | 486     | Sweep w/ 24" Push Broom  | 3896   | ft²/hr                            |
| 1b Da             | amp mop  | 369     | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer  | 3571   | ft²/hr                            |
| 1c Sp             | pray buff                                      | 385     | Buff   | 8333   | ft²/hr                            |
| Carpeted Floo     | ors  | -       |  | 1 0000 | IL /III                           |
| 2a Sp             | ot Vacuum                                      | 295     | Vacuum w/ 12" Upright Vacuum   | 2239   | ft²/hr                            |
| 2b Th             | orough Vacuum                                  | 295     | Vacuum w/ 12" Upright Vacuum   | 2239   | ft <sup>2</sup> /hr               |
|                   | ot clean (track in or spillage)                | 294     | Spot Sweep w/ 10" Upright Vacuum   | 12000  | ft²/hr                            |
|                   | orough Vacuum Walk-Off Mats                    | 91      | Mats   | 2000   |                                   |
| Trash Remova      |  | 71      | IVIDES   | 2000   | ft <sup>2</sup> /hr               |
| 1                 |  |         | T  | т —    | _                                 |
| 3a Em             | npty Waste Basket                              | 177     | Empty Trash/Wipe Clean   | 1 1    | min/2ft                           |
| 3b Re             | place Liner                                    | 178-177 | Reline Basket  | 0.50   | each                              |
|                   | linets, Countertops                            | -       | Traine de la constant | 1 0.50 | _                                 |
| 4a Spi            | ot dust horizontal & vertical surfaces         | 69      | Dust w/ treated cloth  | 5000   | ft²/hr                            |
| 4b The            | orough dust horizontal & vertical surfaces     | 69      | Dust w/ treated cloth  | 5000   | ft²/hr                            |
|                   | cuum uphoistered furniture                     | 81      | Vacuum Upholstered Furniture   | 714    |                                   |
| leating & A/C     |  |         | Pacadin Opholistered I di litture  | 714    | ft²/hr                            |
| Sa Dus            |  | 69      | Dust w/ treated cloth  | 5000   | ft²/hr                            |
|                   | ish registers                                  | 546     | Wash   | 0.50   | min/eac                           |
| estrooms          | an i constant                                  | 1 540   | [44 0201   | 1 0.30 | min/eac                           |
| 6a Clea           | an & Disinfect commodes & urinals              | 229     | Restrooms  | 27     | min/9<br>fixtures                 |
| 6b Clea           | an & Disinfect sinks                           | 1       |  |        | livales                           |
| 6c Cles           | an mirrors, shelving & dispensers              | 1       |  | 1      | 1                                 |
|                   | eep Floors                                     |         |  | 1      | 1                                 |
|                   | p floors with disinfectant                     |         |  |        |                                   |
|                   | an walls adjacent to lixtures                  | 1       |  |        |                                   |
|                   | in restroor walls                              |         |  |        |                                   |
| 6h Sto            | ck disposals                                   |         |  | L      |                                   |
|                   | nove fingerprints & dirt from doors, frames, & | _       |  |        |                                   |
| /2                | tch plates                                     | 67      | Damp wipe surface  | 3215   | ft²/hr                            |
|                   | n baseboards                                   | 67      | Damp wipe surface  | 3215   | ft2/hr                            |
| rinking Fount     |  |         | penip wipe surface   | 3213   | TCZ/NF                            |
|                   | in & disinfect all surfaces                    | 183     | Clean fountain   | 0.50   | min/each                          |
|                   | ndow Washing                                   |         |  |        | Imiyeadi                          |
|                   | rior Glass Doors/Panels                        | 84      | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each   | 840    | ft²/hr                            |
| 10c-d Inter       | rior Glass Doors/Panels                        |         | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each   | 840    | ft²/hr                            |
| 10e Inter         | rior Windows                                   |         | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526    | ft²/hr                            |
| 10f Exte          | rior Windows (1st floor only)                  | _       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526    | ft²/hr                            |
| her Operation     |  |         | mentor a exercit. Wash W. Migger Sprayer & Ciber   | 320    | π/nr                              |
|                   | h Light fixtures                               | 540     | Damp wipe with trigger sprayer and cloth using ladder  | 3000   | e.ln                              |
|                   | e immediate entrance area                      | -       | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | _      | ft²/hr                            |
|                   | te sidewalks & parking area                    |         | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum  | 3333   | ft²/hr                            |
|                   | y trash to pickup point                        |         | Remove Trash to Designated Area  | 3333   | ft²/hr                            |
|                   | Flights  |         | Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris  | 8.0    | ft <sup>2</sup> /hr<br>min/filght |
| 12b Eleva         |  |         |  |        |                                   |
| 12b Fleva         | acors  | 589     | l fevator  | 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 ever                     | y individual <u>,</u> with varying a  | ibilities th | e opportunity to       | have gainfu.   | l employment                |
|----------------------------------|---|--------------|------------------------|--|-----------------------------|
| SERVICE AGREEMENT                | Ī   |              |                        |  |                             |
| Contractor:                      | West Virginia Association o   | f Rehabilita | ation Facilities, Inc. | (WVARF)  |                             |
| Work Performed By*:              | Precision Services, Inc.  |              |                        |  |                             |
| Work Performed:                  | Janitorial  |              |                        |  |                             |
| Site:                            | DHHR R3 Braxton County  |              | Billing:               | DHHR R3 Bra  | xton County                 |
|                                  | 3708 Sutton Lane<br>Sutton, WV 26601<br>Sue Davis<br>304-765-7344   |              |                        | 69 16th Stree<br>Wheeling, W<br>david.k.sticke<br>304-230-0168 | V 26003<br>el@wv.gov        |
| Period of Agreement:             | 11/1/2022   | to           | 6/30/2023              |  |                             |
| Total Agreement Pricing*         | *: 1148.00<br>\$20,308.12   |              | al Hours<br>al Cost    |  |                             |
| pricing and bi • Please referen  | nce the attached <i>Pricing</i> docum<br>lling.<br>nce the attached <i>Terms of Agra</i><br>kdown of the scope of work. |              |                        |  |                             |
| *Work to be pe                   | erformed by the listed CRP or a co  | -            |                        | WVARF  | Kimberly S. Job<br>Approved |
| DocuSigned by:                   |   |              |                        |  |                             |
| Tara Martines                    |   |              | 10/17/                 | 2022   |                             |
| Tara Martinez<br>WVARF, Inc. CEO |   |              | Date                   |  |                             |
|                                  |   |              |                        |  |                             |



