



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: 05-31-2024

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 0511 2743 BFA2400000002 1 | Procurement Folder: | 1441102 |
| Document Name: | BFA REGION 2, WVARF JANITORIAL | Reason for Modification: | |
| Document Description: | BFA REGION 2, WVARF JANITORIAL | | |
| Procurement Type: | Central Delivery Order | | |
| Buyer Name: | Mark A Atkins | | |
| Telephone: | (304) 558-2307 | | |
| Email: | mark.a.atkins@wv.gov | | |
| Shipping Method: | Best Way | Master Agreement Number: | CMA 0212 WVRFJAN23 1 |
| Free on Board: | FOB Dest, Freight Prepaid | | |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|--|
| Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN CHALRESTON WV 25311 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: Lesley E Walizer Requestor Phone: (304) 356-4545 Requestor Email: lesley.e.walizer@wv.gov <div>24 FILE LOCATION _____</div> |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | No | | | | | | | | | | | | | | | | | | | | |
| #3 | No | | | | | | | | | | | | | | | | | | | | |
| #4 | No | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US |

Total Order Amount: \$597,714.20

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins* 6/03/2024
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Lesley E Walizer* 6-4-24
ELECTRONIC SIGNATURE ON FILE

Extended Description:

BFA REGION 2, WVARF JANITORIAL

Janitorial Services for July 1, 2024 to June 30, 2025 from WV Association of Rehabilitation Facilities

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 1 | 76110000 | 2754.05000 | HOUR | \$19.1400 | \$52,712.52 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Lewis County/Weston**Extended Description:**

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center, Inc.

Hourly rate will be \$19.14

Total number of hours will be provided will be 2754.05 and the annual fee \$52,712.52

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 2 | 76110000 | 1729.00000 | HOUR | \$19.1400 | \$33,093.06 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Upshur County**Extended Description:**

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center, Inc.

Hourly rate will be \$19.14

Total number of hours will be provided will be 1729 and the annual fee \$33,093.06

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 3 | 76110000 | 988.00000 | HOUR | \$22.7200 | \$22,447.36 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Clay County**Extended Description:**

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Clay County Services Unlimited, Inc.

Hourly rate will be \$22.72

Total number of hours will be provided will be 988 and the annual fee \$22,447.36

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 4 | 76110000 | 7904.00000 | HOUR | \$20.1900 | \$159,581.76 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Charleston**Extended Description:**

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: WorkAble, Inc.

Hourly rate will be \$20.19

Total number of hours will be provided will be 7904 and the annual fee \$159,581.76

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|-----------------|----------------------|-------------|
| 5 | 76110000 | 3458.00000 | HOUR | \$22.2000 | \$76,767.60 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Lewisburg

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 3458 and the annual fee \$76,767.60

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|-----------------|----------------------|-------------|
| 6 | 76110000 | 588.00000 | HOUR | \$22.2000 | \$13,053.60 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Pocahontas County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 588 and the annual fee \$13,053.60

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|-----------------|----------------------|-------------|
| 7 | 76110000 | 404.25000 | HOUR | \$22.2000 | \$8,974.35 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Monroe County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Gateway Industries, Inc.

Hourly rate will be \$22.20

Total number of hours will be provided will be 404.25 and the annual fee \$8,974.35

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|-----------------|----------------------|-------------|
| 8 | 76110000 | 2037.75000 | HOUR | \$17.3300 | \$35,314.21 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Putnam County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: SW Resources, Inc. Region 1

Hourly rate will be \$17.33

Total number of hours will be provided will be 2037.75 and the annual fee \$35,314.21

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 9 | 76110000 | 1729.00000 | HOUR | \$17.3300 | \$29,963.57 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Braxton County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: SW Resources, Inc. Region 1
 Hourly rate will be \$17.33
 Total number of hours will be provided will be 1729 and the annual fee \$29,963.57

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 10 | 76110000 | 1482.00000 | HOUR | \$20.2600 | \$30,025.32 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Pt. Pleasant/Mason Co

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Area, Inc.
 Hourly rate will be \$20.26
 Total number of hours will be provided will be 1482 and the annual fee \$30,025.32

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 11 | 76110000 | 1235.00000 | HOUR | \$22.1500 | \$27,355.25 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Webster County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons
 Hourly rate will be \$22.15
 Total number of hours will be provided will be 1235 and the annual fee \$27,355.25

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 12 | 76110000 | 2346.50000 | HOUR | \$22.1500 | \$51,974.98 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Nicholas County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons
 Hourly rate will be \$22.15
 Total number of hours will be provided will be 2346.50 and the annual fee \$51,974.98

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 13 | 76110000 | 926.25000 | HOUR | \$21.2600 | \$19,692.08 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Gilmer County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop, Inc.

Hourly rate will be \$21.26

Total number of hours will be provided will be 926.25 and the annual fee \$19,692.08

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 14 | 76110000 | 1729.00000 | HOUR | \$21.2600 | \$36,758.54 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-07-01 | 2025-06-30 | | | | |

Commodity Line Description: Janitorial Service: 7/1/24-6/30/25, Calhoun County

Extended Description:

Janitorial Services for July 1, 2024 to June 30, 2025 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop, Inc.

Hourly rate will be \$21.26

Total number of hours will be provided will be 1729 and the annual fee \$36,758.54



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

01.DoHS.017.25

Fiscal Year 2025

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*:** Buckhannon-Upshur Work Adjustment Center, Inc.**Work Performed:** Janitorial

Site: DoHS BFA R2
Lewis County/Weston
91 Arnold Avenue
Weston, WV 26452

304-269-6820

Billing: DoHS BFA R2
Lewis County/Weston
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025**Total Agreement Pricing:** 2754.05 **Total Hours****Non P-Card Pricing:**\$52,712.52 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:\$54,282.33 **Total Cost w/Pcard**

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

OK
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

01.DoHS.017.25

Fiscal Year 2025

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Mary Dean

O: 304-472-4678

C:

upshurwac@suddenlinkmail.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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



