

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: 10-31-2022

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 0802 5020 DMV2300000001 1	Procurement Folder: 1128802
Document Name:	Janitorial Services FY23	Reason for Modification:
Document Description:	Janitorial Services FY23	
Procurement Type:	Central Delivery Order	
Buyer Name:	Steve E Monroe	
Telephone:	(304) 558-2232	
Email:	steven.e.monroe@wv.gov	
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 WVRFJAN23 1
Free on Board:	FOB Dest, Freight Prepaid	

VEN	DOR			DEPARTMENT CONTACT
Vendor Customer Code: 000000 WEST VIRGINIA ASSOCIATION OF RE 710 CENTRAL AVE		FACILITIES INC	Requestor Name: Requestor Phone: Requestor Email:	Steve E Monroe (304) 558-2232 steven.e.monroe@wv.gov
CHARLESTON	WV	25302-1702		
US Vendor Contact Phone: 304-205-7 Discount Details:	970 Extension	on:	2:	3
Discount Allowed Discoun	t Percentage	Discount Days		
#1 No 0.0000		0	FILE LO	DCATION
#2 No				
#3 No				
#4 No				

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

\$343,819.93 **Total Order Amount:**

Purchasing Division's File Copy

Page: 1

ENCUMBRANCE CERTIFICATION

DATE: Bevery Tole 11-17-22
ELECTRONIC SIGNATURE ON FILE

Date Printed: Nov 14, 2022

ELECTRONIC SIGNATURE ON FILE

Order Number: CDO 0802 5020 DMV2300000001 1

Extended Description:

Janitorial Service multiple offices

Dates of Service: 11/1/22-6/30/23

Per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
1	76110000	984.00000	HOUR	\$20.1400	\$19,817.76	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Summersville DMV

Extended Description:

Nicholas Co. Sheltered Workshop dba Bright Horizons Hourly Pricing per the attached.

Summersville DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
2	76110000	984.00000	HOUR	\$22.2200	\$21,864.48	-
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Martinsburg DMV

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.

Martinsburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
3	76110000	1008.60000	HOUR	\$22.2200	\$22,411.09	•
Service From	Service To	Manufacturer		Model No	Delivery Date	3
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Keyser DMV

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.

Keyser DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
4	76110000	779.00000	HOUR	\$22.2200	\$17,309.38	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Charles Town DMV

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.

Charles Town DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
6	76110000	1008.60000	HOUR	\$15.7500	\$15,885.45	^
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Winfield DMV

Extended Description:

Goodwill Industries of Kanawha Valley, Inc.

Pricing per attached

Winfield DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
7	76110000	1476.00000	HOUR	\$15.7500	\$23,247.00	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Kanawha Mall Branch

Extended Description:

Goodwill Industries of the Kanawha Valley Hourly Pricing per the attached.

Kanawha Mall Branch

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
8	76110000	5453.00000	HOUR	\$15.7500	\$85,884.75	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Kanawha Mall Service Center

Extended Description:

Goodwill Industries of the Kanawha Valley Hourly Pricing per the attached.

Kanawha Mall Service Center

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
9	76110000	615.00000	HOUR	\$18.4200	\$11,328.30	
Service From	Service To	Manufacturer		Model No	Delivery Date	6
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Huntington DMV

Extended Description:

Goodwill KYOWVA Hourly Pricing per the attached.

Huntington DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
10	76110000	738.00000	HOUR	\$18.0700	\$13,335.66	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Logan DMV

Extended Description:

Integrated Resources Hourly Pricing per the attached.

Logan DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
11	76110000	3321.00000	HOUR	\$17.8700	\$59,346.27	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Beckley DMV

Extended Description:

Lillian James Learning Center Hourly Pricing per the attached.

Beckley DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	574.00000	HOUR	\$15.7500	\$9,040.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

Commodity Line Description:

Janitorial Services - Flatwoods DMV

Extended Description:

Goodwill Industries of Kanawha Valley, Inc. Hourly Pricing per the attached.

Flatwoods DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
13	76110000	861.00000	HOUR	\$17.1000	\$14,723.10	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Elkins DMV

Extended Description:

Randolph County Sheltered Workshop dba Seneca Designs Hourly Pricing per the attached.

Elkins DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
14	76110000	943.00000	HOUR	\$17.9700	\$16,945.71	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Parkersburg DMV

Extended Description:

SW Resources Hourly Pricing per the attached.

Parkersburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price	
15	76110000	656.00000	HOUR	\$19.3300	\$12,680.48	
Service From	Service To	Manufacturer		Model No	Delivery Date	
2022-11-01	2023-06-30					

Commodity Line Description:

Janitorial Services - Fairmont DMV

Extended Description:

The OP Shop Hourly Pricing per the attached.

Fairmont DMV



Service Agreement 25.DMV.013.23

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

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 MacCorkie Ave, SE, Suite 200

Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

656.00

Total Hours

\$12,680.48

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

Tara Martines		10/21/2022
Tara Martinez WVARF, Inc. CEO		Date
Arla Rottsch Customer Signature		Business Manager Customer Title
Carla Rotsch	RECEIVED	10/25/22

Customer Print Name

OCT 25 2022

Date

BUSINESS MANAGER'S OFFICE

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



Terms of Agreement 25.DMV.013.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 | 1

Fax: (304) 205-7915

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TERMS OF AGREEMENT

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

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Charlie Stuart

O: 681-661-0141

O:

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.

PO Bax 6764 Charleston WV 25362 Phone: (304) 205-7970 Pax: (304) 205-7915

PRICING 25.DMV.013.23

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 656.00 TOTAL AGREEMENT COST \$12,680.48

Broken Down/Billed As Follows:

-			L	and the state of				POSITI	ON & HOUR	LY RATE	100	200				
ı	Agree	ement	J:	anitor	831		3 300			5	- 0	125	12.0			
- 1	To	tal	. \$	19.33	Sec.	1915	Aber		tion con-						The second	Total
	Days	Weeks	Monthly Hours	Monthly Cost		N k						3.			Month	
	17 17	io ne	y	- 4		Real III	a exa		1230		D Inch					
																-
Nov 2022	19	5	76.00	\$1,469.08			354	2	73 E-		- 13					
Dec 2022	21	100	84.00				_	-	_						76.0	\$1,469.08
Jan 2023				\$1,623.72	80 11.3				14						84.0	\$1,623.72
_	20	•	80.00	\$1,546.40											80.08	\$1,546.40
Feb 2023	19	14	76.00	\$1,469.08				(F. 1-2			- 14			1	75.0	_
Mar 2023	23	5	92.00	\$1,778.36											92.0	
Apr 2023	20	4	80.00	\$1,546.40	free s	1 - Dr 1	-	J. House	Approx.			0177	Total Control of			
May 2023	22	5	88.00	\$1,701,04						_	_				80.0	7.41.191.19
Jun 2023	20	4	80.00	\$1,546.40				9 10/	700	- 0.0	_				88.0	
	164	35		45,5 10,10				1	-						80.08	\$1,546.40

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

			400							Agreement	
Agreeme	ent Type	Janitorial Agreement Period 11/		11/1/2022	11/1/2022 6/30/2023		Days/Week	5	Days**	164	
					LOCATIO	ON PROFILE			*		
Carpet (ft ²)		0	Restrooms	(#)	2			0	Windows (#)		4
VCT Tile (ft	2)	0	Fixtures (#)		5	Light Fixtures	(ft ²)	420		Inside (ft ²)	i
Ceramic (ft	²)	0	Water Fou	ntains (#)	2	Stair Flights (0		Outside (ft²)	1
Concrete (f	t²)	0	Trash Rece	ptacles (#)	24	Upholstery (f		300	Int Glass Doo		0
Vinyl/Lam (4582	Vents (ft ²)		92	Horizontal Su		300	III CIMAS DOG	Int 1 Side (ft ²)	
Other (ft ²)		0	Walk Off M	lats (#)	4	Vertical Surf.		300	Ext Glass Doo		1
	TOTAL (ft²)	4582		per WO Mat		Baseboard (li		0	EAC GIB35 DOG	Ext 1 Side (ft ²)	2
Outside (ft ²		D		ft ² WO Mat		Entrance (ft ²)		0		EXC I Side (IC)	
			TOTAL	it wo mat		OF WORK					
Scope of Work #	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Description		Time	Work Days/Agreement
1a	486	Sweep		1.176	164	7b	67	Baseboards		0.000	0
1b	369	Мор		1.283	164	8a	183	Clean Fountain		0.033	164
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Doors/Panels		0.050	164
2a	295	Spot Vacuum (35%)		0.000	164	10c-d	84	Interior Glass Doc	ors/Panels	0.000	0
2b	295	Vacuum		0.000	35	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		0.000	164	10f	563	Exterior Windows	5	0.000	0
2e	91	Walk Off Mats		0.048	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.401	164	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.043	35	11c	179	Police Parking Lot	Police Parking Lot		0
4a	69	Spot Dust (35%)		0.004	164	11d	590	Remove Trash		0.076	164
4b	69	Thorough Dust		0.006	.8	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	urniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.001	8						
5b	546	Wash Vents		0.000	0			Utility Time		0.440	
6a-6ì	229	Restrooms		0.250	164						
7a	67	Remove Dirt		0.187	164			НС	DURS 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 from November 1, 2022, to June 30, 2023.

ISSA 612 STANDARD TIMES

Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surfa	ace Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft ² /hr
Carpeted (-
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 Rem			1810/ED	-	107/11
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft²
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 uphoistered furniture	81	Vacuum Uphoistered Furniture	714	ft²/hr
	A/C Registers				1 177111
58	Dust	T 69	Dust w/ treated cloth	T 5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6 a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks	1		1	
6c	Clean mirrors, shelving & dispensers			1	1
	Sweep Floars]		1	
	Mop floors with disinfectant	1			
	Clean walls adjacent to fixtures	-			
	Clean restroom walls	-			
6h Nalls & Wo	Stock disposals				
	Remove fingerprints & dirt from doors, frames, &	_			
79 1	switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo	untain				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
lass Door	/Window Washing				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
ther Open	ations				
1ia	Wash Light fixtures	540	Damp wipe with trigger sprayer and doth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft 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/flight
12b (levators	589	Elevator	10	min/each



Service Agreement 24.DMV.010.23

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Phone: (304) 205-7970

Fax: (304) 205-7915

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SERVICE	84	2D	CCA	ACI	UT
SERVILE	м	3 6	E		W L

Contractor:

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

Work Performed By*:

SW Resources, Inc.

Work Performed:

Janitorial

Site:

DMV Parkersburg

Wood County

601 Lubeck Avenue

Parkersburg, WV 26101

Steve Monroe

Billing: DMV Parkersburg

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

Steve Monroe

304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing:**

943.00

Total Hours

\$16,945.71

Total Cost

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
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*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

Tara Martines		10/21/2022
Tara Martinez WVARF, Inc. CEO		Date
Carla Rotsch		Business Manager
Customer Signature		Customer Title
Carla Rotsch	RECEIVED	10/25/22
Customer Print Name		Date

OCT 25 2022

BUSINESS MANAGER'S OFFICE

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



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PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Alex Engle

O: 681-661-0141

0:

C: 304-444-2401

C: 304-210-6786

gwolfe@wvarf.org

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PRICING 24.DMV.010.23

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 943.00 TOTAL AGREEMENT COST \$16,945.71

Broken Down/Billed As Follows:

0=				Service of				POSITION &	HOURLY RA	TE	4.00				
	Agree	ement	J	anitor	LE NOTE !	100		100 - 10		100		1	T		
- [To	rtal		17.97		12,	1000	-							Fotal
	Days	Weeks	Monthly Hours	Monthly Cost	av si		1							Monthly	Monthly Cos
		- 19			E II W	E -	In IV II	F - 9			10	ike -			
			U-S				B-5-15	6 1 1					91		
Nov 2022	19	5	109.25	\$1,963.22										109.25	\$1,963.22
Dec 2022	21	4	120.75	\$2,169.88			12: N	12 12			12010	ELUE.	10 34 - 74	120.75	\$2,169.88
Jan 2023	20	4	115.00	\$2,066.55										115.00	\$2,066.55
Feb 2023	19	4	109.25	\$1,963.22			lle, Zoan	L or di			200-500				
Mar 2023	23	5	132.25	\$2,376.53				-	_					109.25	\$1,963.22
Apr 2023	20	4	115.00	\$2,066.55				E - 1		4 10	100			132.25	\$2,376.53
May 2023	22	5	126.50	\$2,273.21									-	115.00	\$2,066.55
Jun 2023	20	4	115.00	\$2,066.55		-					_			126.50	\$2,273.21
7411, 24723	164	35	113.00	34,000.33			11 11		The US	16 2	011			115.00	\$2,066.55