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

#### **PRICING**

**Total Agreement Amount:** 

**TOTAL AGREEMENT HOURS** 1148.00 TOTAL AGREEMENT COST \$20,308.1.2

| Broken De | own/Billed | As Follows |
|-----------|------------|------------|
|-----------|------------|------------|

| - 1      |       |       |                  |              |         | POSITION & | HOURLY RATE |      |   | 7                |              |  |  |      |       |
|----------|-------|-------|------------------|--------------|---------|------------|-------------|------|---|------------------|--------------|--|--|------|-------|
| [        | Agree | ement | J                | anitor       |         |            |             |      | T |                  |              |  |  |      |       |
| l        | Total |       | \$17.69          |              | \$17.69 |            | \$17.69     |      |   |                  |              |  |  | -  1 | ľotai |
| [        | Days  | Weeks | Monthly<br>Hours | Monthly Cost |         |            |             |      |   | Monthly<br>Hours | Monthly Cost |  |  |      |       |
|          |       |       |                  |              |         |            |             |      |   |                  |              |  |  |      |       |
| -        |       |       |                  |              |         |            |             |      |   |                  |              |  |  |      |       |
| Nov 2022 | 19    | 5     | 133.00           | \$2,352.77   |         |            |             |      | 1 | 133.00           | \$2,352.77   |  |  |      |       |
| Dec 2022 | 21    | 4     | 147.00           | \$2,600.43   |         |            |             |      |   | 147.00           | \$2,600.43   |  |  |      |       |
| Jan 2023 | 20    | 4     | 140.00           | \$2,476.60   |         |            |             |      |   | 140.00           | \$2,476.60   |  |  |      |       |
| Feb 2023 | 19    | 4     | 133.00           | \$2,352.77   | 1       |            |             |      |   | 133.00           | \$2,352.77   |  |  |      |       |
| Mar 2023 | 23    | 5     | 161.00           | \$2,848.09   |         |            |             |      |   | 161.00           | 1            |  |  |      |       |
| Apr 2023 | 20    | 4     | 140.00           | \$2,476.60   |         |            |             | <br> |   |                  | \$2,848.09   |  |  |      |       |
| May 2023 | 22    | 5     | 154.00           | \$2,724.26   |         |            |             | <br> |   | 140.00           | \$2,476.60   |  |  |      |       |
| Jun 2023 | 20    |       | 140.00           | \$2,476.60   |         | -          |             |      |   | 154.00           | \$2,724.26   |  |  |      |       |
|          | 164   | 35    | 140.00           | \$2,470.00   |         |            |             |      |   | 140.00           | \$2,476.60   |  |  |      |       |

| 133W 017 3        | TANDARO TIMES  |           |   | _      |                     |
|-------------------|--|-----------|---|--------|---------------------|
| Scope of<br>Work# | Scope of Work Description                                      | ISSA#     | ISSA Description  | IS     | SA Time             |
| Hard Surfa        | ace Floors   |           |   |        |                     |
| <b>1</b> a        | 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   | ft <sup>2</sup> /hr |
| 1c                | Spray buff   | 385       | Buff  | 8333   | ft²/hr              |
| Carpeted F        | Floors   | _         |   |        | 1                   |
| 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/hı              |
| 2e                | Thorough Vacuum Walk-Off Mats                                  | 91        | Mats  | 2000   | ft²/hi              |
| rash Rem          |  |           | Ivides  | 2000   | I II /ni            |
|                   | Empty Waste Basket   | 177       | Empty Trash/Wipe Clean  | 1      | min/2f              |
| 3b                | Replace Liner  | 178-177   | Reline Basket   | 0.50   | each                |
