

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

State of West Virginia **Purchase Order**

Order Date: 08-30-2022

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:	CPO 0802 5020 DMV2300000005 1	Drawn (5.1)	
Document Name:	Emergency for Janitorial Services	Procurement Folder:	1088916
Document Description:	Emergency for Janitorial Services	Reason for Modification:	
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	F#	
Free on Board:	FOB Dest, Freight Prepaid	Effective Start Date:	2022-08-01
	1 00 Dest, 1 reight Frepaid	Effective End Date:	2022-10-31

		TOB Dest, Fleight Fleps	aid		Effective End Date:	2022-10-31
		VENDOR			DEPARTMENT CONTACT	
WES	lor Customer Code: T VIRGINIA ASSOCIAT CENTRAL AVE	000000204796 FION OF REHABILITATION	FACILITIES INC	Requestor Name: Requestor Phone: Requestor Email:	Steve E Monroe (304) 558-2232 steven.e.monroe@wv.gov	
CHAI US	RLESTON	WV	25302-1702			
	or Contact Phone:	304-205-7970 Extensi	on:		23	
	Discount Allowed	Discount Percentage	Discount Days	-		
#1	No	0.0000	0	-	FILE LOCATION	
#2	Not Entered			-		
#3	Not Entered			-		
#4	Not Entered			-		

INV	INVOICE TO		SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUIT	E 200	304-926-3960 DIVISION OF MOTOR VEHICLE RECEIVING AND PROCESSING	ES
CHARLESTON	WV 25304	5707 MACCORKLE AVENUE, S CHARLESTON US	E. SUITE 200 WV 25317

Purchasing Division's File Copy

Total Order Amount: \$134,719.84

PURCHASING DIVISION AUTHORIZATION

ATTORNEY GENERAL APPROVAL AS TO FORM

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

ELECTRONIC SIGNATURE ON FILE

Date Printed: Aug 30, 2022 **Order Number:** CPO 0802 5020 DMV2300000005 1

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

Extended Description:

EMERGENCY CONTRACT

(Contract for Janitorial Services)

This Purchase Order constitutes the acceptance of contract made by and between the State of West Virginia by the Purchasing Director for the Agency, WV Department of Motor Vehicles and WV Association of Rehabilitation Facilities, Inc. for an open-end contract to provide Janitorial Services for multiple locations in the State of WV, per the attached documentation.

Contract Term: 08/01/2022 through 10/31/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	256.00000	HOUR	19.330000	4948.48
Service From	Service To	Manufacturer		Model No	4040.40
2022-08-01	2022-10-31			model 110	

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	368.00000	HOUR	17.970000	6612.96
Service From	Service To	Manufacturer		Model No	0012.90
2022-08-01	2022-10-31			del No	

Commodity Line Description:

Janitorial Parkersburg

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	336.00000	HOUR	17.100000	5745.60
Service From	Service To	Manufacturer		Model No	3743.00
2022-08-01	2022-10-31			model No	

Commodity Line Description:

Janitorial Elkins

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	224.00000	HOUR	17.690000	3962.56
Service From	Service To	Manufacturer		Model No	3902.30
2022-08-01	2022-10-31	""		model No	

Commodity Line Description:

Janitorial Flatwoods

Extended Description:

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Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	384.00000	HOUR	20.140000	7733.76
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Summersville

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1301.12000	HOUR	17.870000	23251.01
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Beckley

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	288.00000	HOUR	18.070000	5204.16
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Logan

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	240.00000	HOUR	18.420000	4420.80
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Huntington

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	2129.28000	HOUR	15.750000	33536.16
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Kanawha Mall Service Center

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	576.00000	HOUR	15.750000	9072.00
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Kanawha Mall Branch Office

Extended Description:

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Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	393.60000	HOUR	15.750000	6199.20
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Winfield

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	304.00000	HOUR	22.220000	6754.88
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Charles Town

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	393.60000	HOUR	22.220000	8745.79
Service From	Service To Ma	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Keyser

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	384.00000	HOUR	22.220000	8532.48
Service From	Service To	Manufacturer		Model No	
2022-08-01	2022-10-31				

Commodity Line Description:

Janitorial Martinsburg

Extended Description:

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DMV2300000005	Draft	Emergency for Janitorial Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
- **2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
- **2.1.** "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
- 2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.
- **2.3.** "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
- **2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
- **2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
- **2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
- **2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- **2.8.** "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
- **2.9.** "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:
Term Contract
Initial Contract Term: The Initial Contract Term will be for a period of 90 days The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract
cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as OB/01/2022), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.
Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)
Successive year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)
Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.
Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed withindays.
Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:
the contract will continue for years;

year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).
One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.
Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as), and continues until the project for which the vendor is providing oversight is complete.
Other: Contract Term specified in
4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.
5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.
Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

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

the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.
7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:
BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.
LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.
In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted. MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

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

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

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

Vendor must maintain:
✓ Commercial General Liability Insurance in at least an amount of: 1,000,000.00 per occurrence.
Automobile Liability Insurance in at least an amount of:per occurrence.
Professional/Malpractice/Errors and Omission Insurance in at least an amount of: per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.
Commercial Crime and Third Party Fidelity Insurance in an amount of: per occurrence.
Cyber Liability Insurance in an amount of: per occurrence.
Builders Risk Insurance in an amount equal to 100% of the amount of the
Contract.
Pollution Insurance in an amount of: per occurrence.
Aircraft Liability in an amount of: per occurrence.

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

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

10. [Reserved]

not limit the State or A	DAMAGES: This clause shall in no way be considered a specified below or as described in the	dy. Vendor shall pay
	for	
Liquidated D	Damages Contained in the Specifications.	
✓ Liquidated D	Damages Are Not Included in this Contract.	

- 12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.
- 13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.
- **14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
- 15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)
- **16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

- 17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
- **18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
- 19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.
- **20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.
- 21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.
- **22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
 - SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.
- **23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

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

 Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- **26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.
- **28.** WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- **29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- **30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/default.html.

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

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

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

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

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

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

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

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

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

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

- **36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.
- **38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the

following reports identified by a checked box below:

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

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

- **41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:
 - a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
 - b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
 - c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 - 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 - 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.
- **42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel Revised 07/01/2022

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

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

- 43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.
- **44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.
- **45. VOID CONTRACT CLAUSES** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.
- **46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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

(Name, Title)	Docusigned by: Andrea Higginbotha 1F2D4AO4EB7D4O4	ım	Contract Administrator
(Printed Name	and Title) Andrea H	ligginbotham, Contract /	Administrator
(Address) PO E	Box 6764 Charleston WV	25362	
(Phone Numbe	r) / (Fax Number)	Phone 304-205-7970	Fax 304-205-7915
(email address)	ahigginbotham@wvarf	.org	

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

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

West Virginia Association of Rehabilitation Facil	ities, Inc (WVARF, Inc)	
(Company) Tara Martines	CEO/Director	
(Authorized Signature) (Representa Tara Martinez, CEO	tive Name, Title) 8/11/2022	
(Printed Name and Title of Author Phone 304-205-7970 Fax 304-205-7915	ized Representative) (Date)	
(Phone Number) (Fax Number)		
tmartinez@wvarf.org		

(Email Address)



Service Agreement 25.DMV.013.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVIC	E AGRI	EEMENT

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

The Op Shop, Inc.

Work Performed:

Janitorial

Site:

DMV Fairmont

Whitehall Shopping Plaza

Billing: DMV Fairmont

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

256.00

Total Hours

\$4,948.48

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.

DocuSigned by:

Tara Martines

7/25/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Title

Carla Rutscr

Date

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 25.DMV.013.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Charlie Stuart

O: 304-205-7970 ext. 204

0:

C: 304-444-2401

C: 304-694-7744

gwolfe@wvarf.org

theopshopcws@gmail.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 25.DMV.013.23A

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

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 256.00 TOTAL AGREEMENT COST \$4,948.48

Broken Down/Billed As Follows:

								POSITION &	HOURLY RA	TE				Mary James	1	
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	To	rtal		\$19.33				Rick College			2.50					Total
	P. Perins	Weeks	Monthly Hours	Monthly Cost			12160				1000				Monthly Hours	Monthly Cos
Aug 2022	23	5	92.00	\$1,778.36									T		92.00	\$1,778.36
Sep 2022	21	4	84.00	\$1,623.72	OF THE		P CONTRA	Allendand	Dis Harris	新新色版块	No. of	Mark and	A Partie	Managetti	84.00	\$1,623.72
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	90.0		27240	X 100 100 100 100 100 100 100 100 100 10	Keep 1			a faile con	William of	MARKET NO.	F8 6 19	(Applement)		10-20-		2051
100			191851	THE PROPERTY.						DERESTA	1888	DUL MED	Gardanii (Caranii)			
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	64	13		A				· Landard Control	A	1	-					

								T			
Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE					
Carpet (ft ²)	0	Restrooms	(#)	2	Elevators (#)		0	Windows (#)		4
VCT Tile (ft	t ²)	0	Fixtures (#)	5	Light Fixture	s (ft ²)	420	(Inside (ft²)	
Ceramic (fi	t ²)	0	Water Fou	ntains (#)	2	Stair Flights (0		Outside (ft²)	
Concrete (ft ²)	0	Trash Rece	ptacles (#)	24	Upholstery (1		300	Int Glass Doo		1
Vinyl/Lam	(ft ²)	4582	Vents (ft ²)		92	Horizontal Su		300	IIIL Glass DOO		0
Other (ft ²)		0	Walk Off N	late (#)	1	Vertical Surf.			Int 1 Side (ft²)		1
	TOTAL (ft ²)			er WO Mat				300		Ext Glass Doors/Panels	
Outside (ft		0		ft ² WO Mat		Baseboard (li		0	Ext 1 Side (ft ²)		2
o mediac (ite	1	0	TOTAL	it wo wat		Entrance (ft ²))	0			
Scope of	1				SCOPE	OF WORK					
Work#	ISSA #	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#	Descrip	tion	Time	Work Days/Agreement
1a 1b	486	Sweep		1.176 64		7b	67	Baseboards		0.000	1
	369	Mop		1.283	64	8a	183	Clean Fountain		0.033	64
1c 2a	385	Spray Buff		0.009	1	10a-b	84	Exterior Glass Doo			64
	295	Spot Vacuum (35%)		0.000	0	10c-d	84	Interior Glass Doo	rs/Panels	0.000	0
2b	295	Vacuum		0.000	0	10e	563	Interior Windows		0.005	3
2c	294	Spot Clean (35%)		0.000	0	10f	563	Exterior Windows		0.005	3
2e	91	Walk Off Mats		0.012	64	11a	540	Wash Light Fixture	es .	0.002	1
3a	177	Empty Trash/Wipe C	lean	0.401	64	11b	179	Police Entrance(25	5%)	0.000	0
3b		Reline Baskets		0.200	64	11c	179	Police Parking Lot		0.000	0
4a		Spot Dust (35%)		0.004	64	11d	590	Remove Trash		0.076	64
4b	69	Thorough Dust		0.024	13	12a	588	Stairs		0.000	0
4d		Vacuum Upholst. Fu	rniture	0.007	1	12b	589	Elevator		0.000	0
5a		Dust Vents		0.001	3						
5b		Wash Vents		0.036	3			Utility Time		0.240	
6a-6i		Restrooms		0.250	64						
7a	67	Remove Dirt		0.187	64			HO	URS PER DAY	4.00	

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

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

ISSA 612 STANDARD TIMES

155A 612 51A	ANDARD TIMES				
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	15	SA Time
Hard Surface	Floors				
la S	weep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hr
1b D	amp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c S	pray buff	385	Buff		-
Carpeted Flo		1		8333	ft ² /hr
	pot Vacuum	295	Vacuum w/ 12" Upright Vacuum	T 2222	1 .7
Zb Ti	horough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
	pot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	2239	ft²/hr
	horough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Remov		31	INIELS	2000	ft²/hr
	mpty Waste Basket	177	Empty Trash/Wipe Clean	1	-:- 1762
3b Re				1	min/2ft² each
	eplace Liner	178-177	Reline Basket	0.50	each
	binets, Countertops	T 60	5		
	oot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	norough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	acuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/	The state of the s				
	ust	69	Dust w/ treated cloth	5000	ft²/hr
	ash registers	546	Wash	0.50	min/each
Restrooms					
	ean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
	ean & Disinfect sinks	1			700.000.700.000
	ean mirrors, shelving & dispensers				
	veep Floors	-			
	op floors with disinfectant		3		
	ean walls adjacent to fixtures	-			
	ock disposals	-			
Walls & Wood					
Re	move fingerprints & dirt from doors, frames, &				
/a sw	ritch plates	67	Damp wipe surface	3215	ft²/hr
7b Cle	ean baseboards	67	Damp wipe surface	3215	ft2/hr
	ean & disinfect all surfaces	100			
	findow Washing	183	Clean fountain	0.50	min/each
The state of the s	terior Glass Doors/Panels	04			
	terior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
		84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
	erior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
	terior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
ther Operati		- Total			
	ash Light fixtures		Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
	lice immediate entrance area	-	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
	lice sidewalks & parking area		Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d Car	rry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
	pir Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b Ele	vators	589	Elevator	10	min/each



Service Agreement 24.DMV.010.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE	AGRE	EMENT
----------------	------	--------------

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

SW Resources, Inc.