Agreeme	ent Type	Janitorial	Agreem	ent Period	11/1/2022	6/30/	2023	Days/Week	5	Agreement Days**	164
					LOCATIO	N PROFILE					
Carpet (ft ²)		5589	Restrooms	(#)	4	Elevators (#)		0	Windows (#	t)	17
VCT Tile (ft ²	'}	338	Fixtures (#)		27	Light Fixtures	(ft ²)	0		Inside (ft²)	1
Ceramic (ft ²	2)	1827	Water Four	ntains (#)	0	Stair Flights (#)		´O·		Outside (ft²)	1
Concrete (fi	t ²)	0	Trash Rece	ptacles (#)	31	Upholstery (f		.0	Int Glass Do		<u>-</u>
Vinyl/Lam (0	Vents (ft²)		18	Horizontal Su		200		Int 1 Side (ft ²)	1
Other (ft ²)		0	Walk Off N	lats (#)	2	Vertical Surf. (ft²)		200	Evt Glass De	ors/Panels	8
	TOTAL (ft ²)	7754		per WO Mat	24	Baseboard (li				Ext 1 Side (ft ²)	2
Outside (ft²		400		ft ² WO Mat		Entrance (ft ²)			400		
	_	400	TOTAL	. It to mat		OF WORK		400			
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work#	ISSA#	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.556	164	7b	67	Baseboards		0.000	0
1b	369	Мор		0.606	164	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.013	8	10a-b	84	Exterior Glass Doors/Panels		0.400	164
2a	295	Spot Vacuum (35%)		0.559	105	10c-d	84	Interior Glass Do	Interior Glass Doors/Panels		35
2b	295	Vacuum		1.065	70	10e	563	Interior Windows		0.006	2
2c	294	Spot Clean (35%)		0.163	164	10f	563	Exterior Windows	5	0.006	2
2e	91	Walk Off Mats		0.024	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.518	164	11b	179	Police Entrance(2		0.030	164
3b		Reline Baskets		0.055	35	11c	179	Police Parking Lo		0.000	0
4a	69	Spot Dust (35%)		0.002	129	11d	590	Remove Trash		0.129	164
4b 4d	69 81	Thorough Dust	hainfdu anns	0.017	35	12a	588	Stairs		0.000	0
40 5a	81 69	Vacuum Upholst. Fu Dust Vents	imiture	0.000	0	12b	589	Elevator		.0,000	0
5b	546	Wash Vents		0.000	8			I satisface with the satisface of the sa		-	
	340	AAGDII AGIIC		0.002	2			Utility Time		0.080	
6a-6i	229	Restrooms		1.350	164						

[&]quot;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.

11c

12a

12b

Police sidewalks & parking area

Carry trash to pickup point

Stair Flights

Elevators

Scope of Work#	Scope of Work Description	ISSA #	ISSA Description	155	A Time
Hard Surf	ace Floors				
1 a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted	Floors				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft 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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Rem		1			147111
II daij neii	10481				
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			
49	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum uphoistered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
			sacuum ahmarenen museur	_	11.7.11
	A/C Registers	69	Dust w/ treated cloth	5000	ft²/hr
5a	Dust	546	Wash	0.50	min/eac
Sb	Wash registers	340	Wash	0.50	and descri
Restrooms		_			min/9
62	Clean & Disinfect commodes & urinals	229	Restrooms	27	fixtures
бb	Clean & Disinfect sinks	1			
6c	Clean mirrors, shelving & dispensers	-		- 1	l
6d	Sweep Floors	-		1	
6e	Mop floors with disinfectant	-			
6f	Clean walls adjacent to fixtures Clean restroom walls	1		1	
6g 6h	Stock disposals	1			
Valls & W					
7a	Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface	3215	ft²/hr
7b	switch plates Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo		- 07	Dutth Athe an toce		1 mary 1 m
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
	/Window Washing				
10a-b	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 & Cioth (2Sides) 3 minutes each	840	ft²/hr
		563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10e	Interior Windows			526	ft²/hr
101	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	920	Tt /hr
ther Oper			and the state of t	1 2000	r, 2 a
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
	m. b Turner diet	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3393	ft²/hr
11b	Police Immediate entrance area	470	Pitch that I are a Dahata and Pan A Restan Research Comme Comm	2222	437

Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum

Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris

Remove Trash to Designated Area

179

590

588

Elevator

3333

60000

8.0

10

ft²/hr

ft²/hr

min/flight

min/each



Service Agreement 23.DMV.006.23

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 AGREEMEN	Ţ.			
Contractor:	West Virginia Association	of Rehab	ilitation Facilities, Inc.	(WVARF)
Work Performed By*:	Randolph Co. Sheltered Wo	orkshop,	Inc. dba Seneca Desig	ns
Work Performed:	Janitorial			
Site:	DMV Elkins Randolph Co.		Billing:	WV DMV
	Elkins, WV 26241			5707 MacCorkle Ave, SE, Suite 200
				Charleston, WV 25304
				Steve Monroe
				304-558-2811
				DMVAcctsPayable@wv.gov
Period of Agreement:	11/1/2022	to	6/30/2023	
Total Agreement Pricing*	*: 861.00	T	otal Hours	
	\$14,723.10	Т(otal Cost	
detailed break *Work to be pe	-	mparable	e CRP as determined by V	cumentation sheets that provide a
Docu Si gned by:			10/21/	2022
Tara Martines			10/21/2	2022
Tara Martinez			Date	
WVARF, Inc. CEO				
arlask	otoch			siness Manager
Customer Signature			Custome	r Title
Lowla Rots	ch DI	ECE	IVED/	0/25/22
customer Print Name	10		Date	, ,

OCT 25 2022



Terms of Agreement 23.DMV.006.23

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:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Maria Smith

O: 681-661-0141

O: 304-636-1638

C: 304-444-2401

Ċ:

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.006.23

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 861.00 TOTAL AGREEMENT COST \$14,723.10

Broken Down/Billed As Follows:

12							- Coult	100	POSITION	& HOURLY P	ATE	To be a					
- 1	Agree	ement	1	anitor						1 100				1			
	To	atal	5	17.10			5.5	-								1	otal
_	Days	Weeks	Monthly Hours	Monthly Cost	115				PA		11					Monthly Hours	Monthly Cost
		n===TIV		- 1	E = 13			J - 1			18. 14		WAS I	-78			
		E 74	E D				- b h	B-Q			62	1116-	/ 100 0		100		
Nov 2022	19	5	99.75	\$1,705.73												99,75	\$1,705.73
Dec 2022	21	4	110.25	\$1,885.28			. 1/1			U Z		A 4 TO	14.70			110.25	\$1,885.28
Jan 2023	20	4	105.00	\$1,795.50										-0		105.00	_
Feb 2023	19	4	99.75	\$1,705.73	ton B	Miller.	- 10		1923	8/24-	16.	72 22 1-1					\$1,795.50
Mar 2023	23	5	120.75	\$2,064.83												99.75	\$1,705.73
Apr 2023	20	4	105.00	\$1,795.50		1000	0.133			C. IAT	ME IN	7 0.0		10 60	-	120.75	\$2,064.83
May 2023	22	5	115.50	\$1,975.05			-					100		13		105.00	\$1,795.50
Jun 2023	20	4	105.00			100000000	Track I									115.50	\$1,975.05
THIN EVES	164	35	103.00	\$1,795.50						W. Park		3	Same		lan-	105.00	\$1,795.50

Agreeme	ent Type	Janitorial	Agreeme	ent Period	11/1/2022	6/30/	2023	Days/Week	5	Agreement Days**	164
					LOCATIO	N PROFILE					
Carpet (ft²)		7321	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		20
VCT Tile (ft ²	}	563	Fixtures (#)		25	Light Fixtures	(ft²)	0		Inside (ft²)	1
Ceramic (ft ²	2)	0	Water Four	tains (#)	0	Stair Flights (#)	0		Outside (ft²)	1
Concrete (fi	t ²)	0	Trash Rece	otacles (#)	46	Upholstery (f		0	Int Glass Doo	rs/Panels	4
/inyl/Lam (ft²)	0	Vents (ft ²)		0	Horizontal Su		200		Int 1 Side (ft ²)	1
Other (ft²)		0	Walk Off M	ats (#)	6	Vertical Surf. (ft²)		200	Ext Glass Do		6
	TOTAL (ft ²)	7884		per WO Mat	24	Baseboard (li				Ext 1 Side (ft ²)	
Outside (ft ²		0		ft ² WO Mat		Entrance (ft ²)		0		Ent a blac (re)	
						OF WORK					
Scope of Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA#	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.145	164	7b	67	Baseboards		0.000	0
1b	369	Мор		0.158	164	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.003	8	10a-b	84	Exterior Glass Do	ors/Panels	0.300	164
2a	295	Spot Vacuum (35%)		1.144	164	10c-d	84	Interior Glass Doo	ors/Panels	0.028	35
2b	295	Vacuum		0.698	35	10e	563	Interior Windows		0.007	2
2c	294	Spot Clean (35%)		0.214	164	10f	563	Exterior Windows	5	0.007	2
2e	91	Walk Off Mats		0.072	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.768	164	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.082	35	11c	179	Police Parking Lot	t	0.000	0
4a	69	Spot Dust (35%)		0.003	164	11d	590	Remove Trash		0.131	164
4b	69	Thorough Dust		0,004	8	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	ırniture	0.000	0	12b	589	Elevator		0.000	0
5a		Dust Vents		0.000	35						
5b	546	Wash Vents		0.000	4			Utility Time		0.110	
6a-6i	229	Restrooms		1.250	164						
7a	67	Remove Dirt		0.124	164			HO	OURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	1S.	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	ft ² /hr	
10	Spray buff	385	Buff	8333	ft ² /hr	
Carpeted	Floors					
20	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/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	ft²/hr	
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr	
Trash Rem	noval					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each	
3b	Replace Liner	178-177	Reline Basket	0,50	Catil	
Furniture,	Cabinets, Countertons					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr	
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr	
4d	Vacuum uphoistered furniture	81	Vacuum Uphoistered Furniture	714	ft²/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	Antonio de la constanta de la					
ба	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fbdures	
6b	Clean & Disinfect sinks]				
бс	Clean mirrors, shelving & dispensers	1				
6d	Sweep Floors	-				
6e	Mop floors with disinfectant	-				
6f 6g	Clean walls adjacent to fixtures Clean restroom walls	1				
6h	Stock disposals					
Walls & W	Annual Control of the					
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 Fo	ountain					
8a -	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each	
ilass Door	/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr	
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (25ides) 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	ft ² /hr	
Other Oper	rations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr	
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr	
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr	
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr	
12a	Stair Filghts	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.009.23

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

CEDIACE	AGREEMENT
SERVICE	AISKEPINIPAL

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

Summersville, WV 26651

Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

6/30/2023

Total Agreement Pricing**:

984.00

Total Hours

\$19,817.76

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.