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PRICING

01.DoHS.017.25

Fiscal Year 2025

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PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 2754.05 |
| TOTAL AGREEMENT COST | \$52,712.52 |
| TOTAL AGREEMENT COST w/Pcard | \$54,282.33 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | Days | Weeks | Monthly Hours | \$19.14 | \$19.71 |
| | | | | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 245.30 | \$4,695.04 | \$4,834.86 |
| Aug 2024 | 22 | 4 | 245.30 | \$4,695.04 | \$4,834.86 |
| Sep 2024 | 20 | 4 | 223.00 | \$4,268.22 | \$4,395.33 |
| Oct 2024 | 22 | 5 | 245.30 | \$4,695.04 | \$4,834.86 |
| Nov 2024 | 17 | 4 | 189.55 | \$3,627.99 | \$3,736.03 |
| Dec 2024 | 20 | 4 | 223.00 | \$4,268.22 | \$4,395.33 |
| Jan 2025 | 21 | 5 | 234.15 | \$4,481.63 | \$4,615.10 |
| Feb 2025 | 19 | 4 | 211.85 | \$4,054.81 | \$4,175.56 |
| Mar 2025 | 21 | 4 | 234.15 | \$4,481.63 | \$4,615.10 |
| Apr 2025 | 22 | 5 | 245.30 | \$4,695.04 | \$4,834.86 |
| May 2025 | 21 | 4 | 234.15 | \$4,481.63 | \$4,615.10 |
| Jun 2025 | 20 | 4 | 223.00 | \$4,268.22 | \$4,395.33 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: | | 01.DOHHS.017.25 | | | | | | | |
|------------------------------|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 15441 | Restrooms (#) | 8 | Elevators (#) | 0 | Windows (#) | | 32 | |
| VCT Tile (ft ²) | 3799 | Fixtures (#) | 40 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | | 30 | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 0 | Stair Flights (#) | 0 | Outside (ft ²) | | 30 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 92 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | | 1 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 44 | Horizontal Surf. (ft ²) | 200 | Int 1 Side (ft ²) | | 20 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 6 | Vertical Surf. (ft ²) | 200 | Ext Glass Doors/Panels | | 6 | |
| TOTAL (ft ²) | 19240 | 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 | 90 | 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 | 0.975 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 1.064 | 247 | 8a | 183 | Clean Fountain | 0.000 | 0 |
| 1c | 385 | Spray Buff | 0.022 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.300 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 2.414 | 247 | 10c-d | 84 | Interior Glass Doors/Panels | 0.048 | 247 |
| 2b | 295 | Vacuum | 1.452 | 52 | 10e | 563 | Interior Windows | 0.089 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.450 | 247 | 10f | 563 | Exterior Windows | 0.089 | 12 |
| 2e | 91 | Walk Off Mats | 0.045 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.536 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.161 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.003 | 247 | 11d | 590 | Remove Trash | 0.321 | 247 |
| 4b | 69 | Thorough Dust | 0.017 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.018 | 12 | | | Utility Time | 0.020 | |
| 6a-6i | 229 | Restrooms | 2.000 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.124 | 247 | | | HOURS PER DAY | 11.15 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

01.DoHS.018.25

Fiscal Year 2025

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*: Buckhannon-Upshur Work Adjustment Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Upshur County
34 Auction Lane
Buckhannon, WV 26201
304-472-4230

Billing: DoHS BFA R2
Upshur County
PO Box 1268
Weston, WV 26452
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 1729.00 **Total Hours**

Non P-Card Pricing:

\$33,093.06 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$34,078.59 **Total Cost w/Pcard**

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

DocuSigned by:

Nita Hobbs

50400700DC68168

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

01.DoHS.018.25

Fiscal Year 2025

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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.

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WV ARF CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Mary Dean

O: 304-472-4678

C:

upshurwac@suddenlinkmail.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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

01.DoHS.018.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 1729.00 |
| TOTAL AGREEMENT COST | \$33,093.06 |
| TOTAL AGREEMENT COST w/Pcard | \$34,078.59 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$19.14 | \$19.71 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 154.00 | \$2,947.56 | \$3,035.34 |
| Aug 2024 | 22 | 4 | 154.00 | \$2,947.56 | \$3,035.34 |
| Sep 2024 | 20 | 4 | 140.00 | \$2,679.60 | \$2,759.40 |
| Oct 2024 | 22 | 5 | 154.00 | \$2,947.56 | \$3,035.34 |
| Nov 2024 | 17 | 4 | 119.00 | \$2,277.66 | \$2,345.49 |
| Dec 2024 | 20 | 4 | 140.00 | \$2,679.60 | \$2,759.40 |
| Jan 2025 | 21 | 5 | 147.00 | \$2,813.58 | \$2,897.37 |
| Feb 2025 | 19 | 4 | 133.00 | \$2,545.62 | \$2,621.43 |
| Mar 2025 | 21 | 4 | 147.00 | \$2,813.58 | \$2,897.37 |
| Apr 2025 | 22 | 5 | 154.00 | \$2,947.56 | \$3,035.34 |
| May 2025 | 21 | 4 | 147.00 | \$2,813.58 | \$2,897.37 |
| Jun 2025 | 20 | 4 | 140.00 | \$2,679.60 | \$2,759.40 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 01.DoHS.018.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 6654 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | 1 | | |
| VCT Tile (ft ²) | 1890 | Fixtures (#) | 13 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 48 | | |
| Ceramic (ft ²) | 336 | Water Fountains (#) | 2 | Stair Flights (#) | 0 | Outside (ft ²) | 0 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 61 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 4 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 0 | Horizontal Surf. (ft ²) | 290 | Int 1 Side (ft ²) | 21 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 0 | Ext Glass Doors/Panels | 0 | | |
| TOTAL (ft ²) | 8880 | ft ² per WO Mat | 24 | Baseboard (linear ft) | 25000 | Ext 1 Side (ft ²) | 0 | | |
| 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 | 0.571 | 247 | 7b | 67 | Baseboards | 0.378 | 12 |
| 1b | 369 | Mop | 0.623 | 247 | 8a | 183 | Clean Fountain | 0.033 | 247 |
| 1c | 385 | Spray Buff | 0.002 | 2 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.000 | 0 |
| 2a | 295 | Spot Vacuum (35%) | 0.821 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.200 | 247 |
| 2b | 295 | Vacuum | 0.626 | 52 | 10e | 563 | Interior Windows | 0.091 | 247 |
| 2c | 294 | Spot Clean (35%) | 0.194 | 247 | 10f | 563 | Exterior Windows | 0.000 | 0 |
| 2e | 91 | Walk Off Mats | 0.048 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.019 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.107 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.002 | 195 | 11d | 590 | Remove Trash | 0.148 | 247 |
| 4b | 69 | Thorough Dust | 0.012 | 52 | 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 | 1.470 | |
| 6a-6l | 229 | Restrooms | 0.650 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.004 | 12 | | | | | |
| HOURS PER DAY | | | | | | | | 7.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Clean Fountain
- o Interior Glass Doors/Panels
- o Interior Windows
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Remove Dirt
- o Baseboards

TWICE A YEAR

- o Spray Buff



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

02.DoHS.019.25

Fiscal Year 2025

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*:** Clay County Services Unlimited, Inc.**Work Performed:** Janitorial

Site: DoHS BFA R2
Clay County
94 Main Street
Clay, WV 25043
304-765-7344

Billing: DoHS BFA R2
Clay County
110 North 6th Street Suite 3
Clarksburg, WV 26301
tammy.d.garten@wv.gov
304-645-3165
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025**Total Agreement Pricing:** 988.00 **Total Hours****Non P-Card Pricing:****\$22,447.36 Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:**\$23,119.20 Total Cost w/Pcard**

If planning to pay via P-Card, please initial here: _____

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

FD0007000CF80488

WVAF, Inc.