Work Performed:

Janitorial

Site:

DMV Parkersburg

Wood County

CO1 (...b. a.l. A...a..

601 Lubeck Avenue Parkersburg, WV 26101

Steve Monroe

Billing: DMV Parkersburg

Wood County

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe

304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

368.00

Total Hours

\$6,612.96

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.

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/25/2022

Date

Customer Signature

ENVED

Customer Print Name

RECEIVED

Date

BUSINESS MANAGER'S OFFICE



Terms of Agreement 24.DMV.010.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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TERMS OF AGREEMENT

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- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Alex Engle

O: 304-205-7970 ext. 204

0:

C: 304-444-2401

C: 304-210-6786

gwolfe@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.

contact. A quality inspection will be completed.

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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING 24.DMV.010.23A

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 368.00 TOTAL AGREEMENT COST \$6,612.96

Broken Down/Billed As Follows:

								POSITION 8	HOURLY RA	TE				10027		
	Agre	ement	J	anitor			A Watara		0.55					A PER SEASON	d manufactures	A
- 1	Te	otal		\$17.97	i a grobe.	WSE/EX.5697	a Teffelo		BELL PROF		a trace or				1	Total
	Days	Weeks	Monthly Hours	Monthly Cost				20.180			Tol.		S ESSET		Monthly	Monthly Cost
Aug 2022	23	5	132.25	\$2,376.53											132.25	\$2,376.53
Sep 2022	21	4	120.75	\$2,169.88			a karen	Para landir	1 100 100		1 Marian		E ROME	F \$1,560 - 259	120.75	\$2,169.88
Oct 2022	20	4	115.00	\$2,066.55											115.00	\$2,066.55
EMB	1187					ETAS V	F Water land					11523		ef-te-wit	0 000000-00	The state of
			PROPOSED I													
		100				ELEGISTICS.	19,000	E DAVIDS	li le sécon	Me tip.				10012000		1000
	15 200		(100)				-	-								
			0.110	5-2751/13/1	garage and					High South	1 100	Marie Mills	6 77 0 6	100000	THE ST	190
	C. COPA			Paris available	isticia attacia	F101/5021 EX F0		Contract, and a		No. of Contract of						
	12/22/2						0.200.500	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Mark Cons		SPHORES	100 P 1 100 P		THE PARTY	H. Sales	
	ALDS:	THE	EVELOUE)	DATE OF THE PARTY	Wile is	71.035.45	7 0 5 - 0 SEC	AL TABLE			100.96					
	64	13												A PARTIE S. P.		

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

WOKKLOA	ADING FOR	AGREEMENT:	24.DMV.0)10.23A							
Agreeme	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE				•	-
Carpet (ft ²)		5589	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		17
VCT Tile (ft ²	2)	338	Fixtures (#)	27	Light Fixtures	s (ft ²)	0	1	Inside (ft ²)	1/
Ceramic (ft	²)	1827	Water Fou	ntains (#)	0	Stair Flights (0		Outside (ft²)	
Concrete (f	t ²)	0	-	ptacles (#)	31	Upholstery (1		0	Int Glass Door		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	pradict (ii)	18	Horizontal Su		200			5
Other (ft ²)		0	Walk Off IV	late (#)	2	Vertical Surf.			Int 1 Side (ft ²) Ext Glass Doors/Panels		
	TOTAL (ft ²)	7754		per WO Mat			` '	200			8
Outside (ft ²		400		ft ² WO Mat		Baseboard (li		0	Ext 1 Side (ft ²)		
outside (it	ide (it) 400 TOTAL			nt WO Mat		Entrance (ft ²))	400			
Scope of					SCOPE	OF WORK					
Work#	ISSA#		Description		Work Days/Agreement	Scope of Work #	ISSA#	Descrip	tion Time		Work Days/Agreemen
1a	486	Sweep		0.556	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.606	64	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.012	3	10a-b	84	Exterior Glass Doo	ors/Panels	0.400	64
2a	295	Spot Vacuum (35%)		0.696	51	10c-d	84	Interior Glass Doo	rs/Panels	0.046	13
2b	295	Vacuum		0.507	13	10e	563	Interior Windows		0.008	1
2c	294	Spot Clean (35%)		0.163	64	10f	563	Exterior Windows		0.008	1
2e	91	Walk Off Mats		0.024	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.518	64	11b	179	Police Entrance(2)	5%)	0.030	64
3b	178-177	Reline Baskets		0.052	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.002	51	11d	590	Remove Trash		0.129	64
4b	69	Thorough Dust		0.016	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	3						
5b	546	Wash Vents		0.002	1			Utility Time		0.500	
6a-6i		Restrooms		1.350	64						
7a	67	Remove Dirt		0.124	64			НО	URS PER DAY	5.75	

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

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

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ISSA 612 STANDARD TIMES

ISSA 612 STA	NDARD TIMES				
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surface	Floors				
1a 5	weep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hr
16 D	amp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c S	pray buff	385	Buff	8333	ft²/hr
Carpeted Flo		1		0333	Tt /hr
	oot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
	horough Vacuum	295	Vacuum w/ 12" Upright Vacuum	-	-
	pot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	2239	ft²/hr
	norough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Remov		31	INIALS	2000	ft²/hr
Tabii Keiney	611				
3a Er	mpty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b Re	eplace Liner	178-177	Reline Basket	0.50	each
Furniture, Ca	binets, Countertops	*			
4a 5p	oot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b Th	norough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	acuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/			Total opinioscied i difficult	714	π /hr
	ıst	69	Dust w/ treated cloth	5000	6.2 11
	ash registers	546	Wash	0.50	ft²/hr
Restrooms		1 545	[**usi	0.50	min/each
6a Cl	ean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b Cl	ean & Disinfect sinks	1			TIACUTES
6c CH	ean mirrors, shelving & dispensers				
-	veep Floors]			
	op floors with disinfectant				
	ean walls adjacent to fixtures				
	ean restroom walls				
- Anna Carlotte - Carl	ock disposals	<u></u>			
Walls & Wood	move fingerprints & dirt from doors, frames, &				
78	ritch plates	67	Damp wipe surface	3215	ft²/hr
	ean baseboards	67	Damp wipe surface	2245	
Prinking Foun			bump wipe surface	3215	ft2/hr
	ean & disinfect all surfaces	183	Clean fountain	0.50	min fan sk
A	indow Washing			0.50	min/each
	terior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
	erior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
	erior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	
	terior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth		ft²/hr
ther Operati			The state of the s	526	ft²/hr
	ash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	4,2 4
	lice immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum		ft²/hr
	lice sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
	rry trash to pickup point	590	Remove Trash to Designated Area	3333	ft²/hr
	oir Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	ft²/hr
	vators		Elevator		min/flight
TEIG	TUNE	307	Elekatot	10	min/each



Service Agreement 23.DMV.006.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SEKV	ICE	AG	KE	FIV	ENT
-			-		-

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

Work Performed:

Janitorial

Site:

DMV Elkins

Billing: WV DMV

Randolph Co.

Elkins, WV 26241

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

336.00

Total Hours

\$5,745.60

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.

— DocuSigned by:

Tara Martinez

7/25/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Title

Curia Morse

. /

1 V lime V

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 23.DMV.006.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Maria Smith

O: 304-205-7970 ext. 204

O: 304-636-1638

C: 304-444-2401

C

gwolfe@wvarf.org

maria@senecadesigns.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF
 contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 23.DMV.006.23A

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

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 336.00 TOTAL AGREEMENT COST \$5,745.60

Broken Down/Billed As Follows:

								POSITION &	HOURLY RA	TE			BHS IN	Valenta Princip		
	Agre	ement	MEN	lanitor			Section 1	CONTRACTOR	1 4574075		1000	H. Diberry				
- 1	To	ital		\$17.10	CAST IN	in the New York	t An You		E Late Arriva	State Line	Total Control				1300	Total .
	Days	Weeks	Monthly Hours	Monthly Cost			M F		6794		15.08				Monthly Hours	Monthly Cost
Aug 2022	23	5	120.75	\$2,064.83			T						1		120.75	\$2,064.83
Sep 2022	21	4	110.25	\$1,885.28	430	i con section		N. C. Barry			100	100 May 25	WING ST	1 1 1 1 1 1 1 1 1 1	110.25	\$1,885.28
Oct 2022	20	4	105.00	\$1,795.50											105.00	\$1,795.50
		6880		Fall to the Still			P. France			F5 K 4 F 2		Tarlet L	123		200	123221-0
3 2 3 4 1	ay go	811	PRIZE OF		19.112				S Verticity		Late 100	6848		Taken De De H		Landardin .
		(18.9)		E E E SE S		PROPERTY.	1000	H same pality of		Man 1 a M	100	14 15	1 20 50		1000	
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	Control of the Contro	Vi														
	64	13				200 E C 100	156				CEL SA	Mag Tru	160	Die It	The state of	

Agreement Type		Janitorial	Agreement Period		8/1/2022	10/31/2022		Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE				Days	
Carpet (ft ²)		7321	Restrooms (#)		4	Elevators (#)		0	Windows (#)		20
VCT Tile (ft ²)		563	Fixtures (#)		25	Light Fixtures (ft ²)		0	Inside (ft²)		1
Ceramic (ft ²)		0	Water Fountains (#)		0	Stair Flights (#)		0	Outside (ft²)		1
Concrete (ft ²)		0	Trash Receptacles (#)		46	Upholstery (ft²)		0	Int Glass Doors/Panels		
Viny!/Lam (ft²)		0	Vents (ft²)		0	Horizontal Surf. (ft²)		200	Int 1 Side (ft²)		4
Other (ft ²)		0	Walk Off Mats (#)		6	Vertical Surf.		200			1
TOTAL (ft²)									Ext Glass Doors/Panels		6
Outside (ft²)		0	TOTAL ft ² WO Mat			Baseboard (linear ft)		0		Ext 1 Side (ft ²)	2
outside (it	,	0	TOTAL	it wo wat		Entrance (ft ²))	0			
Scope of					SCOPE	OF WORK Scope of					
Work#	ISSA#	Description		Time	Work Days/Agreement	Work# ISSA#		Description		Time	Work Days/Agreement
1a	486	Sweep		0.145	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.158	64	8a	183	Clean Fountain 0		0.000	0
1c	385	Spray Buff		0.003	3	10a-b	84	Exterior Glass Doors/Panels 0.30		0.300	64
2a	295	Spot Vacuum (35%)		1.144	64	10c-d	84	Interior Glass Doors/Panels		0.027	13
2b	295	Vacuum		0.664	13	10e	563	Interior Windows		0.010	1
2c	294	Spot Clean (35%)		0.214	64	10f	563			0.010	1
2e	91	Walk Off Mats		0.072	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (lean	0.768	64	11b	179	Police Entrance(25	5%)	0.000	0
3b	178-177	Reline Baskets		0.078	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.003	64	11d	590	Remove Trash		0.131	64
4b	69	Thorough Dust		0.004	3	12a	588			0.000	0
4d	81	Vacuum Upholst. Furniture		0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	13						
5b	546	Wash Vents		0.000	2			Utility Time		0.150	
6a-6i	229	Restrooms		1.250	64						
7a 67 Remove Dirt		Remove Dirt		0.124	64			HO	URS PER DAY	5.25	

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

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

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ISSA 612 STANDARD TIMES

1000 012 0	TANDARD TIMES					
Scope of Work#	Scope of Wark Description	ISSA #	ISSA Description		ISSA 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			0333	it /nr	
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		
Ze	Thorough Vacuum Walk-Off Mats	91	Mats		ft²/hr	
Trash Rem		31	IMCLS	2000	ft²/hr	
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean Reline Basket		min/2ft each	
3b	Replace Liner	178-177				
Furniture,	Cabinets, Countertops			0.50		
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	£2n	
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	-	ft²/hr	
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	5000	ft²/hr	
	A/C Registers	01	vacuum opnoistered rumiture	714	ft²/hr	
5a	Dust	69	Dust w/ treated cloth			
5b	Wash registers	546	Wash	5000	ft ² /hr	
estrooms		340	wasii	0.50	min/eac	
6 a	Clean & Disinfect commodes & urinals	229	Restrooms		min/9	
6b	Clean & Disinfect sinks]			I III	
6c	Clean mirrors, shelving & dispensers					
	Sweep Floors					
	Mop floors with disinfectant					
	Clean walls adjacent to fixtures					
	Clean restroom walls					
THE RESERVE AND ADDRESS OF THE PARTY OF THE	Stock disposals					
Valls & Wo		T				
/a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr	
7b Frinking Fo	Clean baseboards	67	Damp wipe surface	3215	ft2/hr	
	Clean & disinfect all surfaces	183				
	/Window Washing	183	Clean fountain	0,50	min/eac	
	Exterior Glass Doors/Panels	84	Class value Triang Court of State (as: 1, 10)			
	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr	
	Interior Windows		Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr	
		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 ² /hr	
ther Oper						
	Wash Light fixtures	540	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	ft²/hr	
44-	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr	
	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft /hr	
11d	Carry trash to pickup point Stair Flights	590 588	Remove Trash to Designated Area Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	ft²/hr min/fligh	



Service Agreement Quote 20.DMV.016.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE	AGRE	EMENT
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Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Precision Services, Inc.