10/21/2022

Date

WVARF, Inc. CEO

OCT 25 2022

BUSINESS MANAGER'S



Terms of Agreement 17.DMV.009.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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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:

Misty Mayville, Contract Manager

Michael Gray

O: 681-661-0144

O: 304-742-6202

C: 304-539-9353

C: 304-880-5041

mmayville@wvarf.org

michael@wvbrighthorizons.org

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



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 17.DMV.009.23

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

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 984.00 **TOTAL AGREEMENT COST** \$19,817.76

Broken Down/Billed As Follows:

- 2			U U		F.I.I	1000	Sall-Link	POSITION	& HOURLY RA	TE				1	
ſ	Agree	ment		anitor	BOTTO		1 2 707	Oracle Co.	1000	500,000,00	e e e e				
- l	To	tal	5	20.14	11 T- 10	KETTLE				uice de la constant		Day of P		7	otal .
	Days	Weeks	Monthly Hours	Monthly Cost			1148	2010	i perio					Monthly Hours	Monthly Cos
-		0				-10	_				-				
						1000	71- 0	10000	100	1000			200	li .	
	7	1 7		- 2				Oliver and an			100		11-		-
Nov 2022	19	5	114.00	\$2,295.96										114.00	\$2,295.96
Dec 2022	21	14.00	126.00	\$2,537.64		THE STATE OF	100	Tell and	182			S 80 10 10	10 20-	_	_
Jan 2023	20	4	120.00	\$2,416.80			1					_		126.00	\$2,537.64
Feb 2023	19	4	114.00	\$2,295.96		10-1	1	155	I DOM:				W 200	 120.00	\$2,416.80
Mar 2023	23	5	138.00	\$2,779.32							-			114.00	\$2,295.96
Apr 2023	20	4	120.00	\$2,416.80	P1027	Sec. of	-	A CLEAN	2 15	C III	_			 138.00	\$2,779.32
May 2023	22	5	132.00	\$2,658.48					100		_			 120.00	\$2,416.80
Jun 2023	20	4	120.00	\$2,416.80		No.					-	-		 132.00	\$2,658.48
74.1.2023	164	35	220.00	32,410.00						100				120.00	\$2,416.80

Agreeme	ent Type	Janitorial	Agreeme	nt Period	11/1/2022	6/30/	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	ON PROFILE					
Carpet (ft ²)		5589	Restrooms	(#)	4	Elevators (#)		0	Windows (#)	17
VCT Tile (ft	2)	338	Fixtures (#)		27	Light Fixtures	(ft ²)	0		Inside (ft²)	1
Ceramic (ft	2)	1827	Water Four	ntains (#)	1	Stair Flights (#)		0		Outside (ft²)	1
Concrete (f	t ²)	0	Trash Rece					0	Int Glass Do		5
Vinyl/Lam (0	Vents (ft ²)		30	Upholstery (f Horizontal Su		30	III. Glass Do	Int 1 Side (ft²)	1
Other (ft ²)		0	Walk Off M	ats (#)	2			30	Ext Glass Do		8
	TOTAL (ft ²)		0	er WO Mat		Baseboard (li					
Outside (ft ²		0		ft ² WO Mat		Entrance (ft ²)		0		Ext 1 Side (ft ²)	2
oublide (it	_		TOTAL	If AAO IAISE		OF WORK		0			
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Descri	ption	Time	Work Days/Agreement
1 a	486	Sweep		0.556	164	7b	67	Baseboards		0,000	0
1b	369	Мор		0.606	164	8a	183	Clean Fountain		0.017	164
1c	385	Spray Buff		0.013	8	10a-b	84	Exterior Glass Doors/Panels		0.400	164
2a	295	Spot Vacuum (35%)		0.874	164	10c-d	84	Interior Glass Doo	Interior Glass Doors/Panels		35
2b		Vacuum		0.533	35	10e	563	Interior Windows		0.006	2
2c		Spot Clean (35%)		0.163	164	10f	563	Exterior Windows	3	0.006	2
2e	91	Walk Off Mats		0.015	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.501	164	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.053	35	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.000	164	11d	590	Remove Trash		0.129	164
4b	69	Thorough Dust		0.003	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst, Fu	ımiture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.001	35						
5b	546	Wash Vents		0.003	2			Utility Time		0.700	
6a-6i	229	Restrooms		1.350	164						
7a	67	Remove Dirt		0.019	164				OURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

ISSA 612 STANDARD TIMES

Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	155	iA Time	
Hard Surfa	ace Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/h	
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/h	
1c	Spray buff	385	Buff	8333	ft²/h	
arpeted I						
22	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/h	
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/h	
20		294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/h	
	Spot clean (track in or spillage)	91	Mats	2000	ft²/h	
2e	Thorough Vacuum Walk-Off Mats	37	INIGES .		11.711	
rash Rem	loval	_		1	_	
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2 each	
3b	Replace Liner	178-177	Reline Basket	0.50		
urniture,	Cabinets, Countertops					
48	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/h	
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/h	
4d	Vacuum uphoistered furniture	81	Vacuum Upholstered Furniture	714	ft ² /h	
eating &	A/C Registers					
_	Dust	69	Dust w/ treated cloth	5000	ft²/h	
	Wash registers	546	Wash	0.50	min/ea	
estrooms						
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/! fixture	
6b	Clean & Disinfect sinks	1			l	
6c	Clean mirrors, shelving & dispensers	1			l	
6d	Sweep Floors	1			l	
6e	Mop floors with disinfectant				l	
6f	Clean walls adjacent to fixtures				l	
	Clean restroom walls	1				
6h	Stock disposals					
			I i			
alls & Wo	podwark					
/alls & Wo		67	Damp wipe surface	3215		
/alls & Wo	podwork Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface	3215 3215		
7a 7a 7b	odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards		Damp wipe surface	3215	ft2/hi	
/alls & Wo 7a 7b rinking Fo	odwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards				ft2/h	
7alis & Wo 7a 7b rinking Fo 8a	sodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards suntain	67	Damp wipe surface Clean fountain	3215 0.50	ft2/hi	
7a 7b rinking Fo 8a lass Door	sodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards suntain Clean & disinfect all surfaces	67	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	3215 0.50 840	ft2/hi min/ea ft²/hi	
7alis & Wo 7a 7b rinking Fo 8a lass Door/ 10a-b	sodwork Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards suntain Clean & disinfect all surfaces /Window Washing	67	Damp wipe surface Clean fountain	3215 0.50	ft2/hi min/ea ft²/hr ft²/hr	
7a 7b rinking Fo 8a lass Door 10a-b 10c-d	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain 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/hi min/ea ft²/hr ft²/hr	
78 7b finking Fo 8a ass Door/ 10a-b 10c-d 10e	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain Clean & disinfect all surfaces //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 0.50 840 840	ft2/hi min/ea ft²/hi ft²/hi ft²/hi	
78 78 7b finking Fo 8a ass Door/ 10a-b 10c-d 10e 10f	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Fundain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only)	84 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 Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	3215 0.50 840 840 526	ft2/hi min/ea ft²/hi ft²/hi ft²/hi	
7a 7b inking Fo 8a ass Door/ 10a-b 10c-d 10e 10f iher Oper	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Fundain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only)	84 84 84 563 563	Damp wipe surface 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/hi min/ea ft²/hi ft²/hi ft²/hi	
7a 7b 7b rinking Fo 8a ass Door/ 10a-b 10c-d 10e 10f ther Oper	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures	84 84 84 563 563	Damp wipe surface 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/h min/ea ft²/hı ft²/hı ft²/hı ft²/hı	
78 7b 7b rinking Fo 8a ass Door 10a-b 10c-d 10e 10f ither Opera	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures Police immediate entrance area	84 84 84 563 563 540	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth 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	ft2/hr min/ea ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr	
7a 7b 7b rinking Fo 8a lass Door 10a-b 10c-d 10e 10f ither Opera 11a 11b 11c	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures Police immediate entrance area Police sidewalks & parking area	84 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 min/ea ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr	
78 79 79 79 79 79 79 79 79 79 79 79 79 79	Remove fingerprints & dirt from doors, frames, & switch plates Clean baseboards Funtain Clean & disinfect all surfaces //Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels Interior Windows Exterior Windows Exterior Windows (1st floor only) ations Wash Light fixtures Police immediate entrance area	84 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 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/ea ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr	



Service Agreement 14.DMV.003.23

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	
2-11-1-6-	LIGHT DITTELL	

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

5707 MacCorkle Ave, SE, Suite 200

Beckley, WV 25801 Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

3321.00

Total Hours

\$59,346.27

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

WVARF, Inc. CEO

DocuSigned by:

10/21/2022

Date

Date

Customer Signature

RECEIVED

Date

Customer Print Name

OCT 25 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 14.DMV.003.23

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:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Kevin Mann

O: 681-661-0144

O: 304-253-8913

C: 304-539-9353

C: 304-228-9583

mmayville@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.

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

PRICING 14.DMV.003.23

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 3321.00 TOTAL AGREEMENT COST \$59,346.27

Broken Down/Billed As Follows:

								P	OSITION & H	DURLY RA	TE									
- 1	Agree	ement							.08.4			A v		1						
- L	Total				\$17.87		\$17.87		\$17.87			20"	SUL SU		111,15		THAT SEE		7 4.7	
	Days Weeks	Monthly Hours	Monthly Cost		V 955			- 10			I			Monthly Hours	Monthly Cos					
															110413					
-		D		9-4			1 2 2	-	4-15		45	86 -	light.	dF 10						
			73			150	-40 74"		- 150	100	2	N. J.								
Nov 2022	19	5	384.75	\$6,875.48				-						2						
Dec 2022	21	4	425.25	\$7,599.22		10/	-6-	947					-		384.75	\$6,875.48				
Jan 2023	20	4	405.00	\$7,237.35							_	100			425.25	\$7,599.22				
Feb 2023	19	4	384.75	\$6,875.48	100	man S	CHI PLAN	100	A 150	8.5		-			405.00	\$7,237.35				
Mar 2023	23	5	465.75	\$8,322.95											384.75	\$6,875.48				
Apr 2023		27.0	405.00	\$7,237.35			-	200							465.75	\$8,322.95				
May 2023	_							-		-	1	1		Mark I	405.00	\$7,237.35				
		,	445.50	\$7,961.09	_		_								445.50	\$7,961.09				
Jun 2023	20	35	405.00	\$7,237.35						MES.		9		No. in the	405.00	\$7,237.35				

Agreement Type Janitorial Agree		Agreeme	ent Period 11/1/2022		6/30/2023		Days/Week	5	Agreement Days**	164	
					LOCATIO	ON PROFILE					
Carpet (ft ²)		12768	Restrooms	(#)	10	Elevators (#)		0	Windows (#)	100
VCT Tile (ft	2)	19152	Fixtures (#)		46	Light Fixtures	(ft ²)	0		Inside (ft²)	1
Ceramic (ft	2)	0	Water Four	ntains (#)	2:	Stair Flights (0		Outside (ft ²)	1
Concrete (f	t²)	0	Trash Rece		152	Upholstery (f	<u> </u>	0	Int Glass Do		4
Vinyl/Lam (0	Vents (ft ²)		68	Horizontal Su		300	1111 01033 00	Int 1 Side (ft ²)	1
Other (ft²)		0	Walk Off M	lats (#)	2	Vertical Surf.		300	Ext Glass Do		2
	TOTAL (ft ²) 31920			er WO Mat		Baseboard (II		0	EXT GIGSS DU	Ext 1 Side (ft ²)	
Outside (ft²)		0	TOTAL ft ² WO Mat			48 Entrance (ft²)		0		EXT T SIGE (IT)	2
				TO THE		OF WORK		-			
Scope of Work #	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Descrip	ption	Time	Work Days/Agreement
1a	486	Sweep		4.916	164	7b	67	Baseboards		0.000	0
1b	369	Mop		5.363	164	8a	183	Clean Fountàin		0.033	164
1c	385	Spray Buff		0.490	35	10a-b	84	Exterior Glass Doors/Panels		0.100	164
2a	295	Spot Vacuum (35%)		1.996	164	10c-d	84	Interior Glass Doors/Panels		0.000	0
2b	295	Vacuum		1.217	35	10e	563	Interior Windows	Interior Windows		0
2c	294	Spot Clean (35%)		0.372	164	10f	563	Exterior Windows	Exterior Windows		0
2e	91	Walk Off Mats		0.024	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	2.538	164	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.270	35	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.004	164	11d	590	Remove Trash		0.532	164
4b	69	Thorough Dust		0.026	35	12a	588	Stairs	Stairs		0.
4d	81	Vacuum Upholst. Fu	ımiture	0.000	0	12b	589	Elevator		0.000	0
-5a	69	Dust Vents		0.001	8						
5b	546	Wash Vents		0.000	0						
6a-6ì	229	Restrooms		2.300	164			1			
7a	67	Remove Dirt		0.187	164			н	DURS PER DA	Y 20.25	