|                   | Cabinets, Countertops  | 1 217 217 | Tremta basys  | 0.50   |                     |
|                   | Spot dust horizontal & vertical surfaces                       | 69        | Dust w/ treated cloth   | 5000   | ft²/hr              |
| -                 | Thorough dust horizontal & vertical surfaces                   | 69        | Dust w/ treated cloth   | 5000   | ft²/hr              |
|                   | Vacuum uphoistered furniture                                   | 81        | Vacuum Upholstered Furniture  | -      | 1                   |
|                   | A/C Registers  | 01        | Vacuum opnoisiereu Furniture  | 714    | ft²/hr              |
|                   |  | 69        | D.,/2   | T 5000 | 6.2 11              |
| $\overline{}$     | Dust<br>Wash registers   | 546       | Dust w/ treated cloth   | 5000   | ft²/hr              |
| Restrooms         | Wash registers   | 340       | Wash  | 0.50   | min/eac             |
|                   | Clean & Disinfect commodes & urinals                           | 229       | Restrooms   | 27     | min/9               |
| 6b                | Clean & Disinfect sinks  | 1         |   |        | """                 |
| 6c                | Clean mitrors, shelving & dispensers                           | 1         |   |        | 1                   |
| 6d                | Sweep Floors   | 1         |   | 1      |                     |
| 6e                | Mop floors with disinfectant                                   |           |   |        |                     |
|                   | Clean walls adjacent to fixtures                               | 1         |   |        | l.                  |
|                   | Clean restroom walls   | .         |   |        |                     |
|                   | Stock disposals  |           |   |        |                     |
| Valis & Wo        |  | 1 1       |   | _      | 1                   |
| /a s              | Remove fingerprints & dirt from doors, frames, & switch plates | 67        | Damp wipe surface   | 3215   | ft²/hr              |
|                   | Clean baseboards   | 67        | Damp wipe surface   | 3215   | ft2/hr              |
| rinking For       |  | 1 402 ]   | Place Savetale  | 0.50   | unin for a          |
|                   | Clean & disinfect all surfaces                                 | 183       | Clean fountain  | 0.50   | min/eac             |
|                   | Window Washing Exterior Glass Doors/Panels                     | 84        | Class union Talence Courses & Clash (20ides) 2 minutes and                        | 040    | 62.0                |
|                   |  | -         | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each                      | 840    | ft²/hr              |
|                   | nterior Glass Doors/Panels                                     | 84        | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each                      | 840    | ft²/hr              |
|                   | nterior Windows  | 563       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                              | 526    | ft²/hr              |
|                   | Exterior Windows (1st floor only)                              | 563       | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth                              | 526    | ft <sup>2</sup> /hr |
| ther Opera        |  |           |   |        |                     |
|                   | Wash Light fixtures  | 1 1       | Damp wipe with trigger sprayer and cloth using ladder                             | 3000   | ft²/hr              |
| -                 | Police immediate entrance area                                 |           | Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum                             | 3333   | ft²/hr              |
| 11c P             | 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 S             | Stair Flights  | 588       | Dust mop/vacuum stairs and landing w/ 24 <sup>u</sup> dust mop and pick up debris | 8.0    | min/fligh           |
| 12b E             | levators   | 589       | levator   | 10     | min/eacl            |