Work Performed:

Janitorial

Site:

DMV Flatwoods

Billing: DMV Flatwoods

295 Skidmore Lane

304-765-2150

Sutton, WV 26601

5707 MacCorkle Ave, SE, Suite 200 Charleston, WV 25304

DMVAcctsPayable@wv.gov

linda.s.collins@wv.gov

Steve Monroe

304-558-2811

Period of Agreement:

8/1/2022

10/31/2022

Total Agreement Pricing**:

224.00

Total Hours

\$3,962.56

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.

DocuSigned by: Tara Martines 7/25/2022 -38DDG8DDCE684E8 Tara Martinez Date WVARF, Inc. CEO **Customer Signature Customer Print Name**

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 20.DMV.016.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

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

TERMS OF AGREEMENT

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 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Jack Holcomb

O: 304-205-7970 ext. 204

O: 304-364-3500

C: 304-444-2401

C:

gwolfe@wvarf.org

jholcomb@psiwv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
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PRICING 20.DMV.016.23A

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

To give every individual with varying abilities the appartunity to have guinful employment

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 224.00 TOTAL AGREEMENT COST \$3,962.56

								POSITION 8	HOURLY RA	TE		F		A STATE OF THE STA	1	
	Agre	ement		anitor		La partir	NGS B	riff of the	Market .		The second		- Ann			
	To	otal		17.69	SEC.	A PARTY OF	A		0.00						1	Total
		Weeks	Monthly Hours	Monthly Cost			1576			- AND SE	Tores.				Monthly Hours	Monthly Cos
Aug 2022	23	5	80.50	\$1,424.05											80.50	\$1,424.05
Sep 2022	21	4	73.50	\$1,300.22	ALC: US			III III A KATE		THE RELIA	in the terms	- W- FELTE	Sec. Co.		73.50	\$1,300.22
Oct 2022	20	4	70.00	\$1,238.30					1						70.00	\$1,238.30
1		2.3			2776					171 172	a district				70.00	\$1,238.30
						A TALL DATE	WISHEST .								775.05	13.9
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	64	13				1										

WORKLOA	ADING FOR	AGREEMENT:	20.DMV.0	16.23A							The state of the s
Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	1/2022	Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE					
Carpet (ft ²)		4598	Restrooms	(#)	2	Elevators (#)		0	Windows (#)	0
VCT Tile (ft	2)	258	Fixtures (#)	4	Light Fixture	s (ft²)	0	1	Inside (ft²)	
Ceramic (ft	2)	0	Water Fou	ntains (#)	0	Stair Flights ((#)	0		Outside (ft ²)	
Concrete (f	't²)	0	Trash Rece		17	Upholstery (0	Int Glass Do		
Vinyl/Lam ((ft ²)	56	Vents (ft ²)	1.7	64	Horizontal Su		500	Int Glass Doors/Panels		2
Other (ft ²)		0	Walk Off N	lats (#)	2	Vertical Surf.		500	Int Total (ft²)		3
	TOTAL (ft ²)			er WO Mat		Baseboard (li			Ext Glass Doors/Panels		0
Outside (ft ²		0		ft ² WO Mat		Entrance (ft ²		976	Ext Total (ft ²)		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,		TOTAL	It veo iviat	THE RESERVE OF THE PARTY OF THE	OF WORK	<u>'</u>	36			
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work#	ISSA#	Description		Time	Work
1a	486	Sweep		0.081	64	7b	67	Baseboards		0.014	Days/Agreemen
1b	369	Мор		0.088	64	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Doo	ers/Panels	0.000	0
2a	295	Spot Vacuum (35%)		0.573	51	10c-d	84	Interior Glass Doo		0.800	64
2b	295	Vacuum		0.417	13	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		0.134	64	10f	563	Exterior Windows		0.000	0
2e	91	Walk Off Mats		0.024	64	11a	540	Wash Light Fixture	25	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.284	64	11b	179	Police Entrance(25		0.003	64
3b	178-177	Reline Baskets		0.029	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.006	51	11d	590	Remove Trash		0.082	64
4b	69	Thorough Dust		0.041	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	1						
5b	546	Wash Vents		0.000	0			Utility Time		0.410	
6a-6i	229	Restrooms		0.200	64						
7a	a 67 Remove Dirt			0.311	64			НО	URS PER DA	Y 3.50	

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

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

155A 612 3	STANDARD TIMES				
Scope of Work#	Scano of Work Description	ISSA #	ISSA Description	15	SA Time
Hard Surf	face 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
10	Spray buff	385	Buff	8333	-
Carpeted	Floors			8333	ft ² /hr
Za	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	1 .2.
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum		ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	2239	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Rem		91	INIELS	2000	ft ² /hr
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b	Replace Liner	178-177	Poline Parket		each
	Cabinets, Countertops	170-177	Reline Basket	0.50	
4a	Spot dust horizontal & vertical surfaces	T 60	Dust will be a building		
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	69	Dust w/ treated cloth	5000	ft²/hr
		81	Vacuum Upholstered Furniture	714	ft²/hr
	A/C Registers				
5a 5b	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
Restrooms	Wash registers	546	Wash	0.50	min/each
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9
6b	Clean & Disinfect sinks	-	,		fixtures
6c	Clean mirrors, shelving & dispensers	4	**		
6d	Sweep Floors	1			
6e	Mop floors with disinfectant	1			
6f	Clean walls adjacent to fixtures	1			
6g	Clean restroom walls	1			
6h	Stock disposals	1			
Walls & Wo	oodwork				
7a	Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface	T	,
	switch plates		Damp wipe surface	3215	ft ² /hr
	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Prinking Fo					
	Clean & disinfect all surfaces /Window Washing	183	Gean fountain	0.50	min/each
		- 04			
	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
	Interior Glass Doors/Panels	84	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	The state of the s				
	Wash Light fixtures	540	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	ft²/hr
	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
	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 17.DMV.009.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE AGREEMENT			

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Work Performed:

Janitorial

Site:

DMV Summersville

Billing: WV DMV

2 Armory Way

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

Summersville, WV 26651

to

10/31/2022

Total Agreement Pricing**:

384.00

Total Hours

\$7,733.76

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.

Tara Martines	7/25/2022	
Tara Martinez WVARF, Inc. CEO	Date	

Customer Signature

Customer Title

Carla Rotsch

Dada

Customer Print Name

1111 27 2020

JOL 27 2022



Terms of Agreement 17.DMV.009.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fo

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Michael Gray

O: 304-205-7970 ext. 204

O: 304-742-6202

C: 304-444-2401

C: 304-880-5041

gwolfe@wvarf.org

michael@wvbrighthorizons.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap,
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 17.DMV.009.23A

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 384.00 TOTAL AGREEMENT COST \$7,733.76

								POSITION 8	HOURLY RA	TE			E Marine		7	
	Agre	ement	J	anitor			April 1				35 20-2		The state of	42040.7	LEW CASSAGE	
	To	otal		20.14	\$12 F		Mary Control		Tipped in		0.40.00		P SSER SAL	Alexander Bill		fotal
	Days	Weeks	Monthly Hours	Monthly Cost									G SE		Monthly	Monthly Cos
Aug 2022	23	5	138.00	\$2,779.32									T		138.00	\$2,779.32
Sep 2022	21	4	126.00	\$2,537.64	医7月 经有	3572	A Price	API NA		Assint Media	ALCO C		10 17 19	1205536	126.00	\$2,537.64
Oct 2022	20	4	120.00	\$2,416.80											120.00	\$2,416.80
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(0.00)	ALES.		Pilo I			QECCO.	SE21		(N.E.,	SERVE	10100	8870 cm	5			
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	64	13				- Indiana and a second										

WORKLO	ADING FOR	R AGREEMENT:	17.DMV.0	09.23A							
Agreem	nent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	1/2022	Days/Week	5	Agreement Davs**	64
					LOCATI	ON PROFILE					
Carpet (ft ²)	5589	Restrooms	(#)	4	Elevators (#)		0	Windows (#		17
VCT Tile (ft	t ²)	338	Fixtures (#))	27	Light Fixture	s (ft ²)	0		Inside (ft²)	
Ceramic (ft	t ²)	1827	Water Fou	ntains (#)	1	Stair Flights (0		Outside (ft²)	
Concrete (ft ²)	0	Trash Rece	ptacles (#)	30	Upholstery (0	Int Glass Do	Int Glass Doors/Panels	
Vinyl/Lam	(ft ²)	0	Vents (ft ²)	,	30	Horizontal Su		30	Int 1 Side (ft²)		5
Other (ft ²)		0	Walk Off N	lats (#)	2	Vertical Surf.		30	Ext Glass Doors/Panels		8
	TOTAL (ft ²)	7754	-	per WO Mat		Baseboard (I			EXT GIASS DO		
Outside (ft		The state of the s		0	-	Ext 1 Side (ft ²)	- :				
	,		TOTAL	TE VO IVIAL		OF WORK	,	1 0			
Scope of Work#	ISSA#	# Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Descrip	tion Time		Work
1a	486	Sweep		0.556	64	7b	67	Baseboards		0.000	Days/Agreemen
1b	369	Мор		0.606	64	8a	183	Clean Fountain		0.017	64
1c	385	Spray Buff		0.012	3	10a-b	84	Exterior Glass Doo	rs/Panels	0.400	64
2a	295	Spot Vacuum (35%)		0.874	64	10c-d	84	Interior Glass Doo	rs/Panels	0.046	13
2b	295	Vacuum		0.507	13	10e	563	Interior Windows		0.008	1
2c	294	Spot Clean (35%)		0.163	64	10f	563	Exterior Windows		0.008	1
2e	91	Walk Off Mats		0.015	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.501	64	11b	179	Police Entrance(25	5%)	0.000	0
3b	178-177	Reline Baskets		0.051	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.000	64	11d	590	Remove Trash		0.129	64
4b	69	Thorough Dust		0.002	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a 5b	69	Dust Vents Wash Vents		0.001	13						
6a-6i	546			0.004	1			Utility Time		0.730	
7a	229 67	Restrooms		1.350	64						
		Remove Dirt		0.019	64			НО	URS PER DAY	6.00	

