



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		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE CHARLESTON WV 25302-1702 US Vendor Contact Phone: 304-205-7970 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Steve E Monroe Requestor Phone: (304) 558-2232 Requestor Email: steven.e.monroe@wv.gov <div>23 FILE LOCATION</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

Total Order Amount: \$343,819.93

Purchasing Division's File Copy

ENTERED

JUL 11/14/2022

PURCHASING DIVISION AUTHORIZATION

DATE: *Murphy* 10/14/2022
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Toker* 11-17-22
ELECTRONIC SIGNATURE ON FILE

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	
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
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

SERVICE AGREEMENT

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

Work Performed By*: The Op Shop, Inc.

Work Performed: Janitorial

Site: DMV Fairmont
Whitehall Shopping Plaza

Billing: DMV Fairmont
5707 MacCorkle Ave, SE, Suite 200
Charleston, WV 25304
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 WV ARF

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

DocuSigned by:

Tara Martinez

Tara Martinez

WV ARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Carla Rotsch

Customer Print Name

Business Manager

Customer Title

10/25/22

Date

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**



**Terms of 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

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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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Charlie Stuart

O:

C: 304-694-7744

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.

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

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

WORKLOADING FOR AGREEMENT: 25.DMV.013.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	2	Elevators (#)	0	Windows (#)		4	
VCT Tile (ft ²)	0	Fixtures (#)	5	Light Fixtures (ft ²)	420	Inside (ft ²)		15	
Ceramic (ft ²)	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)		15	
Concrete (ft ²)	0	Trash Receptacles (#)	24	Upholstery (ft ²)	300	Int Glass Doors/Panels		0	
Vinyl/Lam (ft ²)	4582	Vents (ft ²)	92	Horizontal Surf. (ft ²)	300	Int 1 Side (ft ²)		0	
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	300	Ext Glass Doors/Panels		1	
TOTAL (ft ²)	4582	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	96	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	1.176	164	7b	67	Baseboards	0.000	0
1b	369	Mop	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 Doors/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	0.000	0
2e	91	Walk Off Mats	0.048	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.401	164	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.043	35	11c	179	Police Parking Lot	0.000	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. Furniture	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-6i	229	Restrooms	0.250	164					
7a	67	Remove Dirt	0.187	164					
HOURS 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

ISSA 822 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft²/hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft²/hr
1c	Spray buff	385	Buff	8333	ft²/hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft²/hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft²/hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft²/hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft²/hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft²/hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft²/hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft²/hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft²/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft²/hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft²/hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft²/hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft²/hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft²/hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



Service Agreement
24.DMV.010.23

West Virginia Association of Rehabilitation Facilities, Inc.

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

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SERVICE AGREEMENT

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

Work Performed By*: 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.
- Please reference the attached *Terms of Agreement* and *Workloading* documentation sheets that provide a detailed breakdown of the scope of work.

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

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

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

BUSINESS MANAGER'S
OFFICE

10/25/22

Date



Terms of Agreement
24.DMV.010.23

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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- 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:

WV ARF CONTACT:	VENDOR CONTACT:
Gary Wolfe, Contract Manager	Alex Engle
O: 681-661-0141	O:
C: 304-444-2401	C: 304-210-6786
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

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Fax: (304) 205-7915

PRICING
24.DMV.010.23

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

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

WORKLOADING FOR AGREEMENT: 24.DMV.010.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)		17	
VCT Tile (ft ²)	338	Fixtures (#)	27	Light Fixtures (ft ²)	0	Inside (ft ²)		15	
Ceramic (ft ²)	1827	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)		15	
Concrete (ft ²)	0	Trash Receptacles (#)	31	Upholstery (ft ²)	0	Int Glass Doors/Panels		5	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	18	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)		19	
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels		8	
TOTAL (ft²)	7754	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	400	TOTAL ft² WO Mat	48	Entrance (ft²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.556	164	7b	67	Baseboards	0.000	0
1b	369	Mop	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 Doors/Panels	0.048	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	0.006	2
2e	91	Walk Off Mats	0.024	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.518	164	11b	179	Police Entrance(25%)	0.030	164
3b	178-177	Reline Baskets	0.055	35	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	129	11d	590	Remove Trash	0.129	164
4b	69	Thorough Dust	0.017	35	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	8					
5b	546	Wash Vents	0.002	2			Utility Time	0.080	
6a-6i	229	Restrooms	1.350	164					
7a	67	Remove Dirt	0.124	164					
HOURS PER DAY								5.75	