5/28/2024

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

02.DoHS.019.25

Fiscal Year 2025

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

TERMS OF AGREEMENT

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

| | |
|----------------------------------|------------------------|
| WVARF CONTACT: | VENDOR CONTACT: |
| Misty Mayville, Contract Manager | Josh Shamblin |
| O: 681-661-0144 | O: 304-587-7852 |
| C: 304-539-9353 | C: |
| mmayville@wvarf.org | |
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular Janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

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PRICING

02.DoHS.019.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 988.00 |
| TOTAL AGREEMENT COST | \$22,447.36 |
| TOTAL AGREEMENT COST w/Pcard | \$23,119.20 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$22.72 | \$23.40 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 88.00 | \$1,999.36 | \$2,059.20 |
| Aug 2024 | 22 | 4 | 88.00 | \$1,999.36 | \$2,059.20 |
| Sep 2024 | 20 | 4 | 80.00 | \$1,817.60 | \$1,872.00 |
| Oct 2024 | 22 | 5 | 88.00 | \$1,999.36 | \$2,059.20 |
| Nov 2024 | 17 | 4 | 68.00 | \$1,544.96 | \$1,591.20 |
| Dec 2024 | 20 | 4 | 80.00 | \$1,817.60 | \$1,872.00 |
| Jan 2025 | 21 | 5 | 84.00 | \$1,908.48 | \$1,965.60 |
| Feb 2025 | 19 | 4 | 76.00 | \$1,726.72 | \$1,778.40 |
| Mar 2025 | 21 | 4 | 84.00 | \$1,908.48 | \$1,965.60 |
| Apr 2025 | 22 | 5 | 88.00 | \$1,999.36 | \$2,059.20 |
| May 2025 | 21 | 4 | 84.00 | \$1,908.48 | \$1,965.60 |
| Jun 2025 | 20 | 4 | 80.00 | \$1,817.60 | \$1,872.00 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 02.DoHS.019.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 4967 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | 18 | | |
| VCT Tile (ft ²) | 1533 | Fixtures (#) | 12 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 38 | | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 3 | Stair Flights (#) | 0 | Outside (ft ²) | 38 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 33 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 2 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 18 | Horizontal Surf. (ft ⁴) | 80 | Int 1 Side (ft ²) | 24 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 1 | Vertical Surf. (ft ²) | 80 | Ext Glass Doors/Panels | 4 | | |
| TOTAL (ft ²) | 6500 | ft ² per WO Mat | 24 | Baseboard (linear ft) | 0 | Ext 1 Side (ft ²) | 24 | | |
| Outside (ft ²) | 0 | TOTAL ft ² WO Mat | 24 | 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 | 0.393 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.429 | 247 | 8a | 183 | Clean Fountain | 0.050 | 247 |
| 1c | 385 | Spray Buff | 0.009 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.229 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 0.613 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.114 | 247 |
| 2b | 295 | Vacuum | 0.467 | 52 | 10e | 563 | Interior Windows | 0.063 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.145 | 247 | 10f | 563 | Exterior Windows | 0.063 | 12 |
| 2e | 91 | Walk Off Mats | 0.012 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.551 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Refine Baskets | 0.058 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.001 | 195 | 11d | 590 | Remove Trash | 0.108 | 247 |
| 4b | 69 | Thorough Dust | 0.007 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.007 | 12 | | | Utility Time | 0.030 | |
| 6a-6i | 229 | Restrooms | 0.600 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.050 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 4.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

05.DoHS.020.25

Fiscal Year 2025

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*: WorkAble, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Charleston
4190 W. Washington Street
Charleston, WV 25313

Billing: DoHS BFA R2
Charleston
4190 W. Washington Street
Charleston, WV 25313
tammy.d.garten@wv.gov
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 7904.00 **Total Hours**

Non P-Card Pricing:

\$159,581.76

Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$164,403.20

Total Cost w/Pcard

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing 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

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

05.DoHS.020.25

Fiscal Year 2025

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:

Michael Holyfield

O:

C: 304-629-6270

- 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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
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PRICING

05.DoHS.020.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|--------------|
| TOTAL AGREEMENT HOURS | 7904.00 |
| TOTAL AGREEMENT COST | \$159,581.76 |
| TOTAL AGREEMENT COST w/Pcard | \$164,403.20 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$20.19 | \$20.80 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 704.00 | \$14,213.76 | \$14,643.20 |
| Aug 2024 | 22 | 4 | 704.00 | \$14,213.76 | \$14,643.20 |
| Sep 2024 | 20 | 4 | 640.00 | \$12,921.60 | \$13,312.00 |
| Oct 2024 | 22 | 5 | 704.00 | \$14,213.76 | \$14,643.20 |
| Nov 2024 | 17 | 4 | 544.00 | \$10,983.36 | \$11,315.20 |
| Dec 2024 | 20 | 4 | 640.00 | \$12,921.60 | \$13,312.00 |
| Jan 2025 | 21 | 5 | 672.00 | \$13,567.68 | \$13,977.60 |
| Feb 2025 | 19 | 4 | 608.00 | \$12,275.52 | \$12,646.40 |
| Mar 2025 | 21 | 4 | 672.00 | \$13,567.68 | \$13,977.60 |
| Apr 2025 | 22 | 5 | 704.00 | \$14,213.76 | \$14,643.20 |
| May 2025 | 21 | 4 | 672.00 | \$13,567.68 | \$13,977.60 |
| Jun 2025 | 20 | 4 | 640.00 | \$12,921.60 | \$13,312.00 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 05.DoH5.020.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 34410 | Restrooms (#) | 9 | Elevators (#) | 0 | Windows (#) | 10 | | |
| VCT Tile (ft ²) | 15590 | Fixtures (#) | 45 | Light Fixtures (ft ²) | 1 | Inside (ft ²) | 25 | | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 5 | Stair Flights (#) | 0 | Outside (ft ²) | 25 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 380 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 18 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 240 | Horizontal Surf. (ft ²) | 1000 | Int 1 Side (ft ²) | 7 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 1000 | Ext Glass Doors/Panels | 4 | | |
| TOTAL (ft ²) | 50000 | ft ² per WO Mat | 24 | Baseboard (linear ft) | 0 | Ext 1 Side (ft ²) | 21 | | |
| Outside (ft ²) | 1000 | TOTAL ft ² WO Mat | 96 | Entrance (ft ²) | 1000 | | | | |
| SCOPE OF WORK | | | | | | | | | |
| Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement | Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement |
| 1a | 486 | Sweep | 4.002 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 4.366 | 247 | 8a | 183 | Clean Fountain | 0.084 | 247 |
| 1c | 385 | Spray Buff | 0.091 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.200 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 5.379 | 247 | 10c-d | 84 | Interior Glass Doors/Panels | 0.300 | 247 |
| 2b | 295 | Vacuum | 3.235 | 52 | 10e | 563 | Interior Windows | 0.023 | 12 |
| 2c | 294 | Spot Clean (35%) | 1.004 | 247 | 10f | 563 | Exterior Windows | 0.023 | 12 |
| 2e | 91 | Walk Off Mats | 0.048 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 6.346 | 247 | 11b | 179 | Police Entrance(25%) | 0.075 | 247 |
| 3b | 178-177 | Reline Baskets | 0.666 | 52 | 11c | 179 | Police Parking Lot | 0.300 | 247 |
| 4a | 69 | Spot Dust (35%) | 0.000 | 0 | 11d | 590 | Remove Trash | 0.833 | 247 |
| 4b | 69 | Thorough Dust | 0.400 | 247 | 12a | 588 | Stairs | 0.000 | 0 |
| 4d | 81 | Vacuum Upholst. Furniture | 0.000 | 0 | 12b | 589 | Elevator | 0.000 | 0 |
| 5a | 69 | Dust Vents | 0.002 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.097 | 12 | | | Utility Time | 1.650 | |
| 6a-6i | 229 | Restrooms | 2.250 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.622 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 32.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Thorough Dust
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

