



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: 02-15-2023

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

<b>Order Number:</b>	CDO 0603 8211 ADJ2300000001 1	<b>Procurement Folder:</b>	1179806
<b>Document Name:</b>	Camp Dawson Janitorial Services RTI Center	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Camp Dawson Janitorial Services CMA 0212 WVRFJAN23		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WVRFJAN23 1
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764  CHARLESTON WV 25362  US <b>Vendor Contact Phone:</b> 304-205-7970 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <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			<b>Requestor Name:</b> Charles A Bowman <b>Requestor Phone:</b> (304) 561-6654 <b>Requestor Email:</b> charles.a.bowman26.nfg@army.mil  <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE  1703 COONSKIN DR  CHARLESTON WV 25311-1085  US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE  240 ARMY RD  KINGWOOD WV 26537-1077  US

<b>Total Order Amount:</b>	\$265,582.14
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atkins* 2/16/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Seventy Order 2-16-23*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Preston County Hourly Rate Per Attached

To provide janitorial services from the vendor, WVARF, via Preston Co. Sheltered Workshop, at Camp Dawson RTI Center in Kingwood, WV, per the attached agreement and required documentation.

Effective: October 1, 2022, through September 30, 2023.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1387.25000	HOUR	\$16.4600	\$22,834.14
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
OCT 2022

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
NOV 2022

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1297.75000	HOUR	\$16.4600	\$21,360.97
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
DEC 2022

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1387.25000	HOUR	\$16.4600	\$22,834.14
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
JAN 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1266.50000	HOUR	\$16.4600	\$20,846.59
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
FEB 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1402.25000	HOUR	\$16.4600	\$23,081.04
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
MAR 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1311.25000	HOUR	\$16.4600	\$21,583.18
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
APR 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1357.50000	HOUR	\$16.4600	\$22,344.45
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
MAY 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1357.00000	HOUR	\$16.4600	\$22,336.22
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
JUNE 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1356.50000	HOUR	\$16.4600	\$22,327.99
Service From	Service To	Manufacturer		Model No	Delivery Date

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
JULY 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1402.25000	HOUR	\$16.4600	\$23,081.04
Service From	Service To	Manufacturer		Model No	Delivery Date

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
AUG 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	1311.75000	HOUR	\$16.4600	\$21,591.41
Service From	Service To	Manufacturer		Model No	Delivery Date

**Commodity Line Description:** Preston County Region 6 Hourly Rate  
SEPT 2023

**Extended Description:**

Preston County Hourly Pricing per the attached.



DEPARTMENT OF THE ARMY  
ADJUTANT GENERAL'S OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWW-FMO

February 14, 2023

**TO:** Mr. Mark A. Adkins, Buyer Supervisor  
West Virginia Division of Purchasing

**FROM:** Mr. Chuck Bowman, Chief Procurement Officer  
West Virginia Office of the Adjutant General / WV Military Authority

**RE: Backdate Justification Central Delivery Order**  
CDO 0603 8211 ADJ23\*01 Janitorial Services Camp Dawson, Kingwood, WV  
CMA WVRFJAN23  
Preston Co. Sheltered Workshop

*OK  
Mark A. Adkins  
2/15/2023*

The above referenced Central Delivery Order requires a backdate justification for the start date of October 1, 2022. The initial Service Agreement from WVARF was received after the last contract had expired. There were additional areas of the facility that had been discussed for cleaning and were to be added to the scope of work. They were not included in the initial Service Agreement. A revised agreement was submitted including those areas, but the term of contract ended at the end of the State Fiscal Year June 30 instead of the Federal Fiscal Year end of September 30.

The final and correct version of the Service Agreement was signed by WVARF and received in my office January 30, 2023.

I respectfully request this CDO be approved and encumbered so we may pay our invoices from October 2022 forward.