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

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

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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 AGREEMENT

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

Work Performed By*: Randolph Co. Sheltered Workshop, Inc. dba Seneca Designs

Work Performed: Janitorial

Site: DMV Elkins
Randolph Co.
Elkins, WV 26241

Billing: WV DMV

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	Total Hours
	\$14,723.10	Total Cost

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

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

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

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

10/25/22
Date

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**



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

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

Total Agreement Amount:**Broken Down/Billed As Follows:**

		POSITION & HOURLY RATE														Total	
		Agreement Total		Janitor													
				\$17.10													
				Days	Weeks	Monthly Hours	Monthly Cost										
Nov 2022	19	5	99.75	\$1,705.73													
Dec 2022	21	4	110.25	\$1,885.28										99.75	\$1,705.73		
Jan 2023	20	4	105.00	\$1,795.50										110.25	\$1,885.28		
Feb 2023	19	4	99.75	\$1,705.73										105.00	\$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										120.75	\$2,064.83		
May 2023	22	5	115.50	\$1,975.05										105.00	\$1,795.50		
Jun 2023	20	4	105.00	\$1,795.50										115.50	\$1,975.05		
	164	35												105.00	\$1,795.50		

WORKLOADING FOR AGREEMENT: 23.DMV.006.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	7321	Restrooms (#)	4	Elevators (#)	0	Windows (#)		20	
VCT Tile (ft ²)	563	Fixtures (#)	25	Light Fixtures (ft ²)	0	Inside (ft ²)		16	
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)		16	
Concrete (ft ²)	0	Trash Receptacles (#)	46	Upholstery (ft ²)	0	Int Glass Doors/Panels		4	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)		14	
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels		6	
TOTAL (ft ²)	7884	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	144	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.145	164	7b	67	Baseboards	0.000	0
1b	369	Mop	0.158	164	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.003	8	10a-b	84	Exterior Glass Doors/Panels	0.300	164
2a	295	Spot Vacuum (35%)	1.144	164	10c-d	84	Interior Glass Doors/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	0.007	2
2e	91	Walk Off Mats	0.072	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.768	164	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.082	35	11c	179	Police Parking Lot	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. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	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			HOURS PER DAY	5.25	

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

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

ISSA 612 STANDARD TIMES

ISSA 012 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	9000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

SERVICE AGREEMENT

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

Work Performed By*: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Work Performed: Janitorial

Site: DMV Summersville

Billing: WV DMV

2 Armory Way
Summersville, WV 26651

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**:	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.

DocuSigned by:

Tara Martinez

Tara Martinez

WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

BUSINESS MANAGER'S
OFFICE

10/25/22

Date



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

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:

Michael Gray
O: 304-742-6202
C: 304-880-5041
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.

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

TOTAL AGREEMENT HOURS	984.00	TOTAL AGREEMENT COST	\$19,817.76
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[illegible]

WORKLOADING FOR AGREEMENT: 17.DMV.009.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)		17	
VCT Tile (ft ²)	338	Fixtures (#)	27	Light Fixtures (ft ²)	0	Inside (ft ²)		15	
Ceramic (ft ²)	1827	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		15	
Concrete (ft ²)	0	Trash Receptacles (#)	30	Upholstery (ft ²)	0	Int Glass Doors/Panels		5	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	30	Horizontal Surf. (ft ²)	30	Int 1 Side (ft ²)		19	
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	30	Ext Glass Doors/Panels		8	
TOTAL (ft ²)	7754	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	30	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.556	164	7b	67	Baseboards	0.000	0
1b	369	Mop	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 Doors/Panels	0.048	35
2b	295	Vacuum	0.533	35	10e	563	Interior Windows	0.006	2
2c	294	Spot Clean (35%)	0.163	164	10f	563	Exterior Windows	0.006	2
2e	91	Walk Off Mats	0.015	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.501	164	11b	179	Police Entrance(25%)	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. Furniture	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					
							HOURS PER DAY	6.00	

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

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

ISSA 612 STANDARD TIMES

ISSA #12 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Refill Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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

Work Performed By*: Lillian James Learning Center

Work Performed: Janitorial

Site: DMV Beckley

Billing: DMV Beckley

107 Pinecrest Drive
Beckley, WV 25801

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

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

DocuSigned by:

Tara Martinez

Tara Martinez
WV ARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

10/25/22

Date



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:

WV ARF CONTACT: Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	VENDOR CONTACT: Kevin Mann O: 304-253-8913 C: 304-228-9583
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- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF 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 WV ARF 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.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

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

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

TOTAL AGREEMENT HOURS	3321.00	TOTAL AGREEMENT COST	\$59,346.27
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[illegible]

WORKLOADING FOR AGREEMENT: 14.DMV.003.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	12768	Restrooms (#)	10	Elevators (#)	0	Windows (#)	100		
VCT Tile (ft ²)	19152	Fixtures (#)	46	Light Fixtures (ft ²)	0	Inside (ft ²)	12		
Ceramic (ft ²)	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	12		
Concrete (ft ²)	0	Trash Receptacles (#)	152	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	68	Horizontal Surf. (ft ²)	300	Int 1 Side (ft ²)	11		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	300	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	31920	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	48	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	4.916	164	7b	67	Baseboards	0.000	0
1b	369	Mop	5.363	164	8a	183	Clean Fountain	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	0.000	0
2c	294	Spot Clean (35%)	0.372	164	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.024	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.538	164	11b	179	Police Entrance(25%)	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	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	8					
5b	546	Wash Vents	0.000	0					
6a-6i	229	Restrooms	2.300	164					
7a	67	Remove Dirt	0.187	164	HOURS PER DAY			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

ISSA 612 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

11.DMV.005.23

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

SERVICE AGREEMENT

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

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 6/30/2023

Total Agreement Pricing**:	738.00	Total Hours
	\$13,335.66	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 WV ARF

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

DocuSigned by:

Tara Martinez

Tara Martinez
WV ARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Carla Rotsch

Customer Print Name

Business Manager

Customer Title

10/25/22

Date



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

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

TERMS OF AGREEMENT

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

WVARF CONTACT: Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	VENDOR CONTACT: Greg Blake O: 304-294-5610 C: 304-673-8489 gblake@iriwv.com
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- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
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- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

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

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

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

WORKLOADING FOR AGREEMENT: 11.DMV.005.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	6360	Restrooms (#)	4	Elevators (#)	0	Windows (#)		15	
VCT Tile (ft ²)	140	Fixtures (#)	12	Light Fixtures (ft ²)	0	Inside (ft ²)		60	
Ceramic (ft ²)	15	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)		60	
Concrete (ft ²)	0	Trash Receptacles (#)	38	Upholstery (ft ²)	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	32	Horizontal Surf. (ft ²)	300	Int 1 Side (ft ²)		60	
Other (ft ²)	85	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	300	Ext Glass Doors/Panels		4	
TOTAL (ft²)	6600	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	400	TOTAL ft² WO Mat	60	Entrance (ft ²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.062	164	7b	67	Baseboards	0.000	0
1b	369	Mop	0.067	164	8a	183	Clean Fountain	0.033	164
1c	385	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	0.021	2
2e	91	Walk Off Mats	0.030	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.635	164	11b	179	Police Entrance(25%)	0.030	164
3b	178-177	Refine Baskets	0.068	35	11c	179	Police Parking Lot	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. Furniture	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					
HOURS PER DAY								4.50	

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

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

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	6333	ft ² /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Refine Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.30	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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
Huntington, WV 25701
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 6/30/2023

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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

10/25/22

Date

RECEIVED

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

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WV ARF 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
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- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
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To give every individual with varying abilities the opportunity to have gainful employment

TOTAL AGREEMENT HOURS	615.00	TOTAL AGREEMENT COST	\$11,328.30
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[illegible]

WORKLOADING FOR AGREEMENT: 08.DMV.004.23									
Agreement Type		Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164
LOCATION PROFILE									
Carpet (ft ²)	4767	Restrooms (#)	2	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft ²)	288	Fixtures (#)	16	Light Fixtures (ft ²)	0	Inside (ft ²)	18		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	18		
Concrete (ft ²)	0	Trash Receptacles (#)	52	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	36	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	60		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	5055	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	400	TOTAL ft ² WO Mat	96	Entrance (ft ²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.074	164	7b	67	Baseboards	0.000	0
1b	369	Mop	0.081	164	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.002	8	10a-b	84	Exterior Glass Doors/Panels	0.200	164
2a	295	Spot Vacuum (35%)	0.745	164	10c-d	84	Interior Glass Doors/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 Fixtures	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 Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	164	11d	590	Remove Trash	0.084	164
4b	69	Thorough Dust	0.017	35	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	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	HOURS PER DAY			3.75	