06.DoHS.021.25

Fiscal Year 2025

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*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Lewisburg
150 Maplewood Avenue
Lewisburg, WV 24901
304-647-7476

Billing: DoHS BFA R2
Lewisburg
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-645-3165
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 3458.00 **Total Hours**

Non P-Card Pricing:

\$76,767.60 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$79,084.46 **Total Cost w/Pcard**

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

06.DoHS.021.25

Fiscal Year 2025

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:

Phyllis Cantrell
O: 304-645-3165
C:
phyllis@gatewayind.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.
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PRICING

06.DoHS.021.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 3458.00 |
| TOTAL AGREEMENT COST | \$76,767.60 |
| TOTAL AGREEMENT COST w/Pcard | \$79,084.46 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|-------------|--------------|--------------------------|--------------------------------|---------------------------------|
| | Days | Weeks | Monthly Hours | \$22.20 | \$22.87 |
| | | | | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 308.00 | \$6,837.60 | \$7,043.96 |
| Aug 2024 | 22 | 4 | 308.00 | \$6,837.60 | \$7,043.96 |
| Sep 2024 | 20 | 4 | 280.00 | \$6,216.00 | \$6,403.60 |
| Oct 2024 | 22 | 5 | 308.00 | \$6,837.60 | \$7,043.96 |
| Nov 2024 | 17 | 4 | 238.00 | \$5,283.60 | \$5,443.06 |
| Dec 2024 | 20 | 4 | 280.00 | \$6,216.00 | \$6,403.60 |
| Jan 2025 | 21 | 5 | 294.00 | \$6,526.80 | \$6,723.78 |
| Feb 2025 | 19 | 4 | 266.00 | \$5,905.20 | \$6,083.42 |
| Mar 2025 | 21 | 4 | 294.00 | \$6,526.80 | \$6,723.78 |
| Apr 2025 | 22 | 5 | 308.00 | \$6,837.60 | \$7,043.96 |
| May 2025 | 21 | 4 | 294.00 | \$6,526.80 | \$6,723.78 |
| Jun 2025 | 20 | 4 | 280.00 | \$6,216.00 | \$6,403.60 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 06.DoHS.021.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 7140 | Restrooms (#) | 8 | Elevators (#) | 0 | Windows (#) | 24 | | |
| VCT Tile (ft ²) | 13687 | Fixtures (#) | 36 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 18 | | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 1 | Stair Flights (#) | 3 | Outside (ft ²) | 18 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 80 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 4 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 40 | Horizontal Surf. (ft ²) | 200 | Int 1 Side (ft ²) | 30 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 2 | Vertical Surf. (ft ²) | 200 | Ext Glass Doors/Panels | 5 | | |
| TOTAL (ft ²) | 20827 | 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 | 3.513 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 3.833 | 247 | 8a | 183 | Clean Fountain | 0.017 | 247 |
| 1c | 385 | Spray Buff | 0.080 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.250 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 0.881 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.286 | 247 |
| 2b | 295 | Vacuum | 0.671 | 52 | 10e | 563 | Interior Windows | 0.040 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.208 | 247 | 10f | 563 | Exterior Windows | 0.040 | 12 |
| 2e | 91 | Walk Off Mats | 0.024 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.336 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.140 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.002 | 195 | 11d | 590 | Remove Trash | 0.347 | 247 |
| 4b | 69 | Thorough Dust | 0.017 | 52 | 12a | 588 | Stairs | 0.084 | 52 |
| 4d | 81 | Vacuum Upholst. Furniture | 0.000 | 0 | 12b | 589 | Elevator | 0.000 | 0 |
| 5a | 69 | Dust Vents | 0.000 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.016 | 12 | | | Utility Time | 0.290 | |
| 6a-6i | 229 | Restrooms | 1.800 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.124 | 247 | | | HOURS PER DAY | 14.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Stairs

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

06.DoHS.022.25

Fiscal Year 2025

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*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Pocahontas County
211 Valhalla Lane
Marlinton, WV 24954
304-647-7476

Billing: DoHS BFA R2
Pocahontas County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 588.00 **Total Hours**

Non P-Card Pricing:

\$13,053.60

Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$13,447.56

Total Cost w/Pcard

If planning to pay via P-card, please initial here:

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



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PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

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Terms of Agreement

06.DoHS.022.25

Fiscal Year 2025

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TERMS OF AGREEMENT

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WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Phyllis Cantrell

O: 304-645-3165

C:

phyllis@gatewayind.com

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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.
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PRICING