### 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 abi   | lities the opporti        | inity to   | have gainful employment  |
|-------------------------------------|---|---------------------------|------------|--|
| SERVICE AGREEMENT                   |   |                           |            |  |
| Contractor:                         | West Virginia Association of R  | lehabilitation Facili     | ties, Inc. | (WVARF)  |
| Work Performed By*:                 | Buckhannon-Upshur Work Ad   | ljustment Center, Ir      | nc.        |  |
| Work Performed:                     | Janitorial  |                           |            |  |
| Site:                               | DHHR Upshur County  |                           | Billing:   | DHHR Upshur County   |
|                                     | 34 Auction Lane<br>Buckhannon, WV 26201<br>304-472-4230                   |                           |            | 69 16th Street<br>Wheeling, WV 26003<br>david.k.stickel@wv.gov<br>304-230-0168 |
| Period of Agreement:                | 11/1/2022   | to 6/30/20                | 23         |  |
| Total Agreement Pricing**           | : 1148.00<br>\$19,975.20  | Total Hours<br>Total Cost |            |  |
| pricing and bill • Please reference | ing.  |                           |            | a detailed, monthly, breakdown of the cumentation sheets that provide a        |
|                                     | formed by the listed CRP or a comp<br>pay by P-Card, a 3% P-Card fee will |                           |            | NVARF<br>Kimberly 5. Gobe<br>Approved  |
| Docusigned by:  Tara Martinez       |   |                           | 10/17/     | /2022  |
| Tara Martinez WVARF, Inc. CEO       |   |                           | Date       |  |

**Customer Print Name** 



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

#### **PRICING**

**Total Agreement Amount:** 

| TOTAL AGREEMENT HOURS        | 1148.00 | TOTAL ACREEMENT COCK | A40 000 00  |
|------------------------------|---------|----------------------|-------------|
| I O I VE VOICE HIE HILL HOOF | 1140,00 | TOTAL AGREEMENT COST | \$19,975,20 |