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

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

	STANDARD TIMES				
Scope of Work#	Scope of Mork Paccriation	ISSA#	ISSA Description	15:	SA Time
Hard Surf	face 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	
Carpeted		1		0333	ft²/hr
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	r.2 n
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		ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Ren		1 31	IMELS	2000	ft²/hr
3a	Empty Waste Basket	177	Empty Trash/Wlpe Clean	1	min/2ft²
3b	Replace Liner	178-177	Reline Basket	0.50	each
Furniture,	, Cabinets, Countertops			1 0.30	
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	
Heating &	A/C Registers		The state of the s	714	ft²/hr
5a	Dust	69	Dust w/ treated cloth	5000	1 420
5b	Wash registers	546	Wash	0.50	ft²/hr
Restrooms			1.000	0.50	min/each
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks	1			liktures
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors]			
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures	i			
		1			
6g	Clean restroom walls				
6h	Stock disposals				
6h	Stock disposals codwork				
THE RESERVE OF THE PARTY OF THE	Stock disposals	67	Damp wipe surface	3215	ft²/hr
6h Walls & W	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface Damp wipe surface		1.335040,1005
6h Walls & W	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards			3215 3215	ft²/hr ft2/hr
6h Walls & Wo 7a 7b Orinking Fo 8a	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces	67			ft2/hr
6h Walls & Wo 7a 7b Orinking Fo 8a	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain	67	Damp wipe surface	3215	1.335040,1005
6h Walls & Wo 7a 7b Orinking Fo 8a	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces	67	Damp wipe surface	3215	ft2/hr min/each
6h Walls & W 7a 7b Drinking Fo 8a Glass Door	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces //Window Washing	67 183	Damp wipe surface Clean fountain	3215	ft2/hr min/each ft²/hr
6h Walls & W 7a 7b Prinking Fo 8a Glass Door	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels	67 183 84	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840	ft2/hr min/each ft²/hr ft²/hr
6h Walls & W. 7a 7b Drinking Fo 8a Glass Door 10a-b 10c-d 10e	Stock disposals /oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	67 183 84 84 563	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840 840	ft2/hr min/each ft²/hr ft²/hr ft²/hr
6h Walls & W 7a 7b Prinking Fo 8a Slass Door 10a-b 10c-d 10e 10f	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only)	67 183 84 84 563	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 0.50 840 840 526	ft2/hr min/each ft²/hr ft²/hr
6h Walls & W 7a 7b Prinking Fo 8a ilass Door 10a-b 10c-d 10e 10f bther Open	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only)	67 183 84 84 563	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 0.50 840 840 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
6h Walls & W 7a 7b Prinking Fo 8a ilass Door 10a-b 10c-d 10e 10f bther Opel	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations	67 183 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
6h Walls & W 7a 7b Prinking Fo 8a ilass Door 10a-b 10c-d 10e 10f bther Opel	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards oountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations Wash Light fixtures	67 183 84 84 563 563 540 179	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	3215 0.50 840 840 526 526 3000 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
6h Walls & W 7a 7b Orinking Fo 8a Silass Door 10a-b 10c-d 10e 10f Other Oper 11a 11b 11c	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards oountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police Immediate entrance area	67 183 84 84 563 563 540 179	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 0.50 840 840 526 526 526 3000 3333 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
6h Walls & W 7a 7b Drinking Fc 8a Slass Door 10a-b 10c-d 10e 10f Dther Ope 11a 11b 11c 11d	Stock disposals foodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards oountain Clean & disinfect all surfaces f/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police Immediate entrance area Police sidewalks & parking area	67 183 84 84 563 563 540 179 179 590	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 Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3215 0.50 840 840 526 526 3000 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr



Service Agreement 14.DMV.003.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SER	VICE	AGRE	EM	ENT

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Lillian James Learning Center

Work Performed:

Janitorial

Site:

DMV Beckley

Billing: DMV Beckley

107 Pinecrest Drive Beckley, WV 25801 5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

1301.12

Total Hours

\$23,251.01

Total Cost

- Please reference the attached Pricing documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached Terms of Agreement and Workloading documentation sheets that provide a
 detailed breakdown of the scope of work.

*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

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

--- DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

7/25/2022

Date

Customer Signature

Customer Titl

Carla Rotsch

Date

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 14.DMV.003.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Kevin Mann

O: 304-205-7970 ext. 204

O: 304-253-8913

C: 304-444-2401

C: 304-228-9583

gwolfe@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 14.DMV.003.23A

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

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

PRICING

Total Agreement Amount:

	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS		
TOTAL AGREEMENT HOURS	1301.12	TOTAL AGREEMENT COST	\$23,251.01

								POSITION 8	HOURLY RA	TE			Transition of	EKILIKWO)	1	
ſ	Agre	ement	1	anitor	Frank (E		O TO SHALL		127.000		M 150 (197)		3 3 3 7		Free Contraction	La a Newson
- 1	Te	otal		17.87					12212.0		SALE OF		1 44	The second	1	otal
	Days	Weeks	Monthly Hours	Monthly Cost					B. C.	E. 17 - 16		Rab			Monthly	Monthly Cos
Aug 2022	23	5	467.59	\$8,355.83											467.59	\$8,355.83
Sep 2022	21	4	426.93	\$7,629.24			W BONTO			111441	9.0380	100	. Hillians		426.93	\$7,629.24
Oct 2022	20	4	406.60	\$7,265.94											406.60	\$7,265.94
53454					STEEN STEEN		# BESSEW!	ELET TO LON		Rep. (1)				in eres	No 18 Cat.	
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	5,765.4	TOTAL		机器基础	Male . To	15. 2000	0 29,702	100 (B) (B)			1 22/1/201/		1000	10722	1,5	
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	64	13		-			-				-					

Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64		
					LOCATION	ON PROFILE							
Carpet (ft ²)		12768	Restrooms	(#)	10	Elevators (#)		0	Windows (#)	100		
VCT Tile (ft	2)	19152	Fixtures (#)		46	Light Fixtures	s (ft ²)	0	Inside (ft²)				
Ceramic (ft	2)	0	Water Fou	ntains (#)	2	Stair Flights (Outside (ft²)				
Concrete (1	ft ²)	0	Trash Rece	ptacles (#)	152	Upholstery (f	3		Int Glass Do		4		
Vinyl/Lam	(ft ²)	0	Vents (ft ²)		68		3		Int 1 Side (ft ²)				
Other (ft ²)	-	0	Walk Off N	lats (#)	2	Vertical Surf.		300	Ext Glass Doors/Panels				2
	TOTAL (ft ²)	31920		er WO Mat	24	Baseboard (li		0	Ext Glass Do	Ext 1 Side (ft ²)			
Outside (ft		0	The same of the sa	ft ² WO Mat		Entrance (ft ²		0		EXL 1 Side (IL)			
	·			ic wo mac		OF WORK	/						
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work#	ISSA#	Description		Time	Work Days/Agreement		
1a	486	Sweep		4.916	64	7b	67	Baseboards	***************************************	0.000	O O		
1b	369	Мор		5.363	64	8a	183	Clean Fountain		0.033	64		
1c	385	Spray Buff		0.467	13	10a-b	84	Exterior Glass Doors/Panels		0.100	64		
2a	295	Spot Vacuum (35%)		1.996	64	10c-d	84	Interior Glass Doo	rs/Panels	0.000	0		
2b	295	Vacuum		1.158	13	10e	563	Interior Windows		0.000	0		
2c	294	Spot Clean (35%)		0.372	64	10f	563	Exterior Windows		0.000	0		
2e	91	Walk Off Mats		0.024	64	11a	540	Wash Light Fixture	es	0.000	0		
3a	177	Empty Trash/Wipe (lean	2.538	64	11b	179	Police Entrance(2)	5%)	0.000	0		
3b	178-177	Reline Baskets		0.257	13	11c	179	Police Parking Lot		0.000	0		
4a	69	Spot Dust (35%)		0.004	64	11d	590	Remove Trash		0.532	64		
4b	69	Thorough Dust		0.024	13	12a	588	Stairs	***************************************	0.000	0		
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0		
5a	69	Dust Vents		0.001	3								
5b	546	Wash Vents		0.000	0			Utility Time		0.060			
6a-6i	229	Restrooms		2.300	64								
7a	67	Remove Dirt		0.187	64			НС	URS PER DA	Y 20.33			

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

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

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122W PTS 2	TANDARD TIMES				
Scope of Work #	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surfa	ce 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		1		0333	π/nr
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	1 630
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	-	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Remo		91	Iviats	2000	ft²/hr
Tubit Netti	V441	7			
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft
3b	Replace Liner	178-177	Reline Basket	0.50	each
	Cabinets, Countertops	1 270-277	The me basket	0.50	
	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	1 (.2)
	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth		ft²/hr
	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	5000	ft²/hr
	A/C Registers	1 01	vacuum upnoistered Furniture	714	ft²/hr
	Dust	69	Durt / Aurant - d - dat		
	Wash registers	546	Dust w/ treated cloth Wash	5000	ft ² /hr
Restrooms	vvasii registers	340	wasn	0.50	min/eac
	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9
5b	Clean & Disinfect sinks	1			lixtures
6c	Clean mirrors, shelving & dispensers	1			ĺ
6d	Sweep Floors]			
	Mop floors with disinfectant				
	Clean walls adjacent to fixtures				
	Clean restroom walls	1			
	Stock disposals				
Walls & Wo					
/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
Prinking Fo	Untain Clean & disinfect all surfaces	183			
	Window Washing	185	Clean fountain	0.50	min/eac
-	Exterior Glass Doors/Panels	84	Classical Triangle Community (School (
		-	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
	Interior 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	ft²/hr
ther Opera	The state of the s				
	Wash Light fixtures	540	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/\$crape Gum	3333	ft²/hr
	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d (Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/fligh
12b E	Elevators	589	Elevator	10	min/each



Service Agreement 11.DMV.005.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

To give ever	y individual with varying o	ibilli	ties th	e opport	unity to	have gainful employment
SERVICE AGREEMENT	<u>r</u>					
Contractor:	West Virginia Association of	of Re	habilit	ation Faci	lities, Inc.	(WVARF)
Work Performed By*:	Integrated Resources, Inc.					
Work Performed:	Janitorial					
Site:	DMV Logan				Billing:	WV DMV Logan
	428 Main Street Logan, WV 25601 800-642-9066					5707 MacCorkle Ave, SE, Suite 200 Charleston, WV 25304 DMVAcctsPayable@wv.gov Steve Monroe 304-558-2811
Period of Agreement:	8/1/2022	to		10/31/2	022	
Total Agreement Pricing*	*: 288.00 \$5,204.16			al Hours		
pricing and bi Please reference detailed brea *Work to be pe	lling.	<i>reen</i> ompa	nent a	nd <i>Worklo</i> CRP as dete	eading do	es a detailed, monthly, breakdown of the commentation sheets that provide a WVARF
Docusigned by: Tara Martines					7/25/	/2022
Tara Martinez WVARF, Inc. CEO					Date	
Customer Signature	2 Rotsch	1			Custom	Business Manager

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 11.DMV.005,23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
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 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Greg Blake

O: 304-205-7970 ext. 204

O: 304-294-5610

C: 304-444-2401

C: 304-673-8489

gwolfe@wvarf.org

gblake@iriwv.com

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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 11.DMV.005.23A

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 288.00 TOTAL AGREEMENT COST \$5,204.16

92								POSITION 8	HOURLY RA	TE	a Lolla Cauch			100 mg		
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- 1	To	otal	nor e	18.07	1721128	Markey I	1 1 10000	CONTRACTOR AS	E ET ASSET		derro		dillo e	Serve, W.B.	TENNE!	Total
	Days	Weeks	Monthly Hours	Monthly Cost									No.	rebas.	Monthly	Monthly Cos
Aug 2022	23	5	103.50	\$1,870.25					1						103.50	\$1,870.25
Sep 2022	21	4	94.50	\$1,707.62		MESS OF	1.5-63	MEGATISTIC	1 E Year	in the second of	Mar det		2567.521	335 M 2 Sec.	94.50	\$1,707.62
Oct 2022	20	4	90.00	\$1,626.30											90.00	\$1,626.30
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	64	13		-			-	-								