06.DoHS.022.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 588.00 |
| TOTAL AGREEMENT COST | \$13,053.60 |
| TOTAL AGREEMENT COST w/Pcard | \$13,447.56 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$22.20 | \$22.87 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 14 | 5 | 56.00 | \$1,243.20 | \$1,280.72 |
| Aug 2024 | 13 | 4 | 52.00 | \$1,154.40 | \$1,189.24 |
| Sep 2024 | 12 | 4 | 48.00 | \$1,065.60 | \$1,097.76 |
| Oct 2024 | 12 | 5 | 48.00 | \$1,065.60 | \$1,097.76 |
| Nov 2024 | 11 | 4 | 44.00 | \$976.80 | \$1,006.28 |
| Dec 2024 | 12 | 4 | 48.00 | \$1,065.60 | \$1,097.76 |
| Jan 2025 | 12 | 5 | 48.00 | \$1,065.60 | \$1,097.76 |
| Feb 2025 | 11 | 4 | 44.00 | \$976.80 | \$1,006.28 |
| Mar 2025 | 13 | 4 | 52.00 | \$1,154.40 | \$1,189.24 |
| Apr 2025 | 13 | 5 | 52.00 | \$1,154.40 | \$1,189.24 |
| May 2025 | 12 | 4 | 48.00 | \$1,065.60 | \$1,097.76 |
| Jun 2025 | 12 | 4 | 48.00 | \$1,065.60 | \$1,097.76 |
| | 147 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 06.DoHS.022.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 3 | Agreement Days | 147 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 2608 | Restrooms (#) | 3 | Elevators (#) | 0 | Windows (#) | 18 | | |
| VCT Tile (ft ²) | 1088 | Fixtures (#) | 18 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 18 | | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 1 | Stair Flights (#) | 0 | Outside (ft ²) | 18 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 30 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 2 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 20 | Horizontal Surf. (ft ²) | 200 | Int 1 Side (ft ²) | 43 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 300 | Ext Glass Doors/Panels | 4 | | |
| TOTAL (ft ²) | 3696 | 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 | 60 | 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 | 0.279 | 147 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.305 | 147 | 8a | 183 | Clean Fountain | 0.017 | 147 |
| 1c | 385 | Spray Buff | 0.011 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.200 | 147 |
| 2a | 295 | Spot Vacuum (35%) | 0.288 | 104 | 10c-d | 84 | Interior Glass Doors/Panels | 0.205 | 147 |
| 2b | 295 | Vacuum | 0.412 | 52 | 10e | 563 | Interior Windows | 0.050 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.076 | 147 | 10f | 563 | Exterior Windows | 0.050 | 12 |
| 2e | 91 | Walk Off Mats | 0.030 | 147 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.501 | 147 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Refine Baskets | 0.088 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.002 | 104 | 11d | 590 | Remove Trash | 0.062 | 147 |
| 4b | 69 | Thorough Dust | 0.035 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.014 | 12 | | | Utility Time | 0.320 | |
| 6a-6i | 229 | Restrooms | 0.900 | 147 | | | | | |
| 7a | 67 | Remove Dirt | 0.156 | 147 | | | HOURS PER DAY | 4.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

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Service Agreement

06.DoHS.023.25

Fiscal Year 2025

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*: Gateway Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Monroe County
174 Rt 3 East
Union, WV 24983
304-647-7476

Billing: DoHS BFA R2
Monroe County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 404.25 **Total Hours**

Non P-Card Pricing:

\$8,974.35 Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$9,245.20 Total Cost w/Pcard

If planning to pay via P-card, please initial here:

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DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



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Terms of Agreement

06.DoHS.023.25

Fiscal Year 2025

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mmayville@wvarf.org

VENDOR CONTACT:

Phyllis Cantrell

O: 304-645-3165

C:

phyllis@gatewayind.com

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PRICING

06.DoHS.023.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|------------|
| TOTAL AGREEMENT HOURS | 404.25 |
| TOTAL AGREEMENT COST | \$8,974.35 |
| TOTAL AGREEMENT COST w/Pcard | \$9,245.20 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 14 | 5 | 38.50 | \$854.70 | \$880.50 |
| Aug 2024 | 13 | 4 | 35.75 | \$793.65 | \$817.60 |
| Sep 2024 | 12 | 4 | 33.00 | \$732.60 | \$754.71 |
| Oct 2024 | 12 | 5 | 33.00 | \$732.60 | \$754.71 |
| Nov 2024 | 11 | 4 | 30.25 | \$671.55 | \$691.82 |
| Dec 2024 | 12 | 4 | 33.00 | \$732.60 | \$754.71 |
| Jan 2025 | 12 | 5 | 33.00 | \$732.60 | \$754.71 |
| Feb 2025 | 11 | 4 | 30.25 | \$671.55 | \$691.82 |
| Mar 2025 | 13 | 4 | 35.75 | \$793.65 | \$817.60 |
| Apr 2025 | 13 | 5 | 35.75 | \$793.65 | \$817.60 |
| May 2025 | 12 | 4 | 33.00 | \$732.60 | \$754.71 |
| Jun 2025 | 12 | 4 | 33.00 | \$732.60 | \$754.71 |
| | 147 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 06.DoHS.023.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 3 | Agreement Days | 147 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 1770 | Restrooms (#) | 3 | Elevators (#) | 0 | Windows (#) | | 12 | |
| VCT Tile (ft ²) | 597 | Fixtures (#) | 6 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | | 11 | |
| Ceramic (ft ²) | 103 | Water Fountains (#) | 1 | Stair Flights (#) | 0 | Outside (ft ²) | | 11 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 26 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | | 12 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 16 | Horizontal Surf. (ft ²) | 40 | Int 1 Side (ft ²) | | 11 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 3 | Vertical Surf. (ft ²) | 40 | Ext Glass Doors/Panels | | 1 | |
| TOTAL (ft ²) | 2470 | 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 | 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 | 0.180 | 147 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.196 | 147 | 8a | 183 | Clean Fountain | 0.017 | 147 |
| 1c | 385 | Spray Buff | 0.007 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.050 | 147 |
| 2a | 295 | Spot Vacuum (35%) | 0.196 | 104 | 10c-d | 84 | Interior Glass Doors/Panels | 0.314 | 147 |
| 2b | 295 | Vacuum | 0.280 | 52 | 10e | 563 | Interior Windows | 0.020 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.052 | 147 | 10f | 563 | Exterior Windows | 0.020 | 12 |
| 2e | 91 | Walk Off Mats | 0.023 | 147 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.434 | 147 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Refine Baskets | 0.077 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.000 | 104 | 11d | 590 | Remove Trash | 0.041 | 147 |
| 4b | 69 | Thorough Dust | 0.006 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.011 | 12 | | | Utility Time | 0.500 | |
| 6a-6i | 229 | Restrooms | 0.300 | 147 | | | | | |
| 7a | 67 | Remove Dirt | 0.025 | 147 | | | | | |
| HOURS PER DAY | | | | | | | | 2.75 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

07.DoHS.024.25

Fiscal Year 2025

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*: SW Resources, Inc. Region 1

Work Performed: Janitorial

Site: DoHS BFA R2
Putnam County
3405 Winfield Road
Winfield, WV 25569
Jimmy McFarland