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

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

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police Immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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
Kanawha Mall Service Center
5707 MacCorkle Ave, SE, Suite 200
Charleston, WV 25304

Billing: WV DMV
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:** 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

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

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

10/25/22

Date



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

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:

WV ARF CONTACT: Misty Mayville, Contract Manager O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	VENDOR CONTACT: Joyce Birley O: 304-346-0811 C: jbirley@goodwillkv.com
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- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF 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 WV ARF 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.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

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

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

TOTAL AGREEMENT HOURS	5453.00	TOTAL AGREEMENT COST	\$85,884.75
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[illegible]

WORKLOADING FOR AGREEMENT: 07.DMV.012.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	37458	Restrooms (#)	10	Elevators (#)	0	Windows (#)		21	
VCT Tile (ft ²)	13928	Fixtures (#)	50	Light Fixtures (ft ²)	0	Inside (ft ²)		149	
Ceramic (ft ²)	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft ²)		149	
Concrete (ft ²)	0	Trash Receptacles (#)	327	Upholstery (ft ²)	0	Int Glass Doors/Panels		16	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	68	Horizontal Surf. (ft ²)	1000	Int 1 Side (ft ²)		160	
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	1000	Ext Glass Doors/Panels		5	
TOTAL (ft²)	51386	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	400	TOTAL ft² WO Mat	96	Entrance (ft²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	3.575	164	7b	67	Baseboards	0.000	0
1b	369	Mop	3.900	164	8a	183	Clean Fountain	0.067	164
1c	385	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
2e	91	Walk Off Mats	0.048	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	5.461	164	11b	179	Police Entrance(25%)	0.030	164
3b	178-177	Reline Baskets	0.299	18	11c	179	Police Parking Lot	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. Furniture	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					
HOURS PER DAY								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.

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ³ /hr
1c	Spray buff	385	Buff	8333	ft ³ /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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
Kanawha Mall Branch Office
5707 MacCorkle Ave, SE, Suite 400
Charleston, WV 25304

Billing: WV DMV

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**:	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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

10/25/22

Date



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:

WV ARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Joyce Birley

O: 304-346-0811

C:

jbirley@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF 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 WV ARF 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.
- WV ARF 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.

Fax: (304) 205-7915

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

TOTAL AGREEMENT HOURS	1476.00	TOTAL AGREEMENT COST	\$23,247.00
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[illegible]

WORKLOADING FOR AGREEMENT: 07.DMV.011.23

Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164
LOCATION PROFILE								
Carpet (ft ²)	9050	Restrooms (#)	4	Elevators (#)	0	Windows (#)		5
VCT Tile (ft ²)	976	Fixtures (#)	54	Light Fixtures (ft ²)	1	Inside (ft ²)		36
Ceramic (ft ²)	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft ²)		36
Concrete (ft ²)	0	Trash Receptacles (#)	112	Upholstery (ft ²)	0	Int Glass Doors/Panels		4
Vinyl/Lam (ft ²)	0	Vents (ft ²)	36	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)		30
Other (ft ²)	361	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels		4
TOTAL (ft²)	10387	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21
Outside (ft ²)	400	TOTAL ft² WO Mat	144	Entrance (ft ²)	0			

SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.343	164	7b	67	Baseboards	0.000	0
1b	369	Mop	0.374	164	8a	183	Clean Fountain	0.067	164
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.200	164
2a	295	Spot Vacuum (35%)	1.415	164	10c-d	84	Interior Glass Doors/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	0.004	2
2e	91	Walk Off Mats	0.072	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.870	164	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.199	35	11c	179	Police Parking Lot	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. Furniture	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					
HOURS PER DAY								9.00	

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

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

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

10/25/22

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:

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

VENDOR CONTACT:

Joyce Birley
O: 304-346-0811
C:
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.

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

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

WORKLOADING FOR AGREEMENT: 07.DMV.002.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	3884	Restrooms (#)	4	Elevators (#)	0	Windows (#)		8	
VCT Tile (ft ²)	4301	Fixtures (#)	24	Light Fixtures (ft ²)	0	Inside (ft ²)		88	
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		88	
Concrete (ft ²)	0	Trash Receptacles (#)	47	Upholstery (ft ²)	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	24	Horizontal Surf. (ft ²)	80	Int 1 Side (ft ²)		77	
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	80	Ext Glass Doors/Panels		4	
TOTAL (ft²)	8185	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	400	TOTAL ft² WO Mat	48	Entrance (ft ²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	1.104	164	7b	67	Baseboards	0.000	0
1b	369	Mop	1.204	164	8a	183	Clean Fountain	0.017	164
1c	385	Spray Buff	0.110	35	10a-b	84	Exterior Glass Doors/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
2e	91	Walk Off Mats	0.024	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.785	164	11b	179	Police Entrance(25%)	0.006	35
3b	178-177	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. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	8					
5b	546	Wash Vents	0.002	2					
6a-6i	229	Restrooms	1.200	164					
7a	67	Remove Dirt	0.050	164					
HOURS 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.