|          |       | ]     |                  |              |         | F | POSITION & HOURI | Y RATE |   |                  |              |  |       |
|----------|-------|-------|------------------|--------------|---------|---|------------------|--------|---|------------------|--------------|--|-------|
|          | Agree | ement | J                | Janitor      |         |   |                  |        |   |                  |              |  |       |
|          | To    | xtal  | \$17.40          |              | \$17.40 |   |                  |        |   |                  | 1            |  | Total |
|          | Days  | Weeks | Monthly<br>Hours | Monthly Cost |         |   |                  |        |   | Monthly<br>Hours | Monthly Cost |  |       |
| )<br>(   |       |       |                  |              |         |   |                  |        |   |                  |              |  |       |
|          |       |       |                  |              |         |   |                  |        | - |                  |              |  |       |
| Nov 2022 | 19    | 5     | 133.00           | \$2,314.20   |         |   |                  |        |   | 133.00           | \$2,314.20   |  |       |
| Dec 2022 | 21    | 4     | 147.00           | \$2,557.80   |         |   |                  |        |   | 147.00           | \$2,557.80   |  |       |
| Jan 2023 | 20    | 4     | 140.00           | \$2,436.00   |         |   |                  |        |   | 140.00           | \$2,436.00   |  |       |
| Feb 2023 | 19    | 4     | 133.00           | \$2,314.20   |         |   |                  |        |   | 133.00           | \$2,314.20   |  |       |
| Mar 2023 | 23    | 5     | 161.00           | \$2,801.40   |         |   |                  |        |   | 161.00           | \$2,801.40   |  |       |
| Apr 2023 | 20    | 4     | 140.00           | \$2,436.00   |         |   |                  |        |   | 140.00           | \$2,436.00   |  |       |
| May 2023 | 22    | 5     | 154.00           | \$2,679.60   |         |   |                  |        |   | 154.00           | \$2,679.60   |  |       |
| Jun 2023 | 20    | 4     | 140.00           | \$2,436.00   |         |   |                  |        |   | 140.00           | \$2,436.00   |  |       |
|          | 164   | 35    |                  |              |         |   |                  |        |   | <br>             | 72,130.00    |  |       |