Billing: DoHS BFA R2
Putnam County
4190 Washington Street W
Charleston, WV 25313
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 2037.75 **Total Hours**

Non P-Card Pricing:

\$35,314.21

Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$36,373.84

Total Cost w/Pcard

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVAF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



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.DoHS.024.25

Fiscal Year 2025

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:

Alex Engle C: 304-210-6786

aengle@swresources.com

Eugene Weems - eweems@goodwillkv.com

Kassia Lilly - 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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

PRICING

07.DoHS.024.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 2037.75 |
| TOTAL AGREEMENT COST | \$35,314.21 |
| TOTAL AGREEMENT COST w/Pcard | \$36,373.84 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$17.33 | \$17.85 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 181.50 | \$3,145.40 | \$3,239.78 |
| Aug 2024 | 22 | 4 | 181.50 | \$3,145.40 | \$3,239.78 |
| Sep 2024 | 20 | 4 | 165.00 | \$2,859.45 | \$2,945.25 |
| Oct 2024 | 22 | 5 | 181.50 | \$3,145.40 | \$3,239.78 |
| Nov 2024 | 17 | 4 | 140.25 | \$2,430.53 | \$2,503.46 |
| Dec 2024 | 20 | 4 | 165.00 | \$2,859.45 | \$2,945.25 |
| Jan 2025 | 21 | 5 | 173.25 | \$3,002.42 | \$3,092.51 |
| Feb 2025 | 19 | 4 | 156.75 | \$2,716.48 | \$2,797.99 |
| Mar 2025 | 21 | 4 | 173.25 | \$3,002.42 | \$3,092.51 |
| Apr 2025 | 22 | 5 | 181.50 | \$3,145.40 | \$3,239.78 |
| May 2025 | 21 | 4 | 173.25 | \$3,002.42 | \$3,092.51 |
| Jun 2025 | 20 | 4 | 165.00 | \$2,859.45 | \$2,945.25 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 07.DoHS.024.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 11448 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | | 41 | |
| VCT Tile (ft ²) | 2529 | Fixtures (#) | 29 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | | 20 | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 5 | Stair Flights (#) | 0 | Outside (ft ²) | | 20 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 58 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | | 1 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 42 | Horizontal Surf. (ft ²) | 400 | Int 1 Side (ft ²) | | 36 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 400 | Ext Glass Doors/Panels | | 4 | |
| TOTAL (ft ²) | 13977 | 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 | 60 | 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 | 0.649 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.708 | 247 | 8a | 183 | Clean Fountain | 0.084 | 247 |
| 1c | 385 | Spray Buff | 0.015 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.200 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 1.790 | 247 | 10c-d | 84 | Interior Glass Doors/Panels | 0.086 | 247 |
| 2b | 295 | Vacuum | 1.076 | 52 | 10e | 563 | Interior Windows | 0.076 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.334 | 247 | 10f | 563 | Exterior Windows | 0.076 | 12 |
| 2e | 91 | Walk Off Mats | 0.030 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.969 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.102 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.006 | 247 | 11d | 590 | Remove Trash | 0.233 | 247 |
| 4b | 69 | Thorough Dust | 0.034 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.017 | 12 | | | Utility Time | 0.070 | |
| 6a-6i | 229 | Restrooms | 1.450 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.249 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 8.25 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

07.DoHS.025.25

Fiscal Year 2025

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*: SW Resources, Inc. Region 1

Work Performed: Janitorial

Site: DoHS BFA R2
Braxton County
3708 Sutton Lane
Sutton, WV 26601
Sue Davis
304-765-7344

Billing: DoHS BFA R2
Braxton County
3708 Sutton Lane
Sutton, WV 26601
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 1729.00 Total Hours

Non P-Card Pricing:

\$29,963.57 Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$30,862.65 Total Cost w/Pcard

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



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.DoHS.025.25

Fiscal Year 2025

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:

Alex Engle C: 304-210-6786

aengle@swresources.com

Eugene Weems - eweems@goodwillkv.com

Kassia Lilly - klilly@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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

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PRICING

07.DoHS.025.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 1729.00 |
| TOTAL AGREEMENT COST | \$29,963.57 |
| TOTAL AGREEMENT COST w/Pcard | \$30,862.65 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$17.33 | \$17.85 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 154.00 | \$2,668.82 | \$2,748.90 |
| Aug 2024 | 22 | 4 | 154.00 | \$2,668.82 | \$2,748.90 |
| Sep 2024 | 20 | 4 | 140.00 | \$2,426.20 | \$2,499.00 |
| Oct 2024 | 22 | 5 | 154.00 | \$2,668.82 | \$2,748.90 |
| Nov 2024 | 17 | 4 | 119.00 | \$2,062.27 | \$2,124.15 |
| Dec 2024 | 20 | 4 | 140.00 | \$2,426.20 | \$2,499.00 |
| Jan 2025 | 21 | 5 | 147.00 | \$2,547.51 | \$2,623.95 |
| Feb 2025 | 19 | 4 | 133.00 | \$2,304.89 | \$2,374.05 |
| Mar 2025 | 21 | 4 | 147.00 | \$2,547.51 | \$2,623.95 |
| Apr 2025 | 22 | 5 | 154.00 | \$2,668.82 | \$2,748.90 |
| May 2025 | 21 | 4 | 147.00 | \$2,547.51 | \$2,623.95 |
| Jun 2025 | 20 | 4 | 140.00 | \$2,426.20 | \$2,499.00 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 07.DoHS.025.25 | | | | | | | | | |
|---|--------------|------------------------------------|-----------|-------------------------------------|-----------------|------------------------------------|-----------------------------|-------------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 11781 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | | 1 | |
| VCT Tile (ft ²) | 1377 | Fixtures (#) | 17 | Light Fixtures (ft ²) | 50 | Inside (ft ²) | | 252 | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 1 | Stair Flights (#) | 0 | Outside (ft ²) | | 252 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 63 | Upholstery (ft ²) | 200 | Int Glass Doors/Panels | | 4 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 0 | Horizontal Surf. (ft ²) | 536 | Int 1 Side (ft ²) | | 21 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 2 | Vertical Surf. (ft ²) | 500 | Ext Glass Doors/Panels | | 2 | |
| TOTAL (ft²) | 13158 | ft² per WO Mat | 15 | Baseboard (linear ft) | 0 | Ext 1 Side (ft²) | | 21 | |
| Outside (ft ²) | 500 | TOTAL ft² WO Mat | 30 | Entrance (ft²) | 500 | | | | |
| SCOPE OF WORK | | | | | | | | | |
| Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement | Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement |
| 1a | 486 | Sweep | 0.353 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.386 | 247 | 8a | 183 | Clean Fountain | 0.017 | 247 |
| 1c | 385 | Spray Buff | 0.008 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.100 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 1.454 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.200 | 247 |
| 2b | 295 | Vacuum | 1.108 | 52 | 10e | 563 | Interior Windows | 0.023 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.344 | 247 | 10f | 563 | Exterior Windows | 0.000 | 0 |
| 2e | 91 | Walk Off Mats | 0.015 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 1 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.052 | 247 | 11b | 179 | Police Entrance(25%) | 0.038 | 247 |
| 3b | 178-177 | Reline Baskets | 0.110 | 52 | 11c | 179 | Police Parking Lot | 0.150 | 247 |
| 4a | 69 | Spot Dust (35%) | 0.006 | 195 | 11d | 590 | Remove Trash | 0.219 | 247 |
| 4b | 69 | Thorough Dust | 0.044 | 52 | 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 | 52 | | | | | |
| 5b | 546 | Wash Vents | 0.000 | 1 | | | Utility Time | 0.200 | |
| 6a-6i | 229 | Restrooms | 0.850 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.322 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 7.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust
- o Dust Vents