WORKLO	ADING FOR	AGREEMENT:	11.DMV.0	05.23A							
Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	./2022	Days/Week	5	Agreement Days**	64
					LOCATION	ON PROFILE					
Carpet (ft ²))	6360	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		15
VCT Tile (ft	t ²)	140	Fixtures (#))	12	Light Fixtures	s (ft ²)	0		Inside (ft ²)	6
Ceramic (ft	t ²)	15	Water Fou	ntains (#)	2	Stair Flights (0	†	Outside (ft²)	6
Concrete (ft ²)	0	Trash Rece	Receptacles (#) 38 Upholstery (ft²)		0	Int Glass Doors/Panels		2		
Vinyl/Lam	(ft ²)	0	Vents (ft ²)		32	Horizontal Su		300	The diass boo	Int 1 Side (ft ²)	- 6
Other (ft ²)	1	85	Walk Off N	lats (#)	4	Vertical Surf.		300	Ext Glass Doo		4
	TOTAL (ft²)	6600		er WO Mat		Baseboard (li		0	LAC GIBSS DOC	Ext 1 Side (ft ²)	
Outside (ft		400		ft ² WO Mat		Entrance (ft ²)	The state of the s	400		Ext 1 side (it)	2
						OF WORK	,	400			
Scope of Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#	Descrip	ition	Time	Work Days/Agreement
1a	486	Sweep		0.062	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.067	64	8a	183	Clean Fountain		0.033	64
1c	385	Spray Buff		0.001	3	10a-b	84	Exterior Glass Doo	ors/Panels	0.200	64
2a	295	Spot Vacuum (35%)		0.994	64	10c-d	84	Interior Glass Doo	rs/Panels	0.000	0
2b	295	Vacuum		0.577	13	10e	563	Interior Windows		0.027	1
2c	294	Spot Clean (35%)		0.186	64	10f	563	Exterior Windows		0.027	1
2e	91	Walk Off Mats		0.030	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.635	64	11b	179	Police Entrance(2		0.030	64
3b	178-177	Reline Baskets		0.064	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.004	64	11d	590	Remove Trash		0.110	64
4b	69	Thorough Dust		0.000	0	12a	588	Stairs		0.000	0
4d 5a	81 69	Vacuum Upholst. Fu Dust Vents	rniture	0.000	0	12b	589	Elevator		0.000	0
5a 5b	546	Wash Vents		0.001	13			l			
6a-6i				0.004	1			Utility Time		0.660	
	229	Restrooms		0.600	64						
7a	67	Remove Dirt		0.187	64			HO	URS PER DAY	4.50	

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

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

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ISSA OIL	STANDARD TIIVIES				
Scope of Work #	Scope of Work Description	ISSA#	ISSA Description	150	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			1 0000	1 11/111
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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
rash Rem		1 32	INICIS	2000	π/nr
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2f
3b	Replace Liner	178-177	Reline Basket	0.50	each
		1 270 277	Treme survey	0.30	
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
	A/C Registers		1 vacuum opiioistered runnture	714	Tτ/hr
5a	Dust	69	Dust w/ treated cloth	T 5000	1 .2"
5b	Wash registers	546	Wash	0.50	ft²/hr
estrooms	A	1 340	146311	0.50	min/ear
6a	Clean & Disinfect commodes & urinals	229	Restrooms		min/9
Od	Clean & Disinfect Commodes & Offices	229	Restrooms	27	fixture
6b	Clean & Disinfect sinks]			
6c	Clean mirrors, shelving & dispensers				1
6d	Sweep Floors	1			1
6e	Mop floors with disinfectant	4			
6f	Clean walls adjacent to fixtures	-			
6g 6h	Clean restroom walls Stock disposals	-			
Valls & W					
	Remove fingerprints & dirt from doors, frames, &	T			
7a	switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking F	ountain				102/111
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/eac
lass Door	/Window Washing	-			11111/200
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	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
ther Ope				520	10/111
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police Immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	ft²/hr min/fligh
12b	Elevators	589	Elevator	10	
	LILTUID (3	1 303	LIGHTON CO.	10	min/eac



Service Agreement 08.DMV.004.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE AGREEMEN

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Goodwill Industries of KYOWVA Area, Inc.

Work Performed:

Janitorial

Site:

DMV Huntington

Billing: WV DMV

801 Madison Avenue

5707 MacCorkle Ave, SE, Suite 200

Huntington, WV 25701

Charleston, WV 25304 DMVAcctsPayable@wv.gov

800-642-9066

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

240.00

Total Hours

\$4,420.80

Total Cost

- Please reference the attached Pricing documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached Terms of Agreement and Workloading documentation sheets that provide a
 detailed breakdown of the scope of work.
 - *Work to be performed by the listed CRP or a comparable CRP as determined by WVARF
 - **If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

-- DocuSigned by:

Tara Martinez

----38DD98D0CE6B4EF

Tara Martinez WVARF, Inc. CEO 7/25/2022

Date

Customer Signature

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

BUSINESS MANAGER'S OFFICE

JUL 27 2022



Terms of Agreement 08.DMV.004.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

Gary Wolfe, Contract Manager

O: 304-205-7970 ext. 204

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Sally Nelson

O: 304-523-7461 ext. 430

C: 304-751-6398

snelson@goodwillhunting.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 08.DMV.004.23A

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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	240.00	TOTAL AGREEMENT COST	\$4,420.80
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Aug 2022	23	5	86.25	\$1,588.73											86.25	\$1,588.73	
Sep 2022	21	4	78.75	\$1,450.58					POLICE A	DESCRIPTION OF THE PARTY OF THE		1.00 May 125	15-6-6-9	THE PROPERTY.	78.75	\$1,450.58	
Oct 2022	20	4	75.00	\$1,381.50											75.00	\$1,381.50	
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WORKLO	ADING FOR	AGREEMENT:	08.DMV.0	04.23A		Name of the last o	1990				
Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64
					LOCATION	ON PROFILE					
Carpet (ft ²))	4767	Restrooms	(#)	2	Elevators (#)		0	Windows (#)		8
VCT Tile (ft	2)	288	Fixtures (#)	16	Light Fixtures	s (ft ²)	0		Inside (ft ²)	
Ceramic (ft	t ²)	0	Water Fou	ountains (#) 0 Stair Flights (#) 0			Outside (ft ²)	1			
Concrete (ft ²)	0	Trash Rece	2		Int Glass Doo		2			
Vinyl/Lam	(ft ²)	0	Vents (ft ²)	1	36	Horizontal Su		200	1111 01033 000	Int 1 Side (ft ²)	
Other (ft ²)		0	Walk Off N	lats (#)	4	Vertical Surf.		200	Ext Glass Doo	, ,	4
	TOTAL (ft ²)	5055		er WO Mat		Baseboard (li		0	EXC GIASS DOC		
Outside (ft		400		ft ² WO Mat		Entrance (ft ²)		400	1	Ext 1 Side (ft ²)	- 2
			1	TT TO THE		OF WORK	,	400			
Scope of Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA#	Descrip	otion	Time	Work Days/Agreement
1a	486	Sweep		0.074	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.081	64	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.002	3	10a-b	84	Exterior Glass Doo	ors/Panels	0.200	64
2a	295	Spot Vacuum (35%)		0.745	64	10c-d	84	Interior Glass Doc	rs/Panels	0.058	13
2b	295	Vacuum		0.432	13	10e	563	Interior Windows		0.004	1
2c	294	Spot Clean (35%)		0.139	64	10f	563	Exterior Windows		0.004	1
2e	91	Walk Off Mats		0.048	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (llean	0.868	64	11b	179	Police Entrance(2	5%)	0.030	64
3b	178-177	Reline Baskets		0.088	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.003	64	11d	590	Remove Trash		0.084	64
4b	69	Thorough Dust		0.016	13	12a	588	Stairs	MMD9	0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a 5b	69	Dust Vents		0.000	3						
	546	Wash Vents		0.000	0			Utility Time		0.070	
6a-6i	229	Restrooms		0.800	64						
7a	67	Remove Dirt		0.006	3			HC	URS PER DAY	3.75	

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

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

	STANDARD TIMES				
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	155	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		1 200		0333	1 It /nr
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
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/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	12000	ft²/hr
Trash Rem		31	Inters	2000	ft²/hr
· ruali rucii		1	1		
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
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	ft²/hr
Heating &	A/C Registers		·		1
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms	\$				1,
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks	1			liktures
6c	Clean mirrors, shelving & dispensers	1			
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				ĺ
6g	Clean restroom walls				l
6h	Stock disposals				
** ** ** **					
Walls & W	oodwork				
Valls & W		67	Damp wipe surface	3215	ft²/hr
	oodwork Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface Damp wipe surface	3215 3215	ft²/hr
7a 7b	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards				
7a 7b Orinking Fo 8a	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces				
7a 7b Orinking Fo 8a Slass Door	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces //Window Washing	67	Damp wipe surface Clean fountain	3215	ft2/hr
7a 7b Drinking Fo 8a Slass Door 10a-b	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels	67	Damp wipe surface	3215	ft2/hr
7a 7b Drinking Fo 8a Slass Door 10a-b 10c-d	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	67 183 84 84	Damp wipe surface Clean fountain	3215	ft2/hr min/each
7a 7b Drinking Fo 8a Slass Door 10a-b	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels	67 183 84	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840	ft2/hr min/each ft²/hr
7a 7b Drinking Fo 8a Slass Door 10a-b 10c-d	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	67 183 84 84	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840 840	ft2/hr min/each ft²/hr ft²/hr
7a 7b Drinking Fo 8a Slass Door 10a-b 10c-d 10e 10f	andwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only)	84 84 84 563	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each 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 0.50 840 840 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr
7a 7b Orinking Fo 8a Slass Door 10a-b 10c-d 10e 10f Other Ope	andwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only)	84 84 84 563	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each 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 0.50 840 840 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr
7a 7b Drinking Fo 8a Slass Door 10a-b 10c-d 10e 10f Other Ope	oodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations	84 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
7a 7b Prinking Fo 8a Silass Door 10a-b 10c-d 10e 10f Other Ope	andwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) rations Wash Light fixtures	67 183 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
7b Drinking Fo 8a Slass Door 10a-b 10c-d 10e 10f Other Ope 11a 11b	andwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards ountain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police immediate entrance area	67 183 84 84 563 563 540 179	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 0.50 840 840 526 526 3000 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
7a 7b Drinking Fo 8a Silass Door 10a-b 10c-d 10e 10f Other Ope 11a 11b 11c	andwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police immediate entrance area Police sidewalks & parking area	67 183 84 84 563 563 540 179 179	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 0.50 840 840 526 526 526 3000 3333 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr



Service Agreement 07.DMV.012.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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SERVICE AGREEMENT	SER	VICE	AGR	EEM	ENT
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Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Goodwill Industries of Kanawha Valley, Inc.

Work Performed:

Janitorial

Site:

DMV

Billing: WV DMV

Kanawha Mall Service Center

Charleston, WV 25304

5707 MacCorkle Avenue, SE, Suite 200

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

2129.28

Total Hours

\$33,536.16

Total Cost

- Please reference the attached Pricing documentation sheet that provides a detailed, monthly, breakdown of the
 pricing and billing.
- Please reference the attached Terms of Agreement and Workloading documentation sheets that provide a
 detailed breakdown of the scope of work.
 - *Work to be performed by the listed CRP or a comparable CRP as determined by WVARF
 - **If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

Tara Martinez

Docusigned by:

7/25/2022

7/25/2022

Date

Agua Potach

Customer Signature

WVARF, Inc. CEO

Customer Title

Date

Carla Rotsch

Customer Print Name

RECEIVED

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 07.DMV.012.23A

West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

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WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Cedric Greene

O: 304-205-7970 ext. 204

gwolfe@wvarf.org

O: 304-346-0811

C: 304-444-2401

cgreene@goodwillkv.com

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- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
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 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
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- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 2129.28 TOTAL AGREEMENT COST \$33,536.16

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	Te	tal		15.75	Elso EV		of the are		40 5464		11.75.75				Batter!	Total	
	Days	Weeks	Monthly Hours	Monthly Cost		14.00					Page 1	San			Monthly Hours	Monthly Cos	
Aug 2022	23	5	765.21	\$12,052.06											765.21	\$12,052.06	
Sep 2022	21	4	698.67	\$11,004.05		Receive .	The state of	SE DE		In Eliza	122.00		1 1/4 - 1828	243,7186	698.67	\$11,004.05	
Oct 2022	20	4	665.40	\$10,480.05											665.40	\$10,480.05	
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	64	13					-			Action and the second							