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

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

ISSA 612 STANDARD TIMES

	NDARD TIMES	1			THE RES
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	153	SA Time
Hard Surface	Floors				
1a Sv	weep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b Da	атр тор	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c Sp	oray buff	385	Buff	8333	ft²/hr
Carpeted Floo	prs				
2a Sp	ot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
	norough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c Sp	oot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
	orough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Remova					
	npty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft
3b Re	place Liner	178-177	Reline Basket	0.50	each
-	olnets, Countertops				
	ot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	orough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	cuum uphoistered furniture	81	Vacuum Uphoistered Furniture	714	ft ² /hr
leating & A/C					
5a Du		69	Dust w/ treated cloth	5000	ft²/hr
	ash registers	546	Wash	0.50	min/eac
testrooms	and the liberto				
	ean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b Cle	ean & Disinfect sinks	1		1	
6c Cle	an mirrors, shelving & dispensers]			l
6d Sw	eep Floors				
	op floors with disinfectant	1			
	an walls ad acent to fixtures	-			
	an restroom walls	-			
	ock disposals				_
Nalls & Wood		_			
7a swi	move fingerprints & dirt from doors, frames, & itch plates	67	Damp wipe surface	3215 3215	ft²/hr ft2/hr
	an baseboards	67	Damp wipe surface	3213	102/11
rinking Foun		183	Clean fountain	0.50	min/eacl
	an & disinfect all surfaces	153	Clean fountain	0.50	mmyeac
	Indow Washing	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
	erior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/br
	erior Glass Doors/Panels	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
	erior Windows			526	ft²/hr
	erior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	320	it /mr
ther Operation		F-10	Parama salana salah dalangan manggapanggapanggapan salah sal	3000	ft²/hr
	sh Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3333	ft ² /hr
	ice immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum		
	ice sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
	ry trash to pickup point	590	Remove Trash to Designated Area Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	ft²/hr mlo/filghi
	ir Flights	588		10	min/each
12b Elev	vators	589	Elevator		***************************************



Service Agreement 11.DMV.005.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

					have gainful employment
SERVICE AGREEMENT	[
Contractor:	West Virginia Association o	f Rel	nabilitation Facili	ties, 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 Steve Monroe 304-558-2811 DMVAcctsPayable@wv.gov
Period of Agreement:	11/1/2022	to	6/30/20	23	
Total Agreement Pricing**	738.00 \$13,335.66		Total Hours Total Cost		
pricing and bil • Please referen detailed break *Work to be per	lling.	eeme	ent and Workloo able CRP as deter	ding doo	a detailed, monthly, breakdown of the cumentation sheets that provide a
— Docusioned by: Tara Martines				10/21/	'2022
Tara Martinez WVARF, Inc. CEO				Date	
Customer Signature	otsch			Bu	iness Manager



Terms of Agreement 11.DMV.005.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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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:

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,
- 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 Handlcapped.
- 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 11.DMV.005,23

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 738.00 **TOTAL AGREEMENT COST** \$13,335.66

Broken Down/Billed As Follows:

					100	de Trial		POSITION	& HOURLY R	ATE			San Francisco								
I	Agreement		Janitor			Mary -	100		10 2	D. Park											
- 1	To	tal	\$18.07		\$18.07		\$18.07		\$18.07		KT TO THE	35.74E-0		F LO COLD	100	district a	9 10.00		Dec .	1	rotal .
_	Days	Weeks	Monthly Hours	Monthly Cost					Maria.			i y-	E SE	Monthly Hours	Monthly Cost						
				K. C. Lington	Ele		38 July 1989	May 1					54 4	4							
		4		1			d liber is	14-5-0	J.Cert		487.1		3 - Ah	4							
Nov 2022	19	5	85.50	\$1,544.99										85.50	\$1,544.99						
Dec 2022	21	4	94.50	\$1,707.62	P	1	Mary market	1	40		98.0	9		94.50	\$1,707.62						
Jan 2023	20	4	90.00	\$1,626.30										90.00	\$1,626.30						
Feb 2023	19	4	85.50	\$1,544.99	-		AU-L	19-10	A DEC	A 4.			A STATE OF THE STA	85.50							
Mar 2023	23	5	103.50	\$1,870.25			1								\$1,544.99						
Apr 2023	20	4	90.00	\$1,626.30	-			100	A KET C	10.				103.50	\$1,870.25						
May 2023	22	5	99.00	\$1,788.93			_			3 2 2 2	-			90.00	\$1,626.30						
Jun 2023		4	90.00	\$1,626.30	III.	200707-2007		150		-	-			99.00	\$1,788.93						
2010	164	35	50.00	31,020.30					1 2 3	9.0		5		90.00	\$1,626.30						

Agreement Type Janitorial Agreement Pe		nt Period	11/1/2022	6/30/2023		Days/Week	5	Agreement Days**	164		
					LOCATIO	ON PROFILE					
Carpet (ft ²)	Carpet (ft ²) 6360 Restrooms (#)		(#)	4	Elevators (#)		0	Windows (#)		15	
VCT Tile (ft ²	2)	140	Fixtures (#)		12	Light Fixtures	(ft²)	0		Inside (ft²)	6
Ceramic (ft	2)	15	Water Foul	ntains (#)	2	Stair Flights (0		Outside (ft²)	6
Concrete (f	t ²)	Ò	Trash Rece		38	Upholstery (f	784	0	Int Glass Doo		2
Vinyl/Lam (0	Vents (ft ²)		32	Horizontal Su		300	III Ciass poc	Int 1 Side (ft ²)	6
Other (ft²)		85	Walk Off M	ats (#)	4	Vertical Surf.		300	Ext Glass Do		4
	TOTAL (ft²)	6600		er WO Mat				0	EXT GIASS DO		
Outside (ft		400				Baseboard (li				Ext 1 Side (ft ²)	2
odiside (it	Outside (ft²) 400 TOTAL ft² WO Ma			t wo mat		Entrance (ft ²)		400			
Scope of					SLOPE	OF WORK					
Work#	ISSA#	Description Time		Work Days/Agreement	Scope of Work #	ISSA#	Descri	ption	Time	Work Days/Agreement	
1a	486	Sweep		0.062	164	7b	67	Baseboards		0.000	0
1b		Мор		0.067	164	8a	183	Clean Fountain		0.033	164
1c		Spray Buff		0.001	8	10a-b	84	Exterior Glass Doors/Panels		0.200	164
2a	295	Spot Vacuum (35%)		0.994	164	10c-d	84	Interior Glass Doors/Panels		0.000	0
2b	295	Vacuum		0.606	35	10e	563	Interior Windows		0.021	2
2c	294	Spot Clean (35%)		0.186	164	10f	563	Exterior Windows	S	0.021	2
2e	91	Walk Off Mats		0.030	164	11a	540	Wash Light Fixtur	és	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.635	164	11b	179	Police Entrance(2	Police Entrance(25%)		164
3b	178-177	Reline Baskets		0.068	35	11c	179	Police Parking Lot	t .	0.000	0
4a	69	Spot Dust (35%)		0.004	164	11d	590	Remove Trash		0,110	164
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		0.001	35						
5b	546	Wash Vents		0.006	4			Utility Time		0.640	
6a-6i	229	Restrooms		0.600	164						
7a	67	Remove Dirt		0.187	164		No.	140	OURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

HEER.	613	STAND	ADD	TIMES

Scope of Work#	Scope 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	ft /hr
1c	Spray buff	385	Buff	6333	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	ft ² /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 Ren					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2f
3b	Replace Liner	178-177	Refine Basket	0.50	each
_	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	ft²/hr
4d	Vacuum uphoistered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
	A/C Registers				
58	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/ea
estrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	mln/9 fixture
6b	Clean & Disinfect sinks	1			l
6c	Clean mirrors, shelving & dispensers]			1
6d	Sweep Floors			i .	l
6e	Mop floors with disinfectant	1		l	ı
6f	Clean walls adjacent to fixtures	4			
6g	Clean restroom walls	-			
6h	Stock disposals				_
falls & W	roodwork Remove fingerprints & dirt from doors, frames, &	_			
7a	switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo					
	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/eac
	/Window Washing				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	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					
_	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
	Police immediate entrance area	-	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11b			Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
	Police sidewalks & parking area				
11c	Police sidewalks & parking area	-	Remove Trash to Designated Area	60000	ft ² /hr
11c 11d	Police sidewalks & parking area Carry trash to pickup point Stair Flights	-	Remove Trash to Designated Area Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	ft*/hr min/fligh



Service Agreement 08.DMV.004.23

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	CE AGREEMEN'	Γ
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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

800-642-9066

Steve Monroe

304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

615.00

Total Hours

\$11,328.30

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 Martiner	10/21/2022
Tara Martinez WVARF, Inc. CEO	Date
Carla Rotsch	Business Manager
Customer Signature	Customer Title
Parla Rotsch	RECEIVED 10/85/22
Customer Print Name	RECEIVED Date

OCT 25 2022 BUSINESS MANAGER'S



Terms of Agreement 08.DMV.004.23

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:

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 involces.
- 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.wyarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 08.DMV.004.23

PO Box 6764 Churleston WVV 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 615,00 TOTAL AGREEMENT COST \$11,328.30

			i di -		4	Charge .	100	POS	ITION & H	OURLY RA	TE	- Section				
- 1	Agre	ement	1 3	anitor			du Tarr		5.00			1		1		
	To	otal		18.42		1500	8 D-105	- 0.1								l'otal
	Days	Weeks	Monthly Hours	Monthly Cost	Det.	1,41			123			I IN			Monthly Hours	Monthly Cos
		7 - 9		1 - 13		2	9 - 6		144							
												211		201		
No. 2022		_	F4.45	F Y			16. 12	18-	100		R-Ti	17700		36 / 1 / T		
Nov 2022	19	5	71.25	\$1,312.43					-						71,25	\$1,312.43
Dec 2022	21	4	78.75	\$1,450.58		B		O AU	SHE		Mari Sa	3 1 1		-16 /	78.75	\$1,450.58
Jan 2023	20	4	75.00	\$1,381.50												_
Feb 2023	19	4	71.25	\$1,312.43		Market Comment	O DELANCE			1	000	60/-		+ +	75.00	\$1,381.50
Viar 2023	23	5	86.25	\$1,588.73			1	1					-		71.25	\$1,312.43
Apr 2023	20	4	75.00	\$1,381.50		Brooks make	0.04	Maria I	10.64			-			86.25	\$1,588.73
May 2023	22	5	82.50	\$1,519.65			10		- 1						75.00	\$1,381.50
Jun 2023	20	4	75.00	\$1,381.50		55.00-2-0									82.50	\$1,519.65
	164	35	75.00	31,361.50		Service.	T VALUE					9 19			75.00	\$1,381.50

Agreeme	ent Type	Janitorial	Agreeme	ent Period	11/1/2022	6/30/	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	N PROFILE			***		
Carpet (ft ²)		4767	Restrooms	(#)	2	Elevators (#)		0 Windows (#))	8
VCT Tile (ft ²	·)	288	Fixtures (#)		16	Light Fixtures	(ft²)	0	Inside (ft²)		1
Ceramic (ft	2)	0	Water Four	ntains (#)	0	Stair Flights (#)	.0	1	Outside (ft ²)	1
Concrete (fi	t ² }	0	Trash Recei	sh Receptacles (#) 5		Upholstery (f		0	Int Glass Do		2
Vinyl/Lam (ft ²)	0	Vents (ft ²)		36			Int 1 Side (ft ²)	- 6		
Other (ft ²)		0	Walk Off M	ats (#)	4	Vertical Surf.		200	Ext Glass Do		4
	TOTAL (ft²)	5055	-	per WO Mat	24	Baseboard (li		0	EXT OIG33 DO	Ext 1 Side (ft²)	2
Outside (ft ²		400		ft ² WO Mat		Entrance (ft ²)		400	ext 1 side (it.,		
		100	TOTAL	TE TO MAKE		OF WORK		400		_	
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.074	164	7b	67	Baseboards		0.000	0
1b	369	Мор		0.081	164	8a	183	Clean Fountain		0,000	0
1c	385	Spray Buff		0.002	8	10a-b	84	Exterior Glass Do	ors/Panels	0.200	164
2a	295	Spot Vacuum (35%)		0.745	164	10c-d	84	Interior Glass Dod	rs/Panels	0.061	35
2b	295	Vacuum		0.454	35	10e	563	Interior Windows		0.003	2
2c	294	Spot Clean (35%)		0.139	164	10f	563	Exterior Windows		0.003	2
2e	91	Walk Off Mats		0.048	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.868	164	11b	179	Police Entrance(25%)		0.030	164
3b	178-177	Reline Baskets		0.092	35	11c	179	Police Parking Lo		0.000	0
4a	69	Spot Dust (35%)		0.003	164	11d	590	Remove Trash		0.084	164
4b	69	Thorough Dust	1.4	0.017	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Uphoist. Fu	ırniture	0.000	. 0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	8						
5b	546	Wash Vents		0.000	0			Utility Time		0.040	
6a-6i	229	Restrooms		0.800	164						
7a	67	Remove Dirt		0.006	8			H	DURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

ISSA 612	STANDARD TIMES			_	
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	is	SA Time
Hard Surf	ace Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hı
1.b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hi
1c	Spray buff	385	Buff	8333	ft ² /h
arpeted				-	
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /h
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/b
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/h
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hi
rash Ren			inido		10 700
rasn ken	TOVBI	T		T	
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/21 each
36	Replace Liner	178-177	Reline Basket	0.50	
umiture,	, Cabinets, Countertops			_	
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/h
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/h
4d	Vacuum uphoistered furniture	81	Vacuum Uphoistered Furniture	714	ft ² /h
eating &	A/C Registers				
5a	Dust	69	Dust w/ treated doth	5000	ft²/h
5b	Wash registers	546	Wash	0.50	min/ea
estroom					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9
6b	Clean & Disinfect sinks]			I
бс	Clean mirrors; shelving & dispensers]			l
6d	Sweep Floors]			1
6e	Mop floors with disinfectant	1			
6f	Clean walls adjacent to fixtures	4			
6g	Clean restroom walls	-			
6h	Stock disposals				
Valls & W	/oodwork	_			
78	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
rinidng Fo					
8a	Ciean & disinfect all surfaces	183	Clean fountain	0.50	min/ear
	r/Window Washing			040	-10
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	ft ² /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	rations				
11 a	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	ft²/hr
		590	Remove Trash to Designated Area	60000	ft²/hr
11d	Carry trash to pickup point				
_	Carry trash to pickup point Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/fligf



Service Agreement 07.DMV.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*:

Goodwill Industries of Kanawha Valley, Inc.