MONTHLY

- o Spray Buff
- o Interior Windows

ONCE A YEAR

- o Wash Vents
- o Wash Light Fixtures



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

08.DoHS.026.25

Fiscal Year 2025

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*: Goodwill Industries of KYOWVA Area, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Pt. Pleasant/Mason County
1406 Kanawha Street
Pt. Pleasant, WV 25550
Krista Carter
304-675-0880

Billing: DoHS BFA R2
Pt. Pleasant/Mason County
4190 Washington Street W
Charleston, WV 25313
tammy.d.garten@wv.gov
304-425-8738
lesley.e.wallizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 1482.00 **Total Hours**

Non P-Card Pricing:

\$30,025.32 Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$30,929.34 Total Cost w/Pcard

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

ED600730DC08460

WVAF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

08.DoHS.026.25

Fiscal Year 2025

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:

Sally Nelson

O: 304-523-7461 ext. 430

C: 304-751-6398

snelson@goodwillhunting.org

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

08.DoHS.026.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 1482.00 |
| TOTAL AGREEMENT COST | \$30,025.32 |
| TOTAL AGREEMENT COST w/Pcard | \$30,929.34 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------------|-----------|------------------|------------------------|-------------------------|
| | | | | \$20.26 | \$20.87 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 132.00 | \$2,674.32 | \$2,754.84 |
| Aug 2024 | 22 | 4 | 132.00 | \$2,674.32 | \$2,754.84 |
| Sep 2024 | 20 | 4 | 120.00 | \$2,431.20 | \$2,504.40 |
| Oct 2024 | 22 | 5 | 132.00 | \$2,674.32 | \$2,754.84 |
| Nov 2024 | 17 | 4 | 102.00 | \$2,066.52 | \$2,128.74 |
| Dec 2024 | 20 | 4 | 120.00 | \$2,431.20 | \$2,504.40 |
| Jan 2025 | 21 | 5 | 126.00 | \$2,552.76 | \$2,629.62 |
| Feb 2025 | 19 | 4 | 114.00 | \$2,309.64 | \$2,379.18 |
| Mar 2025 | 21 | 4 | 126.00 | \$2,552.76 | \$2,629.62 |
| Apr 2025 | 22 | 5 | 132.00 | \$2,674.32 | \$2,754.84 |
| May 2025 | 21 | 4 | 126.00 | \$2,552.76 | \$2,629.62 |
| Jun 2025 | 20 | 4 | 120.00 | \$2,431.20 | \$2,504.40 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 08.DoHS.026.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 6925 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | 14 | | |
| VCT Tile (ft ²) | 0 | Fixtures (#) | 15 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 8 | | |
| Ceramic (ft ²) | 1211 | Water Fountains (#) | 2 | Stair Flights (#) | 0 | Outside (ft ²) | 8 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 70 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 0 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 16 | Horizontal Surf. (ft ²) | 500 | Int 1 Side (ft ²) | 0 | | |
| Other (ft ²) | 746 | Walk Off Mats (#) | 0 | Vertical Surf. (ft ²) | 500 | Ext Glass Doors/Panels | 2 | | |
| TOTAL (ft ²) | 8882 | ft ² per WO Mat | 0 | Baseboard (linear ft) | 0 | Ext 1 Side (ft ²) | 21 | | |
| Outside (ft ²) | 0 | TOTAL ft ² WO Mat | 0 | 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 | 0.502 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.548 | 247 | 8a | 183 | Clean Fountain | 0.033 | 247 |
| 1c | 385 | Spray Buff | 0.011 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.100 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 1.083 | 247 | 10c-d | 84 | Interior Glass Doors/Panels | 0.000 | 0 |
| 2b | 295 | Vacuum | 0.651 | 52 | 10e | 563 | Interior Windows | 0.010 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.000 | 0 | 10f | 563 | Exterior Windows | 0.010 | 12 |
| 2e | 91 | Walk Off Mats | 0.000 | 0 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.169 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.123 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.007 | 247 | 11d | 590 | Remove Trash | 0.148 | 247 |
| 4b | 69 | Thorough Dust | 0.042 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.006 | 12 | | | Utility Time | 0.490 | |
| 6a-6i | 229 | Restrooms | 0.750 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.311 | 247 | | | HOURS PER DAY | 6.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement

17.DoHS.027.25

Fiscal Year 2025

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: DoHS BFA R2
Webster County
110 N Main Street, Suite 201
Webster Springs, WV 26288
Patty Martin
304-872-0803

Billing: DoHS BFA R2
Webster County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.wallizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 1235.00 **Total Hours**

Non P-Card Pricing:

\$27,355.25 Total Cost

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$28,170.35 Total Cost w/Pcard

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Title

Customer Print Name

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

17.DoHS.027.25

Fiscal Year 2025

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:

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 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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



