



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: 04-03-2023

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 2	Procurement Folder:	1128802
Document Name:	Janitorial Services FY23	Reason for Modification:	CO#1 is issued to add commodity line #16 Kanawha Mall Janitorial Warehouse.
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 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000204796	Requestor Name:	Steve E Monroe		
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		Requestor Phone:	(304) 558-2232		
CHARLESTON WV 25302-1702		Requestor Email:	steven.e.monroe@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-205-7970			Extension:	
Discount Details:					
	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	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200
CHARLESTON WV 25304	CHARLESTON WV 25317
US	US

Total Order Amount:	\$344,796.43
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Purchasing Division's File Copy

ENTERED

TW 4/5/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Cook - 4/05/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *4/06/2023*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No.01 is issued to add commodity line #16 for janitorial services for the Kanawha Mall Warehouse per the attached documents.

Original CDO Amount: \$343,819.23
CO#1 Line #16 amount: \$ 976.50
Total CDO Amount: \$344,796.43

Effective Date of Services: 04/01/2023 through 06/30/2023

No Other Changes

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	62.00000	HOUR	\$15.7500	\$976.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-01	2023-06-30				

Commodity Line Description: Janitorial Services - Kanawha Mall Warehouse

Extended Description:

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



**Service Agreement
07.DMV.017.23**

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*: Goodwill Industries of Kanawha Valley, Inc.

Work Performed: Janitorial

Site:	DMV Warehouse	Billing: DMV Warehouse
	5707 MacCorkle Ave. S.E. Suite 50 Charleston, WV 25304 Geogrina Davis 304-352-5691 geogrina.davis@wv.gov	5707 MacCorkle Avenue, S.E. Suite 200 Charleston, WV 25304 Steve Monroe (304) 352-5948 steven.e.monroe@wv.gov

Period of Agreement: 4/1/2023 to 6/30/2023

Total Agreement Pricing**:	62.00	Total Hours
	\$976.50	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 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

3/24/2023

 Date



 Customer Signature

Director, Management Services

 Customer Title

Steve Monroe

 Customer Print Name

March 28, 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
DMV Warehouse Kanawha City**

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	Kassia Lilly
O: 681-661-0141	O: (304) 346-0811
C: 304-444-2401	C:
gwolfe@wvarf.org	klilly@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.



PRICING

DMV Warehouse Kanawha City

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	62.00
TOTAL AGREEMENT COST	\$976.50

Broken Down/Billed As Follows:

		POSITION & HOURLY RATE		
Agreement Total		Janitor		
		\$15.75		
	Days	Weeks	Monthly Hours	Monthly Cost
Apr 2023	20	4	20.00	\$315.00
May 2023	22	5	22.00	\$346.50
Jun 2023	20	4	20.00	\$315.00
	62	13		

WORKLOADING FOR AGREEMENT: DMV Warehouse Kanawha City									
Agreement Type	Janitorial	Agreement Period	4/1/2023	6/30/2023	Days/Week	5	Agreement Days	62	
LOCATION PROFILE									
Carpet (ft ²)	643	Restrooms (#)	2	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft ²)	265	Fixtures (#)	7	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 (#)	18	Upholstery (ft ²)	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)		0	
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels		0	
TOTAL (ft²)	908	ft ² per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		0	
Outside (ft ²)	0	TOTAL ft² WO Mat	45	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	0.000	0	7b	67	Baseboards	0.000	0
1b	369	Mop	0.000	0	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%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.060	13	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	0.005	13	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.301	62	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.150	62	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	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	0.132	
6a-6i	229	Restrooms	0.350	62					
7a	67	Remove Dirt	0.000	0			HOURS PER DAY	1.00	

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