Work Performed:

Janitorial

Site:

DMV

Billing: WV DMV

Kanawha Mall Service Center

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

6/30/2023

Total Agreement Pricing:**

5453.00

Total Hours

\$85,884.75

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

10/21/2022 Tara Martines **Date** Tara Martinez WVARF, Inc. CEO

OCT 25 2022

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



Terms of Agreement 07.DMV.012.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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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:

Misty Mayville, Contract Manager

Joyce Birley

O: 681-661-0144

O: 304-346-0811

C: 304-539-9353

C:

mmayville@wvarf.org

jbirley@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 track 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 Handlcapped.
- 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 07.DMV.012.23

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 5453.00 TOTAL AGREEMENT COST \$85,884.75

				No.		MSI U.	T Barrel	POSITION E	HOURLY RA	TE					
	Agre	ement	- 1	anitor			Mary I	-markets	P. Daniel	111		F 0.1			
	Te	otal		15.75			9						63 15 15	-	Total
	Days	Weeks	Monthly Hours	Monthly Cost	1								The state of	Monthly	Monthly Co
														7,0013	_
		0.4	C-1.5					i L	PART I		e Harry N	The second			
							-								
Man Sana		_	***		-		100				1000		10	3	
Nov 2022	19	5	631.75	\$9,950.06										631.75	\$9,950.06
Dec 2022	21	4	698.25	\$10,997.44		31 3 3		1	The same	10-	100	i ka		698.25	\$10,997.4
Jan 2023	20	4	665.00	\$10,473.75											
Feb 2023	19	4	631.75	\$9,950.06	9 - 3	= 1	L M				100	400		665.00	\$10,473.7
Mar 2023	23	5	764.75	\$12,044.81				1			-		-	631.75	\$9,950.06
Apr 2023	20	4	665.00	\$10,473.75		Witness or the	0.00		-		_			764.75	\$12,044.8
May 2023	_										BUCK		CO CONTRACTOR	665.00	\$10,473.7
_		5	731.50	\$11,521.13				4						731.50	\$11,521.13
Jun 2023	20	4	665.00	\$10,473.75							3 4		A STATE OF THE	665.00	\$10,473.75
	164	35													+>/110175

Agreem	ent Type	Janitorial	Agreeme	ent Period	11/1/2022	6/30,	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	N PROFILE					
Carpet (ft ²)		37458	Restrooms	(#)	10	Elevators (#)		0	Windows (#)	21
VCT Tile (ft	²)	13928	Fixtures (#)		50	Light Fixtures	(ft²)	0		Inside (ft ²)	14
Ceramic (ft	²)	0	Water Four	ntains (#)	4	Stair Flights (#)		0		Outside (ft²)	14
Concrete (f	t ²)	0	Trash Rece		327	Upholstery (f		0			16
Vinyl/Lam (0	Vents (ft ²)		68	Horizontal Su				Int 1 Side (ft²)	
Other (ft ²)		0	Walk Off M	ats (#)	4	Vertical Surf.		1000	Ext Glass Do		16
	TOTAL (ft ²)			per WO Mat	Ž4	Baseboard (li		0	EXC Glass Do		
Outside (ft ²		400		ft ² WO Mat		Entrance (ft ²			Ext 1 Side (ft²)		2
- awarac (re		400	TOTAL	IL WO WAL		OF WORK		400			
Scope of Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of	ISSA#	Descri	ption	Time	Work
1a	486	Sweep		3,575	164	Work#	67	Baseboards		0.000	Days/Agreement
1b		Mop		3.900	164	8a	183	Clean Fountain		0.067	164
1c		Spray Buff		0.082	8	10a-b	84	Exterior Glass Doors/Panels		0.250	164
2a	295	Spot Vacuum (35%)		4.606	129	10c-d	84	Interior Glass Doors/Panels		6.095	164
2b	295	Vacuum		3.570	35	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		1.093	164	10f	563	Exterior Windows		0.073	2
Ze	91	Walk Off Mats		0.048	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	5.461	164	11b	179	Police Entrance(2	.5%)	0.030	164
3b	178-177	Reline Baskets		0.299	18	11c	179	Police Parking Lot	1	0.120	164
4a	69	Spot Dust (35%)		0.011	129	11d	590	Remove Trash		0.856	164
4b	69	Thorough Dust		0.085	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	ırniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.003	35						
5b	546	Wash Vents		0.014	4						
6a-6i	229	Restrooms		2.500	164						
7a	67	Remove Dirt		0.622	164			114	DURS PER DA	Y 33.25	

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

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

Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	is	SA Time
Hard Surf	ace Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft ² /hr
Carpeted					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2h	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	ft ² /hr
Trash Ren					
3 a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b	Replace Liner	178-177	Reline Basket	0.50	each
Furniture,	Cabinets, Countertops				
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Uphoistered Furniture	714	ft ² /hr
leating &	A/C Registers				
5a	Dust	69	Dust w/ treated doth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks]			
6c	Clean mirrors, shelving & dispensers	1			
6d	Sweep Floors	-			
6e	Mop floors with disinfectant	-		1	
6f 6g	Clean walls adjacent to fixtures Clean restroom walls	1			
6h	Stock disposals	1			
Valls & W	The state of the s				
7 a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo	puntain				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
ilass 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	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 Oper	rations				
11a	Wash Light foctures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight



Service Agreement 07.DMV.011.23

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

CEDVICE	AGREEMENT
SEKVILE	AURCENIEN

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 Ave. SE, Suite 400

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304 Charleston, WV 25304

> **Steve Monroe** 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

6/30/2023

Total Agreement Pricing**:

1476.00

Total Hours

\$23,247.00

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.

Tara Martiner		10/21/2022
Tara Martinez WVARF, Inc. CEO		Date
Customer Signature		Business Manager Customer Title
Carla Rotses	RECEIVED	10/25/22
Customer Print Name		Date

ustomer Print Name

OCT 25 2022

BUSINESS MANAGER'S



Terms of Agreement 07.DMV.011.23

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:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Joyce Birley

O: 681-661-0144

O: 304-346-0811

C: 304-539-9353

C:

mmayville@wvarf.org

jbirley@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.





West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 07.DMV.011.23

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 1476.00 TOTAL AGREEMENT COST \$23,247.00

				10	4-1-3			POSITION 8	HOURLY RA	TE					
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	To	tal	\$	15.75	2000		6 5 75	والمنتداني		ale	Park I				Fotal
	Days	Weeks	Monthly	Monthly Cost		15,UE	100	to FE						Monthly	Monthly Cos
		- ny		E 7			Menne			(L.—)		May 21 - 1	46.		
	w 3	13		2			d Front				- FIT		- I		
Nov 2022	19	5	171.00	\$2,693.25										171.00	\$2,693.25
Dec 2022	21	4	189.00	\$2,976.75		LX E			Was .		100	N	10	189.00	\$2,976.75
Jan 2023	20	4	180.00	\$2,835.00											_
Feb 2023	19	4	171.00	\$2,693.25			1		15	Maria Trans	100	2.1		180.00	\$2,835.00
Mar 2023	23	5	207.00	\$3,260.25					_	+				171.00	\$2,693.25
Apr 2023	20	4	180.00	\$2,835.00		25-51	a land		9		2000	-	+	207.00	\$3,260.25
May 2023	22	5	198.00	\$3,118.50					-		1		100	180.00	\$2,835.00
Jun 2023	20	4	180.00	\$2,835.00		10000			-			-		198.00	\$3,118.50
J.W. 2023	164	35	100.00	\$2,035.00								-	1 le 25	180.00	\$2,835.00

Agreeme	ent Type	Janitorial	Agreeme	ent Period	11/1/2022	6/30/	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	N PROFILE					
Carpet (ft ²)		9050	Restrooms	(#)	4	Elevators (#)		0	Windows (#)		5
VCT Tile (ft ²	·)	976	Fixtures (#)		54	Light Fixtures (ft²)		1		Inside (ft²)	3
Ceramic (ft	2)	0	Water Four	ntains (#)	4	Stair Flights (0		Outside (ft ²)	3
Concrete (f	t ² }	Ö	Trash Rece	otacles (#)	112				4		
Vinyl/Lam (ft²)	0	Vents (ft²)		36	Horizontal Su			Int 1 Side (ft ²)	3	
Other (ft ²)		361	Walk Off M	ats (#)	6	Vertical Surf.		200	Ext Glass Do		4
	TOTAL (R ²)	10387	0	per WO Mat		Baseboard (li		0	Ext Glass Do	Ext 1 Side (ft ²)	
Outside (ft ²		400		ft ² WO Mat		Entrance (ft ²)		0	Ext 1 Side (IT		2
		400	TOTAL	it Wo Wat		OF WORK			4	-	
Scope of Work #	ISSA#	Description		Time	Work Days/Agreement	Scope of Work #	ISSA#	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.343	164	7b	67	Baseboards		0.000	0
1b	369	Мор		0.374	164	8a	183	Clean Fountain		0.067	164
1c	385	Spray. Buff		0.000	0	10a-b	84	Exterior Glass Do	ors/Panels	0.200	164
2a	295	Spot Vacuum (35%)		1.415	164	10c-d	84	Interior Glass Dod	ors/Panels	0.061	35
2b	295	Vacuum		0.863	.35	10e	563	Interior Windows		0.004	2
2c	294	Spot Clean (35%)		0.264	164	10f	563	Exterior Windows	s	0.004	2
2e	91	Walk Off Mats		0.072	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	1.870	164	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.199	35	11c	179	Police Parking Lo	t	0.000	0
4a	69	Spot Dust (35%)		0.003	164	11d	590	Remove Trash		0.173	164
4b	69	Thorough Dust		0.017	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	irniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	8						
5b	546	Wash Vents		0.000	0			Utility Time		0.250	
6a-6i	229	Restrooms		2.700	164						
7a	67	Remove Dirt		0.124	164			H	DURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