Sincerely,

Chuck Bowman  
Chief Procurement Officer  
304.561.6654  
[charles.a.bowman26.nfg@army.mil](mailto:charles.a.bowman26.nfg@army.mil)



**Service Agreement**  
22.CPD.001.23

**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\*:** Preston County Workshop, Inc.

**Work Performed:** Janitorial

**Site:** **Camp Dawson**  
  
1001 Army Road  
Kingwood, WV 26533  
Bob Grimm  
304-545-6005  
robert.c.grimm11.nfg@mail.mil

**Billing:** WVMA Division of  
**Engineering & Facilities**  
1707 Coonskin Drive  
Charleston, WV 25311  
nora.j.mcpherson.nfg@mail.mil

**Period of Agreement:** 10/1/2022 to 9/30/2023

<b>Total Agreement Pricing**:</b>	<b>16135.00</b>	<b>Total Hours</b>
	<b>\$265,582.10</b>	<b>Total Cost</b>

- 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  
WV ARF, Inc. CEO

1/26/2023  
Date

Customer Signature

**CHIEF PROCUREMENT OFFICER**  
Customer Title

**CHARLES A. BOWMAN JR**  
Customer Print Name

1/26/2023  
Date



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Terms of Agreement**  
**22.CPD.001.23**

*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:**

Gary Wolfe, Contract Manager  
O: 681-661-0141  
C: 304-444-2401  
gwolfe@wvarf.org

**VENDOR CONTACT:**

John Hyre  
O: 304-864-6446  
C: 304-288-3233

- 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](http://www.wvarf.org).



**Terms of Agreement**  
**22.CPD.001.23**

**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**

- During Christmas break, the floors will be restored in the Copper, RTI and Hotel buildings.
- The carpets will be cleaned two times per year.
- Classrooms will be cleaned after every use.





West Virginia Association of Rehabilitation Facilities, Inc.  
 PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915

**PRICING**  
 22.CPD.001.23

To give every individual with varying abilities the opportunity to have a total employment.

**PRICING**

Total Agreement Amount:

TOTAL AGREEMENT HOURS	16135.00	TOTAL AGREEMENT COST	\$265,582.10
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Broken Down/Billed As Follows:

Agreement Total	POSITION & HOURLY RATE				Agreement Total	POSITION & HOURLY RATE				Grand Total		
	Janitor					Janitor						
	Days	Weeks	Monthly Hours	Monthly Cost		Days	Weeks	Monthly Hours	Monthly Cost	Monthly Hours	Monthly Cost	
Oct 2022	31	4	1387.25	\$22,834.14						1387.25	\$22,834.14	
Nov 2022	29	5	1297.75	\$21,360.97						1297.75	\$21,360.97	
Dec 2022	29	4	1297.75	\$21,360.97						1297.75	\$21,360.97	
Jan 2023	31	4	1387.25	\$22,834.14						1387.25	\$22,834.14	
					Feb 2023	28	4	1266.50	\$20,846.59		1266.50	\$20,846.59
					Mar 2023	31	5	1402.25	\$23,081.04		1402.25	\$23,081.04
					Apr 2023	29	4	1311.25	\$21,583.18		1311.25	\$21,583.18
					May 2023	30	5	1357.50	\$22,344.45		1357.50	\$22,344.45
					Jun 2023	30	4	1357.00	\$22,336.22		1357.00	\$22,336.22
					Jul 2023	30	4	1356.50	\$22,327.99		1356.50	\$22,327.99
					Aug 2023	31	5	1402.25	\$23,081.04		1402.25	\$23,081.04
					Sep 2023	29	4	1311.75	\$21,591.41		1311.75	\$21,591.41

October, November, December, and January are billed at the regular 44.75 hours per day.  
 February through September are billed at the regular rate of 44.75 hours per day (7 days per week), plus the Airfield rate of 3.5 hours per month, and the Visitor Control Center rate of .5 hours per day (5 days a week).