Agreement Type		Janitorial	Agreement Period		8/1/2022	8/1/2022 10/31/2022		Days/Week	5	Agreement Days**	64
					LOCATIO	ON PROFILE					
Carpet (ft²)		37458	Restrooms (#)		10	Elevators (#)		0	Windows (#)		21
/CT Tile (ft²)		13928	Fixtures (#)		50	Light Fixtures	(ft ²)	0		Inside (ft²)	14
Ceramic (ft	2)	0	Water Four	ntains (#)	4	Stair Flights (#)	0		Outside (ft ²)	14
Concrete (f	ft ²)	0	Trash Rece	ptacles (#)	327	Upholstery (f		0	Int Glass Doc		16
Vinyl/Lam	(ft ²)	0	Vents (ft ²)		68	Horizontal Su		1000	1	Int 1 Side (ft ²)	16
Other (ft ²)		0	Walk Off Mats (#)		4	Vertical Surf. (ft ²)		1000	Ext Glass Do		5
	TOTAL (ft ²)	51386	The second secon	er WO Mat		Baseboard (linear ft)		0			
Outside (ft²)		400	TOTAL ft ² WO Mat			96 Entrance (ft²)		400	Ext 1 Side (ft²)		
						OF WORK		400			
Scope of Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#	Descrip	otion	Time	Work Days/Agreement
1a	486	Sweep		3.575	64	7b	67	Baseboards		0.000	0
1b	369	Мор		3.900	64	8a	183	Clean Fountain	0.067		64
1c	385	Spray Buff		0.078	3	10a-b	84	Exterior Glass Doors/Panels		0.250	64
2a	295	Spot Vacuum (35%)		4.666	51	10c-d	84	Interior Glass Doo	rs/Panels	6.095	64
2b	295	Vacuum		3.398	13	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		1.093	64	10f	563	Exterior Windows		0.093	1
2e	91	Walk Off Mats		0.048	64	11a	540	Wash Light Fixture	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	5.461	64	11b	179	Police Entrance(2:	5%)	0.030	64
3b	178-177	Reline Baskets		0.298	7	11c	179	Police Parking Lot		0.120	64
4a	69	Spot Dust (35%)		0.011	51	1 1d	590	Remove Trash		0.856	64
4b	69	Thorough Dust		0.081	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.003	13						
5b	546	Wash Vents		0.009	1			Utility Time		0.020	
6a-6i	229	Restrooms		2.500	64						
7a	67	Remove Dirt		0.622	64			HO	URS PER DAY	33.27	

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

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

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	STANDARD TIMES	-			
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	ISS	A Time
Hard Surf	face 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	ft ² /hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted	Floors	•		-	
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Ren	noval			-	1 10/111
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b	Replace Liner	178-177	Reline Basket	0.50	each
Furniture,	American and the second			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 upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating &	A/C Registers				1 107111
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/each
Restroom					1
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6с	Clean mirrors, shelving & dispensers]			
6d	Sweep Floors	1			
6e	Mop floors with disinfectant	1			
6f	Clean walls adjacent to fixtures	-			
6g 6h	Clean restroom walls Stock disposals	-			
Walls & W					
AANUS OF AA	VODUWDIK				
	Remove financeprints & diet from dones frames &	T			
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr
7b	switch plates Clean baseboards	67 67	Damp wipe surface	3215 3215	ft²/hr ft2/hr
7b Drinking F	switch plates Clean baseboards Countain	67	Damp wipe surface	3215	ft2/hr
7b Drinking F	switch plates Clean baseboards Countain Clean & disinfect all surfaces				
7b Drinking F 8a Glass Dooi	switch plates Clean baseboards Countain Clean & disinfect all surfaces or/Window Washing	183	Damp wipe surface Clean fountain	3215	ft2/hr min/each
7b Drinking F 8a Glass Door 10a-b	switch plates Clean baseboards Countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels	183	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840	ft2/hr min/each ft²/hr
7b Drinking F 8a Glass Door 10a-b 10c-d	switch plates Clean baseboards Countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	183 84 84	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Gean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840 840	ft2/hr min/each ft²/hr ft²/hr
7b Drinking For 8a Glass Door 10a-b 10c-d 10e	switch plates Clean baseboards Countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows	84 84 84 563	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Gean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	3215 0.50 840 840 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr
7b Drinking F 8a Glass Door 10a-b 10c-d 10e	switch plates Clean baseboards Countain Clean & disinfect all surfaces Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only)	183 84 84	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Gean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840 840	ft2/hr min/each ft²/hr ft²/hr
7b Drinking F 8a Glass Door 10a-b 10c-d 10e 10f Other Ope	switch plates Clean baseboards Countain Clean & disinfect all surfaces In/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) Exteriors	84 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
7b Drinking For 8a Glass Door 10a-b 10c-d 10e 10f Other Ope	switch plates Clean baseboards Fountain Clean & disinfect all surfaces In/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) Exteriors Wash Light fixtures	67 183 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr
7b Drinking Fi 8a Glass Door 10a-b 10c-d 10e 10f Other Ope 11a 11b	switch plates Clean baseboards Fountain Clean & disinfect all surfaces rr/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) Fountain	67 183 84 84 563 563 540 179	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 0.50 840 840 526 526 3000 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
7b Drinking F. 8a Glass Door 10a-b 10c-d 10e 10f Other Ope 11a 11b	switch plates Clean baseboards ountain Clean & disinfect all surfaces rr/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) erations Wash Light fixtures Police immediate entrance area Police sidewalks & parking area	67 183 84 84 563 563 540 179 179	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 0.50 840 840 526 526 526 3000 3333 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
7b Drinking F 8a Glass Door 10a-b 10c-d 10e 10f Other Ope 11a 11b	switch plates Clean baseboards Fountain Clean & disinfect all surfaces rr/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) Fountain	67 183 84 84 563 563 540 179	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 0.50 840 840 526 526 3000 3333	ft2/hr min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr



Service Agreement 07.DMV.011,23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

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Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Goodwill Industries of Kanawha Valley, Inc.

Work Performed:

Janitorial

Site:

DMV

Billing: WV DMV

Kanawha Mall Branch Office

5707 MacCorkle Avenue, SE, Suite 400

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

Charleston, WV 25304 DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

576.00

Total Hours

\$9,072.00

Total Cost

- Please reference the attached Pricing documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached Terms of Agreement and Workloading documentation sheets that provide a
 detailed breakdown of the scope of work.
 - *Work to be performed by the listed CRP or a comparable CRP as determined by WVARF
 - **If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez

7/25/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Title

Carla Rotsch

ECEIVED.

Date

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 07.DMV.011.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

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TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Cedric Greene

O: 304-205-7970 ext. 204

O: 304-346-0811

C: 304-444-2401

C:

gwolfe@wvarf.org

cgreene@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



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

PRICING 07.DMV.011.23A

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 576.00 TOTAL AGREEMENT COST \$9,072.00

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	Total		Total		Total \$15.75		#25 A	(10 J.S. 1) S	10000				1 650 01					Total .
	Days	Weeks	Monthly Hours	Monthly Cost											Monthly	Monthly Cos		
Aug 2022	23	5	207.00	\$3,260.25									T		207.00	\$3,260.25		
Sep 2022	21	4	189.00	\$2,976.75			A AMPEN	TA POPEN	A STATE	mail state	A CHORNE	Links Asset	Hall-se	Marine 2 ha	189.00	\$2,976.75		
Oct 2022	20	4	180.00	\$2,835.00											180.00	\$2,835.00		
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	64	13													1			

WORKLO	ADING FOR	AGREEMENT:	07.DMV.0	11.23A							
Agreement Type		Janitorial	Agreement Period		8/1/2022	10/31/2022		Days/Week	5	Agreement Days**	64
					LOCATION	ON PROFILE					
Carpet (ft ²) 9050		9050	Restrooms (#)		4	Elevators (#)		0	Windows (#)		5
VCT Tile (ft	CT Tile (ft²) 976		Fixtures (#		54	Light Fixtures	(ft ²)	1		Inside (ft²)	3
Ceramic (ft	·²)	0	Water Fou	ntains (#)	4	Stair Flights (0		Outside (ft ²)	3
Concrete (f	ft ²)	0	Trash Rece	ptacles (#)	112	Upholstery (f		0	Int Glass Doc		4
Vinyl/Lam	(ft ²)	0	Vents (ft ²)		36	Horizontal Su		200	11110000000	Int 1 Side (ft ²)	3
Other (ft ²)		361	Walk Off N	lats (#)	6	Vertical Surf.		200	Ext Glass Doo		4
	TOTAL (ft ²)	10387	ft ² r	er WO Mat		Baseboard (linear ft)		0	EAL GIUSS DO	Ext 1 Side (ft ²)	2
Outside (ft		400		ft ² WO Mat		Entrance (ft²)		0	EXLI Side (IL)		
						OF WORK					
Scope of Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#	Descrip	tion	Time	Work Days/Agreement
1a	486	Sweep		0.343	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.374	64	8a	183	Clean Fountain		0.067	64
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Doors/Panels		0.200	64
2a	295	Spot Vacuum (35%)		1.415	64	10c-d	84	Interior Glass Doo	rs/Panels	0.058	13
2b	295	Vacuum		0.821	13	10e	563	Interior Windows		0.005	1
2c	294	Spot Clean (35%)		0.264	64	10f	563	Exterior Windows		0.005	1
2e	91	Walk Off Mats		0.072	64	11a	540	Wash Light Fixture	2S	0.000	. 0
3a	177	Empty Trash/Wipe (Clean	1.870	64	11b	179	Police Entrance(2:		0.000	0
3b	178-177	Reline Baskets		0.190	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.003	64	11d	590	Remove Trash		0.173	64
4b	69	Thorough Dust		0.016	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	3						
5b	546	Wash Vents		0.000	0			Utility Time		0.300	
6a-6i	229	Restrooms		2.700	64						
7a	67	Remove Dirt		0.124	64			HO	URS PER DAY	9.00	

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

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

. .

	STANDARD TIMES				
Scope of Work#		ISSA#	ISSA Description	IS	SA Time
Hard Surf	face Floors	'			
la	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/hi
arpeted		1		0333	π/h
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	T 2220	1 - 2
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 Vacuurn	2239	ft²/h
2e	Thorough Vacuum Walk-Off Mats	91		12000	ft²/h
rash Ren		31	Mats	2000	ft²/h
rasii neii	Tioval				
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				
4a	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/hi
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hi
eating &	A/C Registers			724	1 10/10
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hi
5b	Wash registers	546	Wash	0.50	
estroom				0,50	min/ea
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9
6b	Clean & Disinfect sinks				IIALUIC
6c	Clean mirrors, shelving & dispensers				1
6d	Sweep Floors				
6e	Mop floors with disinfectant				1
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
alis & W	/oodwork				
7a	Remove fingerprints & dirt from doors, frames, &	67	Daniel Control of the		6.2 11
			Damp wipe surface	3215	
71	switch plates			3215	
7b	Clean baseboards	67	Damp wipe surface	3215 3215	
rinking F	Clean baseboards ountain	67	Damp wipe surface	3215	ft2/hr
rinking Fo	Clean baseboards countain Clean & disinfect all surfaces				ft2/hr
rinking F 8a lass Door	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing	67	Damp wipe surface Clean fountain	3215	ft2/hr min/ead
rinking Fo 8a lass Door 10a-b	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels	67 183 84	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840	ft2/hr min/eac
sa lass Door 10a-b 10c-d	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	183 84 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	ft2/hr min/ead
rinking Fo 8a lass Door 10a-b 10c-d 10e	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows	67 183 84 84 84 563	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 0.50 840	ft2/hr min/ead
sinking Formal Sea ass Door 10a-b 10c-d 10e 10f	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only)	183 84 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 0.50 840 840	ft2/hr min/ead ft²/hr ft²/hr
sinking Formal Sea	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) erations	67 183 84 84 84 563 563	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 0.50 840 840 526	ft2/hr min/ead ft²/hr ft²/hr
inking Formal Sea ass Door 10a-b 10c-d 10e 10f her Ope 11a	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) crations Wash Light fixtures	67 183 84 84 563 563	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 0.50 840 840 526	ft2/hr min/eac ft²/hr ft²/hr ft²/hr ft²/hr
sinking Formal Sea	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) erations	67 183 84 84 563 563	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 0.50 840 840 526 526	ft2/hr min/eau ft²/hr ft²/hr ft²/hr ft²/hr
rinking Fe 8a lass Door 10a-b 10c-d 10e 10f ther Ope	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) crations Wash Light fixtures	67 183 84 84 563 563 540 179	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	3215 0.50 840 840 526 526	ft2/hr min/ea ft²/hr ft²/hr ft²/hr ft²/hr
rinking Formal State Sta	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows (1st floor only) erations Wash Light fixtures Police immediate entrance area	67 183 84 84 563 563 540 179	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 0.50 840 840 526 526 3000 3333 3333	ft2/hr min/ead ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
rinking Fe 8a lass Door 10a-b 10c-d 10e 10f ther Ope 11a 11b	Clean baseboards countain Clean & disinfect all surfaces r/Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) erations Wash Light fixtures Police immediate entrance area Police sidewalks & parking area	67 183 84 84 563 563 540 179 179	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 0.50 840 840 526 526 3000 3333	ft²/hr ft²/hr ft²/hr ft²/hr



Service Agreement 07.DMV.002.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