Scope of Work Description	ISSA#	ISSA Description	15:	SA Time
face Floors				
Sweep and/or dust mop	486	Sweep w/ 24" Push Broom		ft²/hr
Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
Spray buff	385	Buff	8333	ft ¹ /hr
Floors				
Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
moval				
Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft²
Replace Liner	178-177	Reline Basket	0.50	each
, Cabinets, Countertops				
Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
	81	Vacuum Uphoistered Furniture	714	ft ² /hr
·	69	Dust w/ treated doth	5000	ft²/hr
	546	Wash	0.50	min/each
5				
Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 flxtures
Clean & Disinfect sinks]		1	
Clean mirrors, shelving & dispensers		N-		
Sweep Floors	1		1	
	1			
	4			
	-			
Average and the second				
	T			
switch plates	67	Damp wipe surface		ft²/hr ft2/hr
	67	изтр міре зипасе	3213	102/111
	183	Close fountain	0.50	min/each
	200	Genilountum	7.00	
	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	ft ² /hr
		Alteria chand a trope, abretiere er erent ferment er unur erent		ft ² /hr
	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	TC /OF
Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth		
Interior Windows Exterior Windows (1st floor only)	563 563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 526	ft²/hr
Interior Windows Exterior Windows (1st floor only) rations	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Interior Windows Exterior Windows (1st floor only) rations Wash Light fixtures	563 540	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Damp wipe with trigger sprayer and cloth using ladder	526 3000	ft²/hr
Interior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police Immediate entrance area	563 540 179	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	526 3000 3333	ft²/hr ft²/hr ft²/hr
Interior Windows Exterior Windows (1st floor only) Frations Wash Light fixtures Police Immediate entrance area Police sidewalks & parking area	563 540 179 179	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	526 3000 3333 3333	ft²/hr ft²/hr ft²/hr ft²/hr
Interior Windows Exterior Windows (1st floor only) rations Wash Light fixtures Police Immediate entrance area	563 540 179 179 590	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	526 3000 3333	ft²/hr ft²/hr ft²/hr
	ace Floors Sweep and/or dust mop Damp mop Spray buff Floors Spot Vacuum Thorough Vacuum Spot clean (track in or spillage) Thorough Vacuum Walk-Off Mats noval Empty Waste Basket Replace Liner Cabinets, Countertops Spot dust horizontal & vertical surfaces Thorough dust horizontal & vertical surfaces Vacuum upholstered furniture A/C Registers Dust Wash registers Clean & Disinfect sinks Clean mirrors, shelving & dispensers Sweep Floors Mop floors with disinfactant Clean walls adjacent to fixtures Clean restroom walls Stock disposals codwork Remove fingerprints & dirt from doors, frames, & switch plates Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels	ace Floors Sweep and/or dust mop 486 Damp mop 369 Spray buff 985 Floors Spot Vacuum 295 Thorough Vacuum 295 Spot clean (track in or spillage) 294 Thorough Vacuum Walk-Off Mats 91 Thorough Vacuum Walk-Off Mats 91 Empty Waste Basket 177 Replace Liner 178-177 Cabinets, Countertops Spot dust horizontal & vertical surfaces 69 Thorough dust horizontal & vertical surfaces 69 Vacuum upholstered furniture 81 A/C Registers 50 Dust 69 Wash registers 546 Clean & Disinfect sinks 69 Clean & Disinfect sinks 69 Clean & Disinfect sinks 69 Clean walls adjacent to fixtures 67 Mop floors with disinfectant 69 Clean walls adjacent to fixtures 67 Clean restroom walls 67 Stock disposals 67 Switch plates 67 Clean & disinfect all surfaces 67 Switch plates 67 Clean & disinfect all surfaces 67 Switch plates 67 Clean & disinfect all surfaces 183 //Window Washing 68 Exterior Glass Doors/Panels 84	ace Floors Sweep and/or dust mop Damp mop 369 Damp Mop w/ 12ox Mop Head using Single Bucket & Wringer Spray buff Floors Spray buff Floors Spray buff Floors Spray buff Spot Vacuum 295 Vacuum w/ 12" Upright Vacuum Thorough Vacuum 295 Vacuum w/ 12" Upright Vacuum Spot clean (track in or spillage) 194 Spot Sweep w/ 10" Upright Vacuum Thorough Vacuum Walk-Off Mats 197 Mats Spot Waste Basket 177 Empty Waste Basket 177 Reline Basket Cabinets, Countertops Spot dust horizontal & vertical surfaces 69 Dust w/ treated cloth Vacuum uphotstered furniture 81 Vacuum Upholstered furniture 81 Vacuum Upholstered furniture 81 Vacuum Upholstered furniture 82 Dust 69 Dust w/ treated doth Wash Clean & Disinfect sinks Clean mirrors, shelving & dispensers Sweep Floors Swee	Scope of Work Description Sace Floors Sweep and/or dust mop 486 Sweep w/ 24* Push Broom 3896 Damp mop 369 Damp Mop w/ 120x Mop Head using Single Bucket & Wringer 3771 Sport you'ff 385 Buff 295 Vacuum w/ 12* Upright Vacuum 2239 Spot Vacuum 295 Vacuum w/ 12* Upright Vacuum 2239 Thorrough Vacuum Valli-Off Mats 91 Mats 2000 Thorough Vacuum Valli-Off Mats 91 Mats 2000 Thorough Vacuum Valli-Off Mats 91 Mats 2000 Thorough Vacuum Valli-Off Mats 92 Mats Empty Waste Backet 177 Empty Trash/Wipe Clean 1 Replace Liner 2000 Thorough Vacuum Valli-Off Mats 93 Dust w/ treated cloth 5000 Thorough Vacuum Valli-Off Mats 5000 Thorough Vacuum Valli-Off Mat



Service Agreement 07.DMV.002.23

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	SERVICE	AGREEN	MENT
-------------------	---------	--------	-------------

Contractor:

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

Work Performed By*:

Goodwill Industries of Kanawha Valley, Inc.

Work Performed:

Janitorial

Site:

DMV Putnam

Winfield/Teays Valley/Hurricane

116 Liberty Square

Hurricane, WV 25526

Billing: DMV Putnam

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

Steve Monroe 304-558-2811

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

1008.60

Total Hours

\$15,885.45

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		10/21/2022
Tara Martinez WVARF, Inc. CEO		Date
Customer Signature		Business Manager Customer Title
Carla Rotsch	RECEIVED	10/85/22

Customer Print Name OCT 2 5 2022

BUSINESS MANAGER'S

Date



Terms of Agreement 07.DMV.002.23

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:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Joyce Birley

O: 681-661-0144

O: 304-346-0811

C: 304-539-9353

C:

mmayville@wvarf.org

jbirley@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.

La break Car

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



PO Box 6764 Charleston WV 25362

West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 07.DMV.002.23

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 1008.60 TOTAL AGREEMENT COST \$15,885.45

							1	POSITION I	HOURLY R	ATE					
- [Agre	ement	A 1	anitor		10.00	10.7	201.21	1	The Day	1		-		
- 1	To	rtal	17 24	15.75		30000								1	lotal .
	Days	Weeks	Monthly Hours	Monthly Cost					1		I P.L.			Monthly	Monthly Cos
									200	Ale -	4 10				
												2000		10	
Nov 2022	19	5	446.00	A	5.5	421	4	prior	Eria.		4	A -	11-	3	
		3	116.85	\$1,840.39										116.85	\$1,840.39
Dec 2022	21	4	129.15	\$2,034.11		25-0171	4	No.			34			129.15	\$2,034.11
Jan 2023	20	4	123.00	\$1,937.25										123.00	\$1,937.25
Feb 2023	19	4	116.85	\$1,840.39		STITLE IN		-	f 3-		-			116.85	
Mar 2023	23	5	141.45	\$2,227.84									-		\$1,840.39
Apr 2023	20	4	123.00	\$1,937.25	E-VIIIVE	Million or		The second	a la		- 21	- 101		141.45	\$2,227.84
May 2023	22	5	135.30	\$2,130.98			1	III CONTRACTOR	_			1.00		123.00	\$1,937.25
Jun 2023	20		123.00					40000	_					135.30	\$2,130.98
		70	123.00	\$1,937.25			10	(Feed 1 S)			8 4 1		ALC: NO	123.00	\$1,937.25
- 1	164	35													

Agreem	ent Type	Janitorial	Agreeme	nt Period	11/1/2022	6/30/	2023	Days/Week	5	Agreement Days**	164
					LOCATIO	ON PROFILE				1	
Carpet (ft ²)		3884	Restrooms	(#)	4	Elevators (#)		0	Windows (#	1)	8
VCT Tile (ft	2)	4301	Fixtures (#)		24	Light Fixtures	(ft²)	0		Inside (ft ²)	81
Ceramic (ft	2)	0	Water Four	ntains (#)	1	Stair Flights (0		Outside (ft ²)	8
Concrete (f	t ²)	0	Trash Rece	otacles (#)	47	Upholstery (f	-	0	Int Glass Do		2
Vinyl/Lam		0	Vents (ft ²)		24	Horizontal Su		80	III CIGSS DO	Int 1 Side (ft ²)	7
Other (ft ²)		0	Walk Off M	ats (#)	2	Vertical Surf.		80	Ext Glass Do		4
	TOTAL (ft ²)	8185		er WO Mat	24	Baseboard (li		0	Ext Glass Do	Ext 1 Side (ft ²)	2:
Outside (ft		400	-	t ² WO Mat		Entrance (ft ²)		400		EXT I Side (It)	
			TOTAL	TO MA		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		1.104	164	7b	67	Baseboards		0.000	0
1b	369	Мор		1.204	164	8a	183	Clean Fountain		0.017	164
1c	385	Spray Buff		0.110	35	10a-b	84	Exterior Glass Do	ors/Panels	0.200	164
2a	295	Spot Vacuum (35%)		0.607	164	10c-d	84	Interior Glass Doors/Panels		0.078	35
2b	295	Vacuum		0.370	35	10e	563	Interior Windows		0.016	2
2c	294	Spot Clean (35%)		0.113	164	10f	563	Exterior Windows		0.016	2
Ze	91	Walk Off Mats		0.024	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.785	164	11b	179	Police Entrance(2	5%)	0.006	35
3b		Reline Baskets		0.084	35	11c	179	Police Parking Lot		0.026	35
4a	69	Spot Dust (35%)		0.001	164	11d	590	Remove Trash		0.136	164
4b	69	Thorough Dust		0.007	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	irniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	8						
	546	Wash Vents		0.002	2						
6a-6i	229	Restrooms		1.200	164						

^{*}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.

Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	15	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	loors				
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
	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
Frash Remo	oval				
32	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft
3b	Replace Liner	178-177	Reline Basket	0.50	each
Furniture, C	Cabinets, Countertops				
	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
leating & A	A/C Registers				
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/eac
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks]			1
	Clean mirrors, shelving & dispensers	1			1
	Sweep Floors	1			1
	Mop floors with disinfectant	-			1
	Clean walls adjacent to fixtures	-			1
	Clean restroom walls Stock disposals	1			l
Valls & Wo	ADAL LA SECTION DE LA COMPANIA DEL COMPANIA DE LA COMPANIA DEL COMPANIA DE LA COMPANIA DEL COMPANIA DEL COMPANIA DE LA COMPANIA DEL COMPANIA D				
7s F	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr
	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking For					
8a (Dean & disinfect all surfaces	183	Clean fountain	0.50	min/each
lass Door/	Window Washing				
10a-b E	exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d li	nterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each	840	ft²/hr
10e li	nterior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f E	exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
ther Opera	rtions				
11a V	Wash 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	ft ² /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	ft²/hr
	itair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b E	levators	589	Elevator	10	min/each



Service Agreement 03.DMV.015.23

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.	AGREEN	JENT
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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 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

Steve Monroe 304-558-2811

304-926-3804

DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

779.00

Total Hours

\$17,309.38

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 involce.