ISSA 612 STANDARD TIMES

ISSA #111 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police Immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ³ /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



Service Agreement
03.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 AGREEMENT

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

Work Performed By*: Developmental Center & Workshop, Inc.

Work Performed: Janitorial

Site: DMV Charles Town

Billing: DMV Charles Town

24 Ruland Road
Kearneysville, WV 25430
cecil.w.loyd@wv.gov
304-926-3804

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**:	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 WVAF

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

DocuSigned by:

Tara Martinez

Tara Martinez
WVAF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

10/25/22

Date



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: (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:

WV ARF 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 WV ARF at the above WV ARF 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 WV ARF 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.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

Total Agreement Amount:

TOTAL AGREEMENT HOURS	779.00	TOTAL AGREEMENT COST	\$17,309.38
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Broken Down/Billed As Follows:

[illegible]

WORKLOADING FOR AGREEMENT: 03.DMV.015.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION 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)	0		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	31	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	1	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	6265	ft ² per WO Mat	30	Baseboard (linear ft)	484	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	30	Entrance (ft ²)	150				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.111	164	7b	67	Baseboards	0.032	35
1b	369	Mop	0.121	164	8a	183	Clean Fountain	0.017	164
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.100	164
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	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 Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.518	164	11b	179	Police Entrance(25%)	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. Furniture	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	HOURS PER DAY			4.75	

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

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

ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Pickup Immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Pickup sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

SERVICE AGREEMENT

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

Work Performed By*: Developmental Center & Workshop, Inc.

Work Performed: Janitorial

Site: DMV Keyser

Billing: DMV Keyser

196 North Tornado Way
Keyser, WV 26726
cecil.w.loyd@wv.gov
304-926-3804

5707 MacCorkle Ave, SE, Suite 200
Charleston, WV 25304
DMVAcctsPayable@wv.gov
Steve Monroe
304-558-2811

Period of Agreement: 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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

OCT 25 2022

**BUSINESS MANAGER'S
OFFICE**

Date

10/25/22



Terms of Agreement
03.DMV.014.23

West Virginia Association of Rehabilitation Facilities, Inc.

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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: 304-444-2401	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.
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To give every individual with varying abilities the opportunity to have gainful employment

TOTAL AGREEMENT HOURS	1008.60	TOTAL AGREEMENT COST	\$22,411.09
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[illegible]

WORKLOADING FOR AGREEMENT: 03.DMV.014.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	6885	Fixtures (#)	12	Light Fixtures (ft ²)	62	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	31	Upholstery (ft ²)	0	Wkly Glass Doors/Panels	1		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	58	Horizontal Surf. (ft ²)	500	Total (ft ²)	500		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	500	Dly Glass Doors/Panels	1		
TOTAL (ft ²)	6885	ft ² per WO Mat	15	Baseboard (linear ft)	0	Total (ft ²)	528		
Outside (ft ²)	500	TOTAL ft ² WO Mat	60	Entrance (ft ²)	40				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	1.767	164	7b	67	Baseboards	0.000	0
1b	369	Mop	1.928	164	8a	183	Clean Fountain	0.000	0
1c	385	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 Doors/Panels	0.127	35
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.030	164	11a	540	Wash Light Fixtures	0.000	2
3a	177	Empty Trash/Wipe Clean	0.518	164	11b	179	Police Entrance(25%)	0.001	35
3b	178-177	Refine Baskets	0.055	35	11c	179	Police Parking Lot	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	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	2					
5b	546	Wash Vents	0.006	2			Utility Time	0.030	
6a-6i	229	Restrooms	0.600	164					
7a	67	Remove Dirt	0.311	164	HOURS 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.

ISSA 612 STANDARD TIMES

ISSA 612 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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
Martinsburg, WV 25403

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**:	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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/21/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

10/25/22

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.