To give every individual with usering shills in the same

/ To give every	maividual with varying al	ollities the	opportunity to	have gainful employment
SERVICE AGREEMENT				
Contractor:	West Virginia Association of	f Rehabilitat	tion Facilities, Inc.	(WVARF)
Work Performed By*:	Goodwill Industries of Kana	wha Valley,	Inc.	
Work Performed:	Janitorial			
Site:	DMV Putnam Winfield/Teays Valley/Hurn	ricane	Billing:	DMV Putnam
	116 Liberty Square Hurricane, WV 25526			5707 MacCorkle Avenue, SE, Suite 200 Charleston, WV 25304
				Steve Monroe
				304-558-2811
				DMVAcctsPayable@wv.gov
Period of Agreement:	8/1/2022	to	10/31/2022	
Total Agreement Pricing**	\$6,199.20	Total Total	Hours	
pricing and bill Please reference detailed breake *Work to be per	ing.	eement and	I Workloading do	s a detailed, monthly, breakdown of the cumentation sheets that provide a
Tara Martines			7/25/20	022
Tara Martinez WVARF, Inc. CEO			Date	
Customer Signature	Rotsch		Custome	ISINESS Manager
Carla Rotso	ch			1-29-22
Customer Print Name	RECE	EIVE	Date	

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 07.DMV.002.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
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WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville

Cedric Greene

O: 681-661-0144

O: 304-346-0811

C: 304-539-9353

C:

mmayville@wvarf.org

cgreene@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- e The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 07.DMV.002.23A

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

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 393.60 TOTAL AGREEMENT COST \$6,199.20

Broken Down/Billed As Follows:

								POSITION 8	HOURLY RA	TE						
- [Agre	ement	J	anitor					FED LIPSE		1 1 1 1 1			TO DO TO	E DECEMBER	STATE OF THE STATE OF
- 1	To	tal		15.75					0.000		Take 1	3/5/25	3 3 7 3 3			Total
	Days	Weeks	Monthly Hours	Monthly Cost							100				Monthly	Monthly Cos
Aug 2022	23	5	141.45	\$2,227.84											141.45	\$2,227.84
Sep 2022	21	4	129.15	\$2,034.11	100	1 MW 2007	Elle		Del our		18.5	211 19 11 11	137119	Visite I and	129.15	\$2,034.11
Oct 2022	20	4	123.00	\$1,937.25											123.00	\$1,937.25
10.45	178				M. P. S		6972	L. F. D. F. C.	E E	COST MARCH		F-1015-71				
194	0,00	12,0%	10 St. 10 St.		Wall.	E EXPERT	e prote	Marie R	garyta.		1 (September 1987)		n nana	I I Carrier		
	i e		in the	Mar Market		EMINE	Y RESPECT				Marine.					
	L. Tark	1597	Inches	n - Mises											· 第4500	New Marie
a due	i i	THE P		I CHAIN MARKET		1240, 2	49.163	7.516362			lies, may				S ASSAULT VICE	
	64	13				-		-								

		T	T								
Agreem	ent Type	Janitorial	Agreeme	ent Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE					
Carpet (ft ²)		3884	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		8
VCT Tile (ft	²)	4301	Fixtures (#)	24	Light Fixture:	s (ft ²)	0	(,	Inside (ft²)	8
Ceramic (ft	2)	0	Water Fou	ntains (#)	1	Stair Flights (0		Outside (ft²)	8
Concrete (f	ft ²)	0	Trash Rece	ptacles (#)	47	Upholstery (0	Int Glass Doo		2
Vinyl/Lam ((ft ²)	0	Vents (ft ²)		24	Horizontal Su		80	IIIC Glass DOG		
Other (ft ²)		0	Walk Off N	lats (#)	2	Vertical Surf.		80	Fort Class Day	Int 1 Side (ft ²)	7
	TOTAL (ft ²)	8185		er WO Mat		Baseboard (li		0	Ext Glass Doo		4
Outside (ft ²		400		ft ² WO Mat		Entrance (ft ²				Ext 1 Side (ft ²)	2
	<u></u>	100	TOTAL	it wo mat	The second secon	OF WORK	·	400			
Scope of	ISSA#	Description	_			Scope of		T			Work
Work#		Descriptio	n	Time	Work Days/Agreement	Work#	ISSA#	Descrip	tion	Time	Days/Agreement
1a		Sweep		1.104	64	7b	67	Baseboards		0.000	0
1b	369	Мор		1.204	64	8a	183	Clean Fountain		0.017	64
1c	385	Spray Buff		0.105	13	10a-b	84	Exterior Glass Doo	rs/Panels	0.200	64
2a	295	Spot Vacuum (35%)		0.607	64	10c-d	84	Interior Glass Doo	rs/Panels	0.074	13
2b	295	Vacuum		0.352	13	10e	563	Interior Windows		0.021	1
2c	294	Spot Clean (35%)		0.113	64	10f	563	Exterior Windows		0.021	1
2e	91	Walk Off Mats		0.024	64	11a	540	Wash Light Fixture	es .	0.000	0
3a	177	Empty Trash/Wipe C	Clean	0.785	64	11b	179	Police Entrance(25	5%)	0.006	13
3b	178-177	Reline Baskets		0.080	13	11c	179	Police Parking Lot	•	0.024	13
4a	69	Spot Dust (35%)		0.001	64	11d	590	Remove Trash		0.136	64
4b	69	Thorough Dust		0.007	13	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	3					0.000	
5b	546	Wash Vents		0.003	1			Utility Time		0.019	
6a-6i	229	Restrooms		1.200	64					0.025	
7a	67	Remove Dirt		0.050	64			НО	URS PER DAY	6.15	

^{**}Based on the number of contracted working days in the fiscal year, July 1 2021 to June 30, 2022.

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

*

ISSA 612 ST	FANDARD TIMES				
Scope of Work #	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surfac	ce 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 Fl	loors			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	ft²/hr
2c 5	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 Remo	oval			1 2000	1 167611
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b F	Replace Liner	178-177	Reline Basket	0.50	each
Furniture, C	Cabinets, Countertops	-		1	
4a 5	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b 1	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d \	Vacuum upholstered furniture	81	Vacuum Uphoistered Furniture	714	ft²/hr
Heating & A	/C Registers			1	10 /10
5a [Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b V	Wash registers	546	Wash	0.50	min/each
Restrooms					Thing cause
6a (Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
	Clean & Disinfect sinks				
	Clean mirrors, shelving & dispensers				
	Sweep Floors				
	Mop floors with disinfectant	-			
	Elean walls adjacent to fixtures Elean restroom walls	-			
	stock disposals	1			
Walls & Woo					
T _R	Remove fingerprints & dirt from doors, frames, &	l			Г
/a	witch plates	67	Damp wipe surface	3215	ft²/hr
7b C	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Orinking Fou	ıntain				
	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
	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
10f E	xterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
ther Opera	tions				
	Vash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b P	olice immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c P	olice sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d C	arry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a St	tair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
				100000	



Service Agreement 03.DMV.015.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE	AGREEME	ENT

Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Developmental Center & Workshop, Inc.

Work Performed:

Janitorial

Site:

DMV Charles Town

Billing: DMV Charles Town

24 Ruland Road

5707 MacCorkle Ave, SE, Suite 200

Kearneysville, WV 25430 cecil.w.loyd@wv.gov

Charleston, WV 25304 DMVAcctsPayable@wv.gov

304-926-3804

Steve-Monroe 304-558-2811

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

304.00

Total Hours

\$6,754.88

Total Cost

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached Terms of Agreement and Workloading documentation sheets that provide a
 detailed breakdown of the scope of work.
 - *Work to be performed by the listed CRP or a comparable CRP as determined by WVARF
 - **If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

- DocuSigned by:

Tara Martinez

7/25/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Titl

Carla Rotsch

Date

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 03.DMV.015.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Tony Francis

O: 304-205-7970 ext. 204

O: 304-788-3046

C: 304-444-2401

C: 304-813-7901

gwolfe@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF
 contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.





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 vorying abilities the opportunity to have goinful employment

PRICING 03.DMV.015.23A

PRICING

Total Agreement Amount:

\$6,754.88 TOTAL AGREEMENT COST 304.00 TOTAL AGREEMENT HOURS

Broken Doy

							POSITION	POSITION & HOURLY RATE	re					
	Agre	Agreement		Janitor										
	Ţ	Total	"	\$22.22										Total
	Days	Days Weeks	Monthly	Monthly Cost									Monthly	Monthly Cost
Aug 2022	23	2	109.25	\$2,427.54									109.25	\$7 427 54
Sep 2022	21	4	99.75	\$2,216.45									99.75	\$2,216.45
Oct 2022	20	4	95.00	\$2,110.90									00 10	42 440 00
													oning	34,110.30
	100			**************************************	1									
						No.								
						No. of Street, or other Persons and Street, o								
	64	13					-			-	-			

WORKLOADING	WORKLOADING FOR AGREEMENT:	03.DMV.01	15.23A							
Agreement Type	e Janitorial	Agreeme	Agreement Period	8/1/2022	10/31/2022	/2022	Days/Week	S	Agreement Davs**	64
				LOCATI	LOCATION PROFILE					
Carpet (ft²)	5834	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		c
VCT Tile (ft²)	431	Fixtures (#)		13	Light Fixtures (ft²)	(ft²)	0		Inside (ft²)	
Ceramic (ft²)	0	Water Foun	ntains (#)	1	Stair Flights (#)	(#)	0		Outside (ft²)	
Concrete (ft²)	0	Trash Receptacles (#)	ptacles (#)	31	Upholstery (ft²)	t ²)	0	Int Glass Doors/Panels	s/Panels	0
Vinyl/Lam (ft ²)	0	Vents (ft²)		0	Horizontal Surf. (ft ²)	rf. (ft²)	200		Int 1 Side (ft²)	0
Other (ft²)	0	Walk Off Mats (#)	lats (#)	1	Vertical Surf. (ft ²	(ft²)	200	Ext Glass Doors/Panels	rs/Panels	2
TOTAL (ft ²)	(ft²) 6265		ft² per WO Mat	30	Baseboard (linear ft)	near ft)	484		Ext 1 Side (ft ²)	21
Outside (ft²)	0	TOTAL	TOTAL ft2 WO Mat		30 Entrance (ft ²)		150		(2)	
				SCOPE	SCOPE OF WORK					
Scope of ISSA#	# Description	on	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	tion	Time	Work
1a 486	Sweep		0.111	64	76	67	Baseboards		0.021	Days/Agreement
1b 369	Mop		0.121	64	88	183	Clean Fountain		0.031	67
1c 385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Doors/Panels	rs/Panels	0.100	20
Za 295	Spot Vacuum (35%)		0.000	0	10c-d	84	Interior Glass Doors/Panels	s/Panels	0000	5 0
2b 295	Vacuum		2.606	64	10e	563	Interior Windows		0.000	
2c 294	Spot Clean (35%)		0.000	0	10f	563	Exterior Windows		0.00	0
2e 91	Walk Off Mats		0.015	64	11a	540	Wash Light Fixtures	S	0000	0
3a 177	Empty Trash/Wipe Clean	Clean	0.518	64	11b	179	Police Entrance(25%)	(%	0.011	64
3b 178-177			0.052	13	11c	179	Police Parking Lot		0.000	0
1			0.007	64	114	590	Remove Trash		0.104	64
4b 69	Thorough Dust		0.000	0	12a	588	Stairs		0000	
4d 81	Vacuum Upholst. Furniture	urniture	0.000	0	126	589	Elevator		0000	
5a 69	Dust Vents		0.000	0						
5b 546	Wash Vents		0.000	0			Utility Time		0 100	
6a-6i 229	Restrooms		0.650	64						
73 67	Remove Dirt		0.311	64			HOH	HOURS PER DAY	4.75	

^{*}See the Pricing documentation sheet for a breakdown of customer pricing for this scope of work.
**Based on the number of contracted working days in the fiscal year, from August 1, 2022, to October 31, 2022.

.