| Scope of<br>Work#   | Scope of Work Description   | ISSA#                                  | ISSA Description   | LS                                 | SA Time   |
|---|---|--|--|------------------------------------|---|
| Hard Surfa  | ace Floors  |  | A  |                                    |   |
| 1a  | Sweep and/or dust mop   | 486                                    | Sweep w/ 24" Push Broom  | 3896                               | ft²/hı  |
| 1b  | Damp mop  | 369                                    | Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer  | 3571                               | ft²/hı  |
| 1c  | Spray buff  | 385                                    | Buff   | 8333                               | ft²/hi  |
| Carpeted I  | 4-1-1   | 1                                      |  | 1 0345                             | 1 11/11   |
| 29  | Spot Vacuum   | 295                                    | Vacuum w/ 12" Upright Vacuum   | 2239                               | ft²/hi  |
| 2b  | Thorough Vacuum   | 295                                    | Vacuum w/ 12" Upright Vacuum   | 2239                               |   |
| 2c  | Spot clean (track in or spillage)   | 294                                    | Spot Sweep w/ 10" Upright Vacuum   | _                                  | · ft²/h   |
| 2e  |   | _                                      |  | 12000                              | ft²/h   |
| Ze<br>Frash Rem   | Thorough Vacuum Walk-Off Mats   | 91                                     | Mats   | 2000                               | ft²/h   |
| rasn kem  | 10491   | _                                      |  | 1                                  |   |
| <b>3</b> a  | Empty Waste Basket  | 177                                    | Empty Trash/Wipe Clean   | 1                                  | min/2i  |
| 3b  | Replace Liner   | 178-177                                | Reline Basket  | 0.50                               | each  |
| urniture,   | Cabinets, Countertops   |  |  |                                    |   |
| 4a  | Spot dust horizontal & vertical surfaces  | 69                                     | Dust w/ treated cloth  | 5000                               | ft²/hı  |
| 4b  | Thorough dust horizontal & vertical surfaces  | 69                                     | Dust w/ treated cloth  | 5000                               | ft²/hi  |
| 4d  | Vacuum uphoistered furniture  | 81                                     | Vacuum Uphoistered Furniture   | 714                                | ft <sup>2</sup> /hi   |
| leating &   | A/C Registers   |  |  |                                    |   |
| 5a  | Dust  | 69                                     | Dust w/ treated cloth  | 5000                               | ft²/hr  |
| 5b  | Wash registers  | 546                                    | Wash   | 0.50                               | min/ea  |
| estrooms  |   |  |  |                                    | 1   |
| <b>6</b> a  | Clean & Disinfect commodes & urinals  | 229                                    | Restrooms  | 27                                 | min/9   |
| 6b  | Clean & Disinfect sinks   | 1                                      |  |                                    |   |
| 6c  | Clean mirrors, shelving & dispensers  | ]                                      |  |                                    | 1   |
| 6d  | Sweep Floors  |  |  | l                                  | 1   |
| 6e  | Mop floors with disinfectant  | 1                                      |  | 1                                  | ľ   |
| -   | Clean walls adjacent to fixtures  |  |  |                                    |   |
|   | Clear restroom walls  | 1 1                                    |  |                                    |   |
|   | Stock disposals   |  |  |                                    |   |
| Valis & Wo  | 141   |  |  | _                                  |   |
| /a  | Remove fingerprints & dirt from doors, frames, & switch plates  | 67                                     | Damp wipe surface  | 3215                               | ft²/hr  |
|   | Clean baseboards  | 67                                     | Damp wipe surface  | 3215                               | ft2/hr  |
| rinking Fo  |   | ,                                      |  |                                    |   |
|   | Clean & disinfect all surfaces  | 183                                    | Clean fountain   | 0.50                               | min/eac   |
|   | /Window Washing   |  |  |                                    |   |
| 10a-b   | Exterior Glass Doors/Panels   | 84                                     | Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each   | 840                                | ft <sup>2</sup> /hr   |
|   |   | 84                                     | Clean using Trigger Sprayers & Cloth (2Sides) 3 mInutes each   | 840                                | ft²/hr  |
| _   | Interior Glass Doors/Panels   | -                                      |  |                                    |   |
| _   | Interior Glass Doors/Panels Interior Windows  | 563                                    | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526                                | ft²/hr  |
| 10e   |   | 563                                    |  | _                                  | ft <sup>2</sup> /hr<br>ft <sup>2</sup> /hr                        |
| 10e  <br>10f  | Interior Windows<br>Exterior Windows (1st floor only)   | 563                                    | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526                                |   |
| 10e  <br>10f  <br>ther Opera  | Interior Windows<br>Exterior Windows (1st floor only)   | 563<br>563                             | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526                                | ft²/hr  |
| 10e  <br>10f  <br>ther Opera  | interior Windows<br>Exterior Windows (1st floor only)<br>ations   | 563<br>563<br>540                      | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth<br>Interior & Exterior: Wash w/ Trigger Sprayer & Cloth   | 526<br>526                         | ft²/hr<br>ft²/hr  |
| 10e  <br>10f  <br>ther Oper<br>11a  <br>11b   | Interior Windows<br>Exterior Windows (1st floor only)<br>atlons<br>Wash Light fixtures  | 563<br>563<br>540<br>179               | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum   | 526<br>526<br>3000<br>3333         | ft²/hr<br>ft²/hr<br>ft²/hr  |
| 10e   10f   10f   11a   11b   11c   11c | Interior Windows Exterior Windows (1st floor only) atlons Wash Light fixtures Police Immediate entrance area                                      | 563<br>563<br>540<br>179<br>179        | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum | 526<br>526<br>3000<br>3333<br>3333 | ft <sup>2</sup> /hr<br>ft <sup>2</sup> /hr<br>ft <sup>2</sup> /hr |
| 10e   10f   11a   11b   11c   11d   (   | Interior Windows  Exterior Windows (1st floor only)  ations  Wash Light fixtures  Police Immediate entrance area  Police sidewalks & parking area | 563<br>563<br>540<br>179<br>179<br>590 | Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth  Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum   | 526<br>526<br>3000<br>3333         | ft²/hr<br>ft²/hr<br>ft²/hr  |