Tara Martiney	10/21/2022
Tara Martinez WVARF, Inc. CEO	Date
Carla Rotoch	Business Manager
Customer Signature	Customer Title O
Carla Rotsch	RECEIVED 10/85/22

Customer Print Name

Date

OCT 25 2022



Terms of Agreement 03.DMV.015.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (

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

Tony Francis

O: 681-661-0141

O: 304-788-3046

C: 304-444-2401

C: 304-813-7901

gwolfe@wvarf.org

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K VITTOR

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West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 03.DMV.015.23

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 779.00 TOTAL AGREEMENT COST \$17,309.38

					10.	V		POSITION E	HOURLY R	ATE					
- 1	Agree	ement	3	anitor	-	1117			100	-	1		10		
	To	otal	5	22.22				18	625.00	Service .		1-32			Total
	Days	Weeks	Monthly Hours	Monthly Cost						1				Monthly Hours	Monthly Cos
	L i	7-1			1	REE I	A-1-1-51	والساة			4	10/			
		77 20													
Nov 2022	19	5	90.25	\$2,005.36						10-	4	1	1		
Dec 2022	21	4	99.75	\$2,216.45	5 4		1	De			+			90.25	\$2,005.36
Jan 2023	20	4	95.00	\$2,110.90					7		-		1	99.75	\$2,216.45
Feb 2023	19	4	90.25	\$2,005.36	ia - 1.3				_		-	-		95.00	\$2,110.90
Mar 2023	23	5	109.25	\$2,427.54			10-11-20		1				-47 15	90.25	\$2,005.36
Apr 2023	20		95.00	\$2,110.90					_		_			109.25	\$2,427.54
May 2023	22	5	104.50		11		E 6.73		100				350	95.00	\$2,110.90
Jun 2023				\$2,321.99										104,50	\$2,321.99
Juli 2023	164	35	95.00	\$2,110.90		ACT TO A ST		D. Light				Y BIT I	NE. JE	95.00	\$2,110.90

Agreem	ent Type	Janitorial	Agreeme	ent Period 11/1/2022		6/30/2023		Days/Week	5	Agreement Days**	164
					LOCATIO	ON PROFILE					
Carpet (ft ²)		5834	Restrooms	(#)	4.	Elevators (#)		0 Windows (#			0
VCT Tile (ft	2)	431	Fixtures (#)		13	Light Fixtures	(ft ²)	0		Inside (ft ²)	
Ceramic (ft	²)	0	Water Four	ntains (#)	1	Stair Flights (0		Outside (ft ²)	
Concrete (f	t ²)	0	Trash Rece	otacles (#)	31	Upholstery (f		0	Int Glass Do		0
Vinyl/Lam (0	Vents (ft ²)	10000 (11)	0	Horizontal Su		500	IIIC Glass DO	int 1 Side (ft ²)	-
Other (ft ²)		0	Walk Off M					500	Fut Class Do		
	TOTAL (ft²)			er WO Mat	30	Vertical Surf. (ft ²)			Ext Glass Do		2
Outside (ft		0		ft ² WO Mat		Baseboard (linear ft)		484		Ext 1 Side (ft ²)	2
outside (it		0	IOIAL	rt WU Mat		Entrance (ft ²)		150			
Scope of					SCOPE	OF WORK		_			
Work#	ISSA#	Descriptio	Description		Work Days/Agreement	Scope of Work#	ISSA#	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.111	164	7b	67	Baseboards		0.032	35
1b	369	Мор		0.121	164	8a	183	Clean Fountain	0.017		164
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Do	ors/Panels	0.100	164
2a	295	Spot Vacuum (35%)		0.000	0	10c-d	84	Interior Glass Dod	rs/Paneis	0.000	0
2b	295	Vacuum		2.606	164	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		0.015	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.518	164	11b	179	Police Entrance(2	5%)	0.011	164
3b	178-177	Reline Baskets		0.055	35	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.007	164	11d	590	Remove Trash		0.104	164
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	0						
5b	546	Wash Vents		0.000	0			Utility Time		0.090	
6a-6i	229	Restrooms		0.650	164						
7a	67	Remove Dirt		0.311	164			H	OURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

155A 612 51A	NDARD TIMES			7	
Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	is	SA Time
Hard Surface	Floors				
1a Sv	veep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hr
1b Da	emp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c Sp	ray buff	385	Buff	8333	ft ² /hr
Carpeted Floo					
	ot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
	orough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2289	ft²/hi
	ot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hı
	orough Vacuum Walk-Off Mats	91	Mats	2000	ft²/h:
rash Remova			IN THE SECOND SE		ic fin
rasa kemova	B.I			_	T
3a Em	npty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2fi
3b Re	place Liner	178-177	Reline Basket	0.50	each
	pinets, Countertops				
	ot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
	orough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hı
	cuum uphoistered furniture	81	Vacuum Uphalstered Furniture	714	ft²/hi
leating & A/C			Address of the second section of the second		1. /4/11
5a Du		69	Dust w/ treated cloth	5000	ft²/hr
		546	Wash	0.50	min/ea
estrooms	ash registers	1 3.0	Trest	-	T. HAVING CO.
		T			min/9
6a Cle	an & Disinfect commodes & urinals	229	Restrooms	27	fixture
6b Cle	an & Disinfect sinks	1			1
6c Cle	en mirrors, shelving & dispensers	1			1
	eep Floors	1			1
6e Ma	p floors with disinfectant				1
	an walls adjacent to fixtures				
	an restroom walls	-			
	ck disposals				
Valls & Wood		_		_	_
/A I	move fingerprints & dirt from doors, frames, &	67	Damp wipe surface	3215	ft²/hr
	itch plates an baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fount		- 07	result with surface		142,12
	an & disinfect all surfaces	183	Clean fountain	0.50	min/eac
	ndow Washing				
	erior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each	840	ft ² /hr
	erior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each	840	ft ² /hr
	erlor Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
	erior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
		303	Biteriol & Exterior. Wash wy Higger Sprayer & Gods	300	11.711
her Operatio		540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
	sh Light fixtures		Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
	ice immediate entrance area			3333	
	ice sidewalks & parking area	-	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum		ft²/hr
11d Carr	ry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
12a Stai	r Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/fligh
12b Elev	vators	589	Elevator	10	min/eac



Service Agreement 03.DMV.014.23

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

CEDIMOR	AGREEMENT
SERVILE	MISKEPHIEN

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.lovd@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:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

1008.60

Total Hours

\$22,411.09

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.

10/21/2022 Tara Martines Date Tara Martinez WVARF, Inc. CEO

BUSINESS MANAGER'S



Terms of Agreement 03.DMV.014.23

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Tony Francis

O: 681-661-0141

O: 304-788-3046

C: 304-813-7901

C: 304-444-2401

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.014.23

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 1008.60 TOTAL AGREEMENT COST \$22,411.09

					08.		POSITI	ON & HOURLY	RATE															
ſ	Agree	ment	1	anitor		-100.7			The second	40 8 11		1												
- 1	To	tal	\$22.22		\$22.22		\$22.22		\$22.22		\$22.22		\$22.22		47,445	u Eas		ALC: N	THE STATE OF			31		fotal
	Days	Weeks	Monthly Hours	Monthly Cost			14	26.		16	4		Monthly Hours	Monthly Cos										
		8 5				- 3		- Illus	15	10 FL		4 7												
	9	- 0																						
Nov 2022	19	5	116.85	63 F05 44		_			3 10	10														
				\$2,595.41									116.85	\$2,596.41										
Dec 2022	21	4	129.15	\$2,869.71		1		100					129.15	\$2,869.71										
Jan 2023	20	4	123.00	\$2,733.06									123.00	\$2,733.06										
Feb 2023	19	4	116.85	\$2,596.41	1100		2 -					U.S.	116.85	\$2,596.41										
Mar 2023	23	5	141.45	\$3,149.02							+		141,45											
Apr 2023	20	4	123.00	\$2,733.06			1	Links.	100		-			\$3,143.02										
May 2023	22	5	135.30	\$3,006.37				_		-			123.00	\$2,733.06										
Jun 2023		4				-							135.30	\$3,006.37										
Jun 2023	164	35	123.00	\$2,733.06			The state of				All Sections		123.00	\$2,733.06										

Agreem	ont Tuno	Janitoriai	Anna	nant Davind	54 /4 /2022	c/00	lanna			Agreement	
Miceni	ent Type	Janitoriai	Agreer	nent Period	11/1/2022	6/30/	/2023	Days/Week	5	Days**	164
					LOCATI	ON PROFILE					
Carpet (ft ²)		0	Restrooms	(#)	5	Elevators (#)		0	Windows (#)		0
VCT Tile (ft	2)	6885	Fixtures (#)		12	Light Fixture:	s (ft²)	62		Inside (ft²)	
Ceramic (ft	-	0	Water Fou	ntains (#)	0	Stair Flights (0		Outside (ft ²)	
Concrete (f	(t ²)	0	Trash Rece		31	Upholstery (1		0	Wkly Glass Door		1
Vinyl/Lam		0	Vents (ft ²)	Presents (III)	58				WKIY GIASS DOOR		
Other (ft ²)	,,,,	0	Walk Off M	nan /41		Horizontal Surf. (ft²)		500		Total (ft ²)	50
	TOTAL (ft²)				4	Vertical Surf.		500	Dly Glass Doors/		1
Outside (ft		6885		ft ² per WO Mat	15	Baseboard (I		0		Total (ft ²)	52
Outside (It	1	500	10	TAL ft ² WO Mat		Entrance (ft ²	}	40			
					SCOPE	OF WORK					
Scope of Work #	ISSA#	Description		Time	Work Days/Agreement	Scope of Work#	ISSA #	Descr	iption	Time	Work Days/Agreement
1a	486	Sweep		1.767	164	7b	67	Baseboards		0.000	Ö
1b	369	Mop		1.928	164	8a	183	Clean Fountain		0.000	0
1c		Spray Buff		0.000	0	10a-b	84	Daily Glass Doors	/Panels	0.629	164
2a	295	Spot Vacuum (35%)		0.000	0	10c-d	84	Weekly Glass Do	ors/Panels	0.127	35
2b	295	Vacuum		0.000	0	10e	563	Interior Windows	5	0.000	0
2c	294	Spot Clean (35%)		0.000	Ö	10f	563	Exterior Window	s	0.000	0
2e	91	Walk Off Mats		0.030	164	11a	540	Wash Light Fixtur	res	0.000	2
3a	177	Empty Trash/Wipe	Clean	0.518	164	11b	179	Police Entrance(2		0.001	35
3b	178-177	Reline Baskets		0.055	35	11c	179	Police Parking Lo	t	0.032	35
4a	69	Spot Dust (35%)		0.001	35	11d	590	Remove Trash		0.115	164
4b	69	Thorough Dust		0.000	0	12a	588	Stairs		0.000	0
4d	81 69	Vacuum Uphoist. Fu	irniture	0.000	0	12b	589	Elévator		0.000	0
5a Sb	546	Wash Vents		0.000	2			1 h. 121. 401			
5a-6i	229	Restrooms		0.006	2			Utility Time		0.030	
				0.600	164						
7a	67	Remove Dirt		0.311	164				IOURS 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 from November 1, 2022, to June 30, 2023.

100 8	647	CTAR	(Ph.A.)	DD.	TTR.	acc.

Scope of Work#	Scope of Work Description	# AZZI	ISSA Description	IS	SA Time
Hard Surfa	ace Floors				
1 a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3895	ft ² /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				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hı
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hi
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/h
Že.	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/ha
rash Rem		1		2000	1.71.
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2f
3b	Replace Liner	178-177	Reline Basket	0.50	each
	Cabinets, Countertops				
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated doth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hı
		1 01	Agenuiti Ohiosteien Futtivate	/24	11.7/11
5a	A/C Registers Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b		546	Wash	0.50	min/ea
estrooms	Wash registers	340	(Wash	0.50	1 may co
Sztrooms		T		_	min/9
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	fixture
6b	Clean & Disinfect sinks	-			l
6c 6d	Clean mirrors, shelving & dispensers	-			ı
6e	Sweep Floors Mop floors with disinfectant	-			l
6f	Clean walfs adjacent to fixtures	1			1
6g	Clean restroom walls	1			l .
	Stock disposals	1			
Valls & Wo	CHARLES AND ADDRESS OF THE PARTY OF THE PART				
/N I	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo	puntain				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/eac
lass 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	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	ft /hr
ther Oper					
	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
$\overline{}$	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
_	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
$\overline{}$	Carry trash to pickup point		Remove Trash to Designated Area	60000	ft²/hr
	meich ermen en bareink bening				
	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/fligh



Service Agreement 03.DMV.008,23

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	r

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:

11/1/2022

to

6/30/2023

Total Agreement Pricing**:

984.00

Total Hours

\$21,864.48

Total Cost

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

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

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

Tara Martiney

10/21/2022

Tara Martinez

WVARF, Inc. CEO

Date

Customer Signature

Customer Title

10/05/22

Customer Print Name

RECEIVED

Date

OCT 25 2022

BUSINESS MANAGER'S OFFICE



Terms of Agreement 03.DMV.008.23

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:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Tony Francis

O: 681-661-0141

O: 304-788-3046

C: 304-444-2401

C: 304-813-7901

gwolfe@wvarf.org

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



West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING 03.DMV.008.23

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS 984.00 TOTAL AGREEMENT COST 520,969.04