WORKLOADING FOR AGREEMENT:		22.CPD.001.23		Original					
Agreement Type	Janitorial	Agreement Period	10/1/2022	9/30/2023	Days/Week	7	Agreement Days**	358	
<b>LOCATION PROFILE</b>									
Carpel (ft <sup>2</sup> )	22176	Restrooms (#)	4	Elevators (#)	8	Windows (#)	0		
VCT Tile (ft <sup>2</sup> )	5311	Fixtures (#)	103	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	0		
Ceramic (ft <sup>2</sup> )	7743	Water Fountains (#)	8	Stair Flights (#)	8	Outside (ft <sup>2</sup> )	0		
Concrete (ft <sup>2</sup> )	15050	Trash Receptacles (#)	37	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	180	Horizontal Surf. (ft <sup>2</sup> )	5000	Int 1 Side (ft <sup>2</sup> )	20		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	6	Vertical Surf. (ft <sup>2</sup> )	5000	Ext Glass Doors/Panels	10		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>50280</b>	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	800	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>144</b>	Entrance (ft <sup>2</sup> )	800				
<b>SCOPE OF WORK</b>									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	7.214	358	7b	67	Baseboards	0.000	0
1b	369	Mop	7.870	358	8a	183	Clean Fountain	0.134	358
1c	385	Spray Buff	0.490	52	10a-b	84	Exterior Glass Doors/Panels	0.500	358
2a	295	Spot Vacuum (35%)	2.963	306	10c-d	84	Interior Glass Doors/Panels	0.190	358
2b	295	Vacuum	1.439	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.647	358	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.072	358	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.618	358	11b	179	Police Entrance(25%)	0.060	358
3b	178-177	Refine Baskets	0.045	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.838	358
4b	69	Thorough Dust	2.000	358	12a	588	Stairs	1.067	358
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	1.333	358
5a	69	Dust Vents	0.005	52			Laundry	2.860	
5b	546	Wash Vents	0.000	0			Utility Time	6.150	
6a-6i	229	Restrooms	5.150	358					
7a	67	Remove Dirt	3.110	358					
<b>HOURS PER DAY</b>								<b>44.75</b>	

\*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 October 1, 2022, to January 31, 2023.

WORKLOADING FOR AGREEMENT:		22.CPD.001.23		Visitor Control Center					
Agreement Type	Janitorial	Agreement Period	2/1/2023	6/30/2023	Days/Week	5	Agreement Days**	173	
<b>LOCATION PROFILE</b>									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	1	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft <sup>2</sup> )	0	Fixtures (#)	3	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		0	
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		0	
Concrete (ft <sup>2</sup> )	251	Trash Receptacles (#)	0	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	100	Int 1 Side (ft <sup>2</sup> )		0	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	0	Vertical Surf. (ft <sup>2</sup> )	100	Ext Glass Doors/Panels		0	
TOTAL (ft <sup>2</sup> )	251	ft <sup>2</sup> per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		0	
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	0	Entrance (ft <sup>2</sup> )	0				
<b>SCOPE OF WORK</b>									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.064	173	7b	67	Baseboards	0.000	0
1b	369	Mop	0.070	173	8a	183	Clean Fountain	0.001	8
1c	385	Spray Buff	0.000	2	10a-b	84	Exterior Glass Doors/Panels	0.000	8
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	8
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	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	173	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	173	11c	179	Police Parking Lot	0.000	173
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.004	173
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	0.210	
6a-6i	229	Restrooms	0.150	173					
7a	67	Remove Dirt	0.003	8					
<b>HOURS PER DAY</b>								0.50	

\*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 February 1, 2023, to June 30, 2023.

WORKLOADING FOR AGREEMENT: 22.CPD.001.23 Airfield 401 & 406									
Agreement Type	Janitorial	Agreement Period	2/1/2023	6/30/2023	Days/Week	Monthly	Agreement Days**	8	
<b>LOCATION PROFILE</b>									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	10		
VCT Tile (ft <sup>2</sup> )	1265	Fixtures (#)	17	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	177		
Ceramic (ft <sup>2</sup> )	108	Water Fountains (#)	8	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	177		
Concrete (ft <sup>2</sup> )	1326	Trash Receptacles (#)	6	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	700	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	700	Ext Glass Doors/Panels	5		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>2699</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>0</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>12</b>		
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>75</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>				
<b>SCOPE OF WORK</b>									
Scope of Work #	ISSA #	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #	Description	Time	Work Days/Agreement
1a	486	Sweep	0.693	8	7b	67	Baseboards	0.000	8
1b	369	Mop	0.756	8	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.143	8
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	8
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.337	8
2e	91	Walk Off Mats	0.038	8	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.000	0	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.000	0	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.010	8	11d	590	Remove Trash	0.000	0
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	0.240	
6a-6i	229	Restrooms	0.850	8					
7a	67	Remove Dirt	0.435	8					
<b>HOURS PER DAY</b>								<b>3.50</b>	

\*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 February 1, 2023, to June 30, 2023.

## ISSA 612 STANDARD TIMES

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