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

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

WORKLOADING FOR AGREEMENT: 03.DMV.008.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	8169	Restrooms (#)	4	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft ²)	120	Fixtures (#)	16	Light Fixtures (ft ²)	1	Inside (ft ²)	36		
Ceramic (ft ²)	711	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	36		
Concrete (ft ²)	0	Trash Receptacles (#)	42	Upholstery (ft ²)	0	Int Glass Doors/Panels	11		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	24	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	18		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	9000	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	400	TOTAL ft ² WO Mat	48	Entrance (ft ²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.213	164	7b	67	Baseboards	0.000	0
1b	369	Mop	0.233	164	8a	183	Clean Fountain	0.033	164
1c	385	Spray Buff	0.005	8	10a-b	84	Exterior Glass Doors/Panels	0.100	164
2a	295	Spot Vacuum (35%)	1.277	164	10c-d	84	Interior Glass Doors/Panels	0.471	164
2b	295	Vacuum	0.779	35	10e	563	Interior Windows	0.009	2
2c	294	Spot Clean (35%)	0.238	164	10f	563	Exterior Windows	0.009	2
2e	91	Walk Off Mats	0.024	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.701	164	11b	179	Police Entrance(25%)	0.030	164
3b	178-177	Reline Baskets	0.075	35	11c	179	Police Parking Lot	0.000	0
4a	69	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. Furniture	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					
							HOURS PER DAY	6.00	

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

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

ISSA 612 STANDARD TIMES

ISSA 012 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	8933	ft ² /hr
Carpeted Floors					
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239	ft ² /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks.				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant.				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft2/hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each



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

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
304-765-2150

Billing: Division of Motor Vehicles
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:** 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.

DocuSigned by:

Tara Martinez

Tara Martinez
WVARF, Inc. CEO

10/28/2022

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

11/2/22

Date

NOV 02 2022

BUSINESS MANAGER'S
OFFICE



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

07.DMV.016.23

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: Cedric Greene O: 304-346-0811 C: cgreene@goodwillkv.com
--	--
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.

PO Box 6764 Charleston WV 25362

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

Fax: (304) 205-7915

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

Total Agreement Amount:

Broken Down/Billed As Follows:

[illegible]

WORKLOADING FOR AGREEMENT: 07.DMV.016.23									
Agreement Type	Janitorial	Agreement Period	11/1/2022	6/30/2023	Days/Week	5	Agreement Days**	164	
LOCATION PROFILE									
Carpet (ft ²)	4598	Restrooms (#)	2	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	258	Fixtures (#)	4	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	17	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	56	Vents (ft ²)	64	Horizontal Surf. (ft ²)	500	Int Total (ft ²)	336		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels	0		
TOTAL (ft ²)	4912	ft ² per WO Mat	24	Baseboard (linear ft)	976	Ext Total (ft ²)	0		
Outside (ft ²)	0	TOTAL ft ² WO Mat	48	Entrance (ft ²)	36				
SCOPE OF WORK									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.081	164	7b	67	Baseboards	0.015	8
1b	369	Mop	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 Doors/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	0.000	0
2e	91	Walk Off Mats	0.024	164	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.284	164	11b	179	Police Entrance(25%)	0.003	164
3b	178-177	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. Furniture	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					
							HOURS PER DAY	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.

ISSA 612 STANDARD TIMES

ISSA 612 STANDARD TIMES					
Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time	
Hard Surface Floors					
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896	ft ² /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571	ft ² /hr
1c	Spray buff	385	Buff	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	ft ² /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000	ft ² /hr
Trash Removal					
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1	min/2ft ² each
3b	Replace Liner	178-177	Reline Basket	0.50	
Furniture, Cabinets, Countertops					
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000	ft ² /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714	ft ² /hr
Heating & A/C Registers					
5a	Dust	69	Dust w/ treated cloth	5000	ft ² /hr
5b	Wash registers	546	Wash	0.50	min/each
Restrooms					
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27	min/9 fixtures
6b	Clean & Disinfect sinks				
6c	Clean mirrors, shelving & dispensers				
6d	Sweep Floors				
6e	Mop floors with disinfectant				
6f	Clean walls adjacent to fixtures				
6g	Clean restroom walls				
6h	Stock disposals				
Walls & Woodwork					
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215	ft ² /hr
7b	Clean baseboards	67	Damp wipe surface	3215	ft ² /hr
Drinking Fountain					
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50	min/each
Glass Door/Window Washing					
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840	ft ² /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526	ft ² /hr
Other Operations					
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000	ft ² /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333	ft ² /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000	ft ² /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0	min/flight
12b	Elevators	589	Elevator	10	min/each