ISSA 612 S	TANDARD TIMES				
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surfa	ce 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	ft ² /hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted F	loors			0000	1 It /III
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
	Thorough Vacuum Walk-Off Mats	91	Mats	2000	
Trash Remo		1		2000	ft²/hr
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b	Replace Liner	178-177	Reline Basket	0.50	each
and the same of	Cabinets, Countertops	1 210-211	Incline poster	0.50	
	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	1 6.24
	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture		ft²/hr
	A/C Registers	01	vacuum opnoistered runniture	714	ft²/hr
	Dust	69	Dust w/ treated cloth		1 .1.
	Wash registers	546	Wash	5000	ft²/hr
Restrooms	TVOSTI LEGISCETS	340	(vdSi)	0.50	min/each
	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9
6b	Clean & Disinfect sinks	1			fixtures
6c	Clean mirrors, shelving & dispensers	1			
6d :	Sweep Floors	1			
6e	Mop floors with disinfectant				
	Clean walls adjacent to fixtures				
	Clean restroom walls				
THE RESERVE TO SHARE THE PARTY OF THE PARTY	Stock disposals				
Nalls & Wo					
7a 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
Orinking For					
	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
	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 ² /hr
ther Opera	THE RESERVE WE SHARE WITH SAME SHOULD BE SHOUL	-			
	Wash Light fixtures	540	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	ft²/hr
11c F	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" dust mop and pick up debris	8.0	min/flight
			, and the second	0.0	,



Service Agreement 03.DMV.014.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

SERVICE AGREEMENT	SER	VICE	AGR	EEM	ENT
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Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Developmental Center & Workshop, Inc.

Work Performed:

Janitorial

Site:

DMV Keyser

Billing: DMV Keyser

196 North Tornado Way

Keyser, WV 26726

cecil.w.loyd@wv.gov

304-926-3804

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

Steve Monroe 304-558-2811

Period of Agreement:

8/1/2022

10/31/2022

Total Agreement Pricing**:

393.60

Total Hours

\$8,745.79

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.

Tara Martines

7/25/2022

Tara Martinez WVARF, Inc. CEO

Date

Customer Signature

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S **OFFICE**



Terms of Agreement 03.DMV.014.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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TERMS OF AGREEMENT

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WVARF CONTACT:

VENDOR CONTACT:

 Gary Wolfe, Contract Manager
 Tony Francis

 0: 304-205-7970 ext. 204
 0: 304-788-3046

 C: 304-444-2401
 C: 304-813-7901

gwolfe@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- · The customer agrees to receive electronic invoices.
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PRICING 03.DMV.014.23A

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 393.60 TOTAL AGREEMENT COST \$8,745.79

Broken Down/Billed As Follows:

1								POSITION	HOURLY RA	TE						
	Agre	ement	Sec. J	anitor	TE WIL	1775 - 571	TO STATE		i engles			ere a lad	9 63	A DESCRIPTION		
	To	otal		22.22				A TRANS			e entre					Total
	Days	Weeks	Monthly Hours	Monthly Cost						942 B			DA .	1 4 6 4	Monthly Hours	Monthly Cos
Aug 2022	23	5	141.45	\$3,143.02											141.45	\$3,143.02
Sep 2022	21	4	129.15	\$2,869.71		WILLIAM.			t di seri	101-011-011		E Indiana	n manua	E 1 1900, 190	129.15	\$2,869.71
Oct 2022	20	4	123.00	\$2,733.06											123.00	\$2,733.06
		E frings	APRIL 1	and the second	Berlin A	TARRES EN	0,013						19 13	See Land		
	T. K		AUGULA				1 Care					fisher in the first				
					10 11	P. Ellegold	15000		- 1							
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												12000	-			-
. 117	46	57.7	ne.			Service .	1800	1 Calerdady	110 10							
	64	13							-	-						

Agreem	ent Type	Janitorial	Agree	ment Period	8/1/2022	10/31	/2022	Days/Week	5	Agreement Days**	64
					LOCATI	ON PROFILE					
Carpet (ft ²))	0	Restrooms	(#)	5	Elevators (#)		0	Windows (#)		0
VCT Tile (ft	r ²)	6885	Fixtures (#)	12	Light Fixtures	(ft ²)	62		Inside (ft²)	
Ceramic (ft	t ²)	0	Water Fou	ntains (#)	0	Stair Flights (0		Outside (ft ²)	
Concrete (1	ft ²)	0	Trash Rece	ptacles (#)	31	Upholstery (f	-	0	Wkly Glass Door	- ' '	1
Vinyl/Lam	(ft ²)	0	Vents (ft ²)		58	Horizontal Su		500	Wkiy diass bool	Total (ft ²)	
Other (ft²)		0	Walk Off N	late (#)	4	Vertical Surf.		500	Dly Glass Doors/		5
	TOTAL (ft ²)		Walk Off IV	ft ² per WO Mat		Baseboard (li			Diy Glass Doors/		1
Outside (ft		500	TO	TAL ft ² WO Mat		Entrance (ft ²)		0		Total (ft ²)	5
outside (it		300	10	TALIT WO WAT				40	1		
Scope of					SCOPE	OF WORK		_			
Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#	Descri	ption	Time	Work Days/Agreemer
1a	486	Sweep		1.767	64	7b	67	Baseboards		0.000	0
1b	369	Мор		1.928	64	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.000	0	10a-b	84	Daily Glass Doors,	/Panels	0.629	64
2a	295	Spot Vacuum (35%)		0.000	0	10c-d	84	Weekly Glass Doo	rs/Panels	0.121	13
2b	295	Vacuum		0.000	0	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		0.000	0	10f	563	Exterior Windows		0.000	0
2e	91	Walk Off Mats		0.030	64	11a	540	Wash Light Fixtur	es	0.000	1
3a	177	Empty Trash/Wipe (Clean	0.518	64	11b	179	Police Entrance(2	5%)	0.001	13
3b	178-177	Reline Baskets		0.052	13	11c	179	Police Parking Lot		0.030	13
4a	69	Spot Dust (35%)		0.001	13	11d	590	Remove Trash		0.115	64
4b	69	Thorough Dust		0.000	0	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst, Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	1						
5b	546	Wash Vents		0.008	1			Utility Time		0.040	
6a-6i	229	Restrooms		0.600	64			<u> </u>			
7a	67	Remove Dirt		0.311	64				OURS PER DAY	6.15	

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

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

ISSA 612	STANDARD TIMES				
Scope of Work#	Scope of Work Decription	ISSA#	ISSA Description	ISS	A Time
Hard Surf	face 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
1¢	Spray buff	385	Buff	8333	ft²/hr
Carpeted	Floors			1 0000	1 107111
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Ren		1 32	THOUS .	2000	π/hr
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft²
3b	Replace Liner	178-177	Reline Basket	0.50	each
Furniture	A colored to the colo	1270277	The mile booket	0.50	
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	5.2 11
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth		ft²/hr
4d	Vacuum upholstered furniture	81		5000	ft²/hr
	A/C Registers	97	Vacuum Upholstered Furniture	714	ft²/hr
5a	Dust	69	Dust w/ treated cloth		
5b	Wash registers	546		5000	ft²/hr
Restroom		346	Wash	0.50	min/each
	T	Т			min 10
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks	-			
6c 6d	Clean mirrors, shelving & dispensers Sweep Floors	-			
6e	Mop floors with disinfectant	-			
6f	Clean walls adjacent to fixtures	-			
6g	Clean restroom walls	1			
6h	Stock disposals				
Walls & W	Voodwork				
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
Orinking F	ountain				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Doo	r/Window Washing				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
	erations				
ther Ope					ft²/hr
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	
		540 179	Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	
11a	Wash Light fixtures	-			ft²/hr
11a 11b	Wash Light fixtures Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr ft²/hr
11a 11b 11c	Wash Light fixtures Police immediate entrance area Police sidewalks & parking area	179 179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 3333	ft²/hr



Service Agreement 03.DMV.008.23A

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

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Contractor:

West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*:

Developmental Center & Workshop, Inc.

Work Performed:

Janitorial

Site:

DMV Martinsburg

Billing: DMV Martinsburg

38 Severna Parkway

5707 MacCorkle Ave, SE, Suite 200

Martinsburg, WV 25403

Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

8/1/2022

to

10/31/2022

Total Agreement Pricing**:

384.00

Total Hours

\$8,532.48

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.

DocuSigned by:

Tara Martinez

7/25/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Titl

Carla Rotsch

Date

Customer Print Name

JUL 27 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 03.DMV.008.23A

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

TERMS OF AGREEMENT

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the
 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager
O: 304-205-7970 ext. 204

O: 304-788-3046

C: 304-444-2401

C: 304-813-7901

Tony Francis

gwolfe@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF
 contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 03.DMV.008.23A

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 384.00 TOTAL AGREEMENT COST \$8,532.48

Broken Down/Billed As Follows:

								POSITION &	HOURLY RA	TE .						
	Agreement Total		Janitor \$22,22		Maria Maria	Marie By	The same		To the		4864				1001-151	12.4
					nener:				- 100		Herse e	EL PACAGE	A CHILDREN		1	Total
	Days	Weeks	Monthly Hours	Monthly Cost					Pr 5						Monthly Hours	Monthly Co
Aug 2022	23	5	138.00	\$3,066.36											138.00	\$3,066.36
Sep 2022	21	4	126.00	\$2,799.72	424152433		UTSE		A		17.28 0=	E 11 T 11 TH		The state of the s	126.00	\$2,799.72
Oct 2022	20	4	120.00	\$2,666.40											120.00	\$2,666.40
554					22-21-02-6			40.40.40.40	100000	Selection of	1 2 14480			1997-88	1000000	-
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3-71	(MEL)				4-61			333								
					7 1 1 1						. 00.0					9.00
	64	13														

WORKLO	ADING FOR	AGREEMENT:	03.DMV.0	08.23A							
Agreement Type		Janitorial Agreement Period		8/1/2022	10/31/2022		Days/Week	5	Agreement Days**	64	
					LOCATION	ON PROFILE				-	
Carpet (ft ²))	8169	9 Restrooms (#)		4	Elevators (#)		0	Windows (#)		11
VCT Tile (ft	2)	120	Fixtures (#)		16	Light Fixtures (ft ²)		1	Inside (ft²)		3
Ceramic (ft	t ²)	711	Water Fountains (#)		2	Stair Flights (#)		0	Outside (ft²)		3
Concrete (f	ft ²)	0	Trash Receptacles (#)		42	Upholstery (ft ²)		0	Int Glass Doors/Panels		11
Vinyl/Lam	(ft ²)	0	Vents (ft²)		24	Horizontal Surf. (ft ²)		200	Int 1 Side (ft ²)		
Other (ft ²)	`	0	Walk Off Mats (#)		2	Vertical Surf. (ft²)		200	Ext Glass Doors/Panels		2
	TOTAL (ft²)	9000	- ''			Baseboard (linear ft)		0	Ext 1 Side (ft²)		
Outside (ft²)		400	TOTAL ft ² WO Mat			Entrance (ft ²)		400	EAC & SIDE (IC)		
	,	100	TOTAL	it wo mat		OF WORK	,	400			
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Description		Time	Work Days/Agreement
1a	486	Sweep		0.213	64	7b	67	Baseboards		0.000	0
1b	369	Мор		0.233	64	8a	183	Clean Fountain		0.033	64
1c	385	Spray Buff		0.005	3	10a-b	84	Exterior Glass Doors/Panels		0.100	64
2a	295	Spot Vacuum (35%)		1.018	51	10c-d	84	Interior Glass Doors/Panels		0.471	64
2b	295	Vacuum		0.741	13	10e	563	Interior Windows		0.012	1
2c	294	Spot Clean (35%)		0.238	64	10f	563	Exterior Windows		0.012	1
2e	91	Walk Off Mats		0.024	64	11a	540	Wash Light Fixtures		0.000	0
3a	177	Empty Trash/Wipe Clean		0.701	64	1 1b	179	Police Entrance(25%)		0.030	64
3b	178-177	Reline Baskets		0.071	13	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.000	0	11d	590	Remove Trash		0.150	64
4b	69	Thorough Dust		0.080	64	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Furniture		0.000 3		12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	3						
5b	546	Wash Vents		0.003	1			Utility Time		0.940	
6a-6i			0.800	64							
7a 67 Remove Dirt		0.124	64			HC	OURS PER DAY	6.00			

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

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

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ISSA 612 S	TANDARD TIMES				
Scope of Work#	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surfa	ace Floors			-	
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted I	Floors				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
rash Rem					1 107111
3 a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft
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
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
-	A/C Registers				107111
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/eac
estrooms		-			
6 a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks]			
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6е	Mop floors with disinfectant	1			
6f	Clean walls adjacent to fixtures	-			
6g	Clean restroom walls	-			
6h	Stock disposals				
ASH2 & AA	Remove fingerprints & dirt from doors, frames, &	T			
7a	switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking F	I TO THE RESIDENCE OF THE PARTY			52.25	102/111
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/eac
lass Door	r/Window Washing		A		
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
ther Ope		1	1		107111
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/fligh
12b	Elevators	589	Flevator	10	min/eacl
140	Lievators	1 363	FIGURE	10	инп/еас