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- 1	Agree	ement	1	anitor			1	DES F	10	(A.D.					Aut .	
	To	otal	- 5	22.22	de de	Kalana	May Ac									Total
	Days	Weeks	Monthly	Monthly Cost		Pacific In			7.89			NE.	1		Monthly Hours	Monthly Cos
	_						-									:
- 4		-		b				31-	100	1.0		100		136		
_	V =	10.00	4				100	+				-		-		-
Nov 2022	19	5	114.00	\$2,429.34				_				-	APP-C		114.00	\$2,429.34
Dec 2022	21	4	126.00	\$2,685.06		<i>V</i>	40		-		4	0			126.00	\$2,685.06
Jan 2023	20	4	120.00	\$2,557.20											120.00	\$2,557.20
Feb 2023	19	4	114.00	\$2,429.34	100	grave.	d bear	21-1	-640		P	Sec.	40	W. Complete	114.00	\$2,429.34
Mar 2023	23	5	138.00	\$2,940.78								İ			138.00	\$2,940.78
Apr 2023	20	4	120.00	\$2,557.20				H-O		gr-9,		1	Water Control		120.00	\$2,557.20
May 2023	22	5	132.00	\$2,812.92											132,00	\$2,812.92
Jun 2023	20	4	120.00	\$2,557.20		Lill-on		A Read				1	de la		120.00	\$2,557.20
	164	35														

Agreem	ent Type	Janitorial	Agreeme	ent Period	11/1/2022	6/30/	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	ON PROFILE				Days	
Carpet (ft ²)		8169	Restrooms	(#)	4	Elevators (#)		0	Windows (#	1	11
VCT Tile (ft	2)	120	Fixtures (#)		16	Light Fixtures	s (ft²)	1	To the Co	Inside (ft²)	
Ceramic (ft	²)	711	Water Fou	ntains (#)	2	Stair Flights (0		Outside (ft ²)	
Concrete (f	t ²)	0	Trash Rece		42	Upholstery (f		0	Int Glass Do		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	,,	24	Horizontal Su		200	IIIE GIASS DO		11
Other (ft ²)		0	Walk Off M	late (#)	2	Vertical Surf.				Int 1 Side (ft ²)	
	TOTAL (ft ²)	9000		er WO Mat				200	Ext Glass Do		2
Outside (ft		400		ft ² WO Mat		Baseboard (li		0		Ext 1 Side (ft ²)	
outside (it		400	TOTAL	nt WO Mat		Entrance (ft ²))	400			
Scope of					SCOPE	OF WORK					
Work#	ISSA#	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA#	Descri	otion	Time	Work Days/Agreemen
1a	486	Sweep		0.213	164	7b	67	Baseboards		0.000	O O
1b		Мор		0.233	164	-8a	183	Clean Fountain		0.033	164
1c		Spray Buff		0.005	8	10a-b	84	Exterior Glass Do	ors/Panels	0,100	164
2a	295	Spot Vacuum (35%)		1.277	164	10c-d	84	Interior Glass Doo	ors/Panels	0.471	164
2b	295	Vacuum		0.779	35	10e	563	Interior Windows		0.009	2
2c		Spot Clean (35%)		0.238	164	10f	563	Exterior Windows	;	0.009	2
2e		Walk Off Mats		0.024	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.701	164	11b	179	Police Entrance(2	5%)	0.030	164
3b		Reline Baskets		0.075	35	11c	179	Police Parking Lot		0.000	0
4a		Spot Dust (35%)		0.000	0	11d	590	Remove Trash		0.150	164
4b	69	Thorough Dust		0.080	164	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	irniture	0.000	8	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	8						
5b	546	Wash Vents		0.002	2			Utility Time		0.640	
6a-6i	229	Restrooms		0.800	164						
7a	67	Remove Dirt		0.124	164			HC	DURS PER DA	Y 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 from November 1, 2022, to June 30, 2023.

Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	IS	SA Time
Hard Surf	ace Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
10	Spray buff	385	Buff	8333	ft ² /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	ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
Ze	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Ren	noval				
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft²
3b	Replace Liner	178-177	Reline Basket	0.50	each
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	ft²/hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks.]			
6с	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
Бе	Mop floors with disinfectant	-			
6f	Clean walls adjacent to fixtures				
6g 6h	Ciean restroom walls Stock disposals	1			
Walls & W					
7a	Remove fingerprints & dirt from doors, frames, &	67	Damp wipe surface	DE L	ft²/hr
	ruitch nistae		panily ashe sailed	3215	
7h	switch plates Clean baseboards	67		3215	ft2/hr
7h Drinking Fo	Clean baseboards	67	Damp wipe surface		ft2/hr
7b Drinking F o 8a	Clean baseboards	67			ft2/hr min/each
Drinking Fo 8a	Clean baseboards ountain		Damp wipe surface	3215	min/each
Drinking Fo 8a	Clean baseboards owntain Clean & disinfect all surfaces		Damp wipe surface	3215	
Drinking Fo 8a Glass Door	Clean baseboards ountain Clean & disinfect all surfaces /Window Washing	183	Damp wipe surface Clean fountain	3215	min/each
Drinking Fo 8a Glass Door 10a-b	Clean baseboards owntain Clean & disinfect all surfaces /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	min/each
Drinking Fo 8a Glass Door 10a-b 10c-d	Clean baseboards ountain Clean & disinfect all surfaces /Window Washing Exterior Glass Doors/Panels Interior Glass Doors/Panels	183 84 84	Damp wipe surface Clean fountain Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each	3215 0.50 840 840	min/each ft²/hr ft²/hr
Ba Glass Door 10a-b 10c-d 10e	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 Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	3215 0.50 840 840 526	min/each ft²/hr ft²/hr ft²/hr
Brinking Fo 8a Glass Door 10a-b 10c-d 10e	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 Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	3215 0.50 840 840 526	min/each ft²/hr ft²/hr ft²/hr
Drinking Fo 8a Glass Door 10a-b 10c-d 10e 10f Other Ope	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	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	mln/each ft²/hr ft²/hr ft²/hr ft²/hr
Drinking Fo 8a Glass Door 10a-b 10c-d 10e 10f Other Oper 11a 11b	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	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 Damp wipe with trigger sprayer and cloth using ladder	3215 0.50 840 840 526 526	min/each ft²/hr ft²/hr ft²/hr ft²/hr
Drinking Fo 8a Glass Door 10a-b 10c-d 10e 10f Other Oper 11a 11b	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 Police Immediate entrance area Police sidewalks & parking area	84 84 84 563 563 540	Clean fountain Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Interior & Exterior: Wash w/ Trigger Sprayer & Cloth Damp wipe with trigger sprayer and cloth using ladder Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3215 0.50 840 840 526 526 526	min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr
Drinking Fo 8a Glass Door 10a-b 10c-d 10e 10f Other Oper 11a 11b	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	84 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 9000 3333 3333	min/each ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr ft²/hr



Service Agreement Quote 07.DMV.016.23

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
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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 Flatwoods

295 Skidmore Lane

Sutton, WV 26601

linda.s.collins@wv.gov

Billing: Division of Motor Vehicles

5707 MacCorkle Ave, SE, Suite 200

Charleston, WV 25304

Steve Monroe

304-558-2811

304-765-2150 DMVAcctsPayable@wv.gov

Period of Agreement:

11/1/2022

6/30/2023

Total Agreement Pricing**:

574.00

Total Hours

\$9,040.50

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.

10/28/2022 Tara Martines Date **Tara Martinez** WVARF, Inc. CEO

NOV 0 2 2022

BUSINESS MANAGER'S



Terms of Agreement 07.DMV.016.23

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:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Cedric Greene

O: 681-661-0144

O: 304-346-0811

C: 304-539-9353

C:

mmayville@wvarf.org

cgreene@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact 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

West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 07.DMV.016.23

PRICING

Total Agreement Amount:

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

*	TOTAL AGREEMENT HOURS	574.00	TOTAL AGREEMENT COST	\$9,040.50
Froken Down/Billed As Fo	llows:			

own/Billed		1	Contract of the last			N. P. STRIVE A.									
				100		No ser		POSITION 8	HOURLY R	ATE					
- 1	Agree	ement		anitor	DI SY			TO BURE	WELL TO	A LONG	13 176 1			7.0	
Į.	To	tal	\$	15.75			Hara.	Later Street	ME YES		200			THE REAL PROPERTY.	l'otal
	Days	Weeks	Monthly Hours	Monthly Cost	È.		4-1		DATE:	i de			Lift (a.)	Monthly Hours	Monthly Cos
J. N		1	No.		E ID-IN										
															-
		L		1						Ne.	7				1
Nov 2022	19	5	66.50	\$1,047.38										66.50	\$1,047.38
Dec 2022	21	4	73.50	\$1,157.63	= -							11		73.50	\$1,157.63
Jan 2023	20	4	70.00	\$1,102.50										70.00	\$1,102.50
Feb 2023	19	4	66.50	\$1,047.38		- /								66,50	\$1,047.38
Mar 2023	23	5	80.50	\$1,267.88					1					80.50	\$1,267.88
Apr 2023	20	-4	70.00	\$1,102.50	17 73									70,00	_
Vlay 2023	22	5	77.00	\$1,212.75							_				\$1,102.50
Jun 2023	20	4	70.00	\$1,102.50				7 60 0						77.00	\$1,212.75
	164	35							_					70.00	\$1,102.50

VYORKLOP	ADING FOR	AGREEMENT:	07.DMV.0	16.23							
Agreem	ent Type	Janitorial	Agreeme	nt Period	11/1/2022	6/30/	/2023	Days/Week	5	Agreement Days**	164
					LOCATIO	ON PROFILE					
Carpet (ft ²)		4598	Restrooms	(#)	2	Elevators (#)		0	Windows (4	£)	0
VCT Tile (ft	²)	258	Fixtures (#)		4	Light Fixtures	(ft²)	0	Trinca ii	Inside (ft²)	0
Ceramic (ft	2)	0	Water Fou	ntains (#)	0	Stair Flights (0		Outside (ft ²)	
Concrete (f	t ²)	0	Trash Rece		17	Upholstery (f		0	lut Class De		
Vinyl/Lam ((ft ²)	56	Vents (ft ²)		64			500	Int Glass Do		2
Other (ft ²)		0				Horizontal Surf. (ft ²)				Int Total (ft ²)	3:
	TOTAL (ft ²)	4912	-	er WO Mat		Vertical Surf. (ft²)		500	Ext Glass D	pors/Panels	0
Outside (ft ²		0		ft ² WO Mat		Baseboard (li		976		Ext Total (ft ²)	
			IOIAL	t wo wat		Entrance (ft ²)		36			
Scope of					SCOPE	OF WORK					
Work#	ISSA#	Description		Time	Work Days/Agreement	Scope of Work#	ISSA#	Descri	ption	Time	Work Days/Agreemen
1a		Sweep		0.081	164	7b	67	Baseboards		0.015	8
1b	369	Мор		0.088	164	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Doors/Panels		0.000	0
2a	295	Spot Vacuum (35%)		0.565	129	10c-d	84	Interior Glass Dod	ors/Panels	0.800	164
2b	295	Vacuum		0.438	35	10e	563	Interior Windows		0.000	0
2c	294	Spot Clean (35%)		0.134	164	10f	563	Exterior Windows	5	0.000	0
2e	91	Walk Off Mats		0.024	164	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.284	164	11b	179	Police Entrance(2		0.003	164
3b		Reline Baskets		0.030	35	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)		0.006	129	11d	590	Remove Trash		0.082	164
4b	69	Thorough Dust		0.043	35	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	imiture	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		0.400	
6a-6i	229	Restrooms		0.200	164						
7a	67	Remove Dirt		0.311	164			Н	OURS PER DA	AY 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 from November 1, 2022, to June 30, 2023.

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Scope of Work#	Scope of Work Description	ISSA#	ISSA Description	is	SA Time
Hard Surf	ace Floors				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
10	Spray buff	385	Buff	8333	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	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
rash Rem					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ²
3b	Replace Liner	178-177	Reline Basket	0.50	each
	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	ft²/hr
4d	Vacuum uphoistered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
	A/C Registers			101	10,111
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/eacl
Restrooms	8				
63	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers]			1
6d	Sweep Floors				1
6e	Mop floors with disinfectant	-			l
6f	Gean walls adjacent to fixtures	-		1	l
6g	Clean restroom walls	- 1		l	l
6h Valis & W	Stock disposals				
	Remove fingerprints & dirt from doors, frames, &				
7a	switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
rinking Fo	ountain				
8a -	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
lass Door	/Window Washing				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (25ides) 3 minutes each	840	ft ² /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	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
	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
-	Carry trash to pickup point		Remove Trash to Designated Area	60000	ft²/hr
	cont a branch barry		y		/
	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight