



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

State of West Virginia
Delivery Order

Order Date: 10-28-2022

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CDO 0506 2833 HHR2300000006 1	Procurement Folder:	1126016
Document Name:	Prospective delivery order - Janitorial Service - Diamond	Reason for Modification:	
Document Description:	Prospective delivery order - Janitorial Service - Diamond		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 WRFJAN23 1	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000204796	Requestor Name:	George L Montgomery	
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764		Requestor Phone:	(304) 957-0217	
CHARLESTON WV 25362		Requestor Email:	george.l.montgomery@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION</div>		
Vendor Contact Phone:	304-205-7970			Extension:
Discount Details:				
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES BUILDING MANAGEMENT 350 CAPITOL ST, RM B29 CHARLESTON WV 25301-3700 US

Total Order Amount:	\$260,786.24
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Purchasing Division's File Copy

ENTERED

JLH 11/4/2022
PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A. Atkins 11/04/2022*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Beverly Tiden 11-4-22*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Prospective Delivery Order - Region 2 Diamond Building - WVARF JANITORIAL

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	14432.00000	HOUR	\$18.0700	\$260,786.24
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30			2022-10-26	

Commodity Line Description: JANITORIAL SERVICES: Region 2 Hourly Rate

Extended Description:

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

CRP to provide the services will be: Integrated Resources Hourly Pricing will be \$18.07 per the attached service agreement.
Total Number of hours will be provided will be 14432 and the Annual fee \$260,786.24.
Region 2 Diamond Building



Service Agreement
11.DHR.012.23

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: DHHR R2
Diamond Building
350 Capitol Street
Charleston, WV 25301
George Montgomery

Billing: DHHR R2
Diamond Building
350 Capitol Street Suite 730
Charleston, WV 25301
terry.l.wass@wv.gov

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

*Rubens's Jobe
OK*

Total Agreement Pricing:** 14432.00 **Total Hours**
\$260,786.24 **Total Cost**

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

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

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

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

10/13/2022
Date

George L Montgomery
Customer Signature
George L Montgomery
Customer Print Name

EDD
Customer Title
10/24/2022
Date



Terms of Agreement
11.DHR.012.23

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

TERMS OF AGREEMENT

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

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

WVARF CONTACT:

Misty Mayville, Contract Manager
O: 681-661-0144
C: 304-539-9353
mmayville@wvarf.org

VENDOR CONTACT:

Greg Blake
O: 304-294-5610
C: 304-673-8489
gblake@iriwv.com

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

WORKLOADING FOR AGREEMENT: 11.DHR.012.23									
Agreement Type		Janitorial		Agreement Period		11/1/2022		6/30/2023	
				Days/Week		5		Agreement Days**	
								164	
LOCATION PROFILE									
Carpet (ft ²)	151693	Restrooms (#)	18	Elevators (#)	3	Windows (#)	6		
VCT Tile (ft ²)	17983	Fixtures (#)	170	Light Fixtures (ft ²)	0	Inside (ft ²)	33		
Ceramic (ft ²)	5294	Water Fountains (#)	8	Stair Flights (#)	18	Outside (ft ²)	33		
Concrete (ft ²)	400	Trash Receptacles (#)	1545	Upholstery (ft ²)	0	Int Glass Doors/Panels	8		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	283	Horizontal Surf. (ft ²)	2000	Int 1 Side (ft ²)	23		
Other (ft ²)	643	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	2000	Ext Glass Doors/Panels	12		
TOTAL (ft²)	176013	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft² WO Mat	144		Entrance (ft ²)	0			
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	6.242	164	7b	67	Baseboards	0.000	0
1b	369	Mop	6.810	164	8a	183	Clean Fountain	0.134	164
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.600	164
2a	295	Spot Vacuum (35%)	23.713	164	10c-d	84	Interior Glass Doors/Panels	0.438	164
2b	295	Vacuum	3.305	8	10e	563	Interior Windows	0.376	164
2c	294	Spot Clean (35%)	4.424	164	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.072	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	25.802	164	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	2.747	35	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	35	11d	590	Remove Trash	2.934	164
4b	69	Thorough Dust	0.039	8	12a	588	Stairs	1.610	110
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.500	164
5a	69	Dust Vents	0.001	2					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	8.500	164					
7a	67	Remove Dirt	1.244	164					
								HOURS PER DAY	88.00

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

**Based on the number of contracted working days from November 1, 2022, to June 30, 2023.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft 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	8933	ft ² /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /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
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /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	ft ² /hr
Other Operations					
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	ft ² /hr
11c	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	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each