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PRICING

17.DoHS.027.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 1235.00 |
| TOTAL AGREEMENT COST | \$27,355.25 |
| TOTAL AGREEMENT COST w/Pcard | \$28,170.35 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------------|-----------|------------------|------------------------|-------------------------|
| | | | | \$22.15 | \$22.81 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 110.00 | \$2,436.50 | \$2,509.10 |
| Aug 2024 | 22 | 4 | 110.00 | \$2,436.50 | \$2,509.10 |
| Sep 2024 | 20 | 4 | 100.00 | \$2,215.00 | \$2,281.00 |
| Oct 2024 | 22 | 5 | 110.00 | \$2,436.50 | \$2,509.10 |
| Nov 2024 | 17 | 4 | 85.00 | \$1,882.75 | \$1,938.85 |
| Dec 2024 | 20 | 4 | 100.00 | \$2,215.00 | \$2,281.00 |
| Jan 2025 | 21 | 5 | 105.00 | \$2,325.75 | \$2,395.05 |
| Feb 2025 | 19 | 4 | 95.00 | \$2,104.25 | \$2,166.95 |
| Mar 2025 | 21 | 4 | 105.00 | \$2,325.75 | \$2,395.05 |
| Apr 2025 | 22 | 5 | 110.00 | \$2,436.50 | \$2,509.10 |
| May 2025 | 21 | 4 | 105.00 | \$2,325.75 | \$2,395.05 |
| Jun 2025 | 20 | 4 | 100.00 | \$2,215.00 | \$2,281.00 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 17.DoHS.027.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 6437 | Restrooms (#) | 3 | Elevators (#) | 1 | Windows (#) | | 21 | |
| VCT Tile (ft ²) | 0 | Fixtures (#) | 9 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | | 1 | |
| Ceramic (ft ²) | 1063 | Water Fountains (#) | 2 | Stair Flights (#) | 2 | Outside (ft ²) | | 18 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 44 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | | 1 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 60 | Horizontal Surf. (ft ²) | 200 | Int 1 Side (ft ²) | | 75 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 2 | Vertical Surf. (ft ²) | 200 | Ext Glass Doors/Panels | | 2 | |
| TOTAL (ft ²) | 7500 | 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 | 0.273 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.298 | 247 | 8a | 183 | Clean Fountain | 0.033 | 247 |
| 1c | 385 | Spray Buff | 0.000 | 0 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.100 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 0.794 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.179 | 247 |
| 2b | 295 | Vacuum | 0.605 | 52 | 10e | 563 | Interior Windows | 0.002 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.188 | 247 | 10f | 563 | Exterior Windows | 0.035 | 12 |
| 2e | 91 | Walk Off Mats | 0.015 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.735 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.077 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.002 | 195 | 11d | 590 | Remove Trash | 0.125 | 247 |
| 4b | 69 | Thorough Dust | 0.017 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.024 | 12 | | | Utility Time | 0.920 | |
| 6a-6f | 229 | Restrooms | 0.450 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.124 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 5.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

17.DoHS.028.25

Fiscal Year 2025

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 Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

Work Performed: Janitorial

Site: DoHS BFA R2
Nicholas County
707 Professional Park
Summersville, WV 26651
304-872-0803
Patty Martin

Billing: DoHS BFA R2
Nicholas County
200 Davis Street
Princeton, WV 24740
tammy.d.garten@wv.gov
304-425-8738
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 2346.50 **Total Hours**

Non P-Card Pricing:

\$51,974.98 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$53,523.67 **Total Cost w/Pcard**

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing 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

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/28/2024

Date

Customer Signature

Customer Title

Customer Print Name

Date

OK
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

17.DoHS.028.25

Fiscal Year 2025

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

TERMS OF AGREEMENT

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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

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PRICING

17.DoHS.028.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|------------------------------|-------------|
| TOTAL AGREEMENT HOURS | 2346.50 |
| TOTAL AGREEMENT COST | \$51,974.98 |
| TOTAL AGREEMENT COST w/Pcard | \$53,523.67 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|----------|------|-------|------------------|------------------------|-------------------------|
| | | | | \$22.15 | \$22.81 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 209.00 | \$4,629.35 | \$4,767.29 |
| Aug 2024 | 22 | 4 | 209.00 | \$4,629.35 | \$4,767.29 |
| Sep 2024 | 20 | 4 | 190.00 | \$4,208.50 | \$4,333.90 |
| Oct 2024 | 22 | 5 | 209.00 | \$4,629.35 | \$4,767.29 |
| Nov 2024 | 17 | 4 | 161.50 | \$3,577.23 | \$3,683.82 |
| Dec 2024 | 20 | 4 | 190.00 | \$4,208.50 | \$4,333.90 |
| Jan 2025 | 21 | 5 | 199.50 | \$4,418.93 | \$4,550.60 |
| Feb 2025 | 19 | 4 | 180.50 | \$3,998.08 | \$4,117.21 |
| Mar 2025 | 21 | 4 | 199.50 | \$4,418.93 | \$4,550.60 |
| Apr 2025 | 22 | 5 | 209.00 | \$4,629.35 | \$4,767.29 |
| May 2025 | 21 | 4 | 199.50 | \$4,418.93 | \$4,550.60 |
| Jun 2025 | 20 | 4 | 190.00 | \$4,208.50 | \$4,333.90 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 17.DoHS.028.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 10594 | Restrooms (#) | 5 | Elevators (#) | 0 | Windows (#) | 45 | | |
| VCT Tile (ft ²) | 3292 | Fixtures (#) | 22 | Light Fixtures (ft ²) | 50 | Inside (ft ²) | 12 | | |
| Ceramic (ft ²) | 742 | Water Fountains (#) | 4 | Stair Flights (#) | 0 | Outside (ft ²) | 12 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 89 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 10 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 72 | Horizontal Surf. (ft ²) | 200 | Int 1 Side (ft ²) | 24 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 8 | Vertical Surf. (ft ²) | 200 | Ext Glass Doors/Panels | 9 | | |
| TOTAL (ft ²) | 14628 | 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 | 120 | 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 | 1.035 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 1.130 | 247 | 8a | 183 | Clean Fountain | 0.067 | 247 |
| 1c | 385 | Spray Buff | 0.024 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.450 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 1.307 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.571 | 247 |
| 2b | 295 | Vacuum | 0.996 | 52 | 10e | 563 | Interior Windows | 0.012 | 3 |
| 2c | 294 | Spot Clean (35%) | 0.309 | 247 | 10f | 563 | Exterior Windows | 0.012 | 3 |
| 2e | 91 | Walk Off Mats | 0.060 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.486 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.156 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.002 | 195 | 11d | 590 | Remove Trash | 0.244 | 247 |
| 4b | 69 | Thorough Dust | 0.017 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.029 | 12 | | | Utility Time | 0.370 | |
| 6a-6i | 229 | Restrooms | 1.100 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.124 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 9.50 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see Issa.com or contact VVARF.

JANITORIAL TASK LIST

DAILY

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents

THREE TIMES A YEAR

- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

25.DoHS.029.25

Fiscal Year 2025

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 Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Gilmer County
1493 SR5 East
Glennville, WV 26351
Joyce Underwood
304-462-0412

Billing: DoHS BFA R2
Gilmer County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 926.25 **Total Hours**

Non P-Card Pricing:

\$19,692.08 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$20,284.88 **Total Cost w/Pcard**

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

25.DoHS.029.25

Fiscal Year 2025

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Jarod Butcher

O: 304-366-5737

C: 304-612-4757

theopshopjb@gmail.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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

25.DoHS.029.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 926.25 |
| TOTAL AGREEMENT COST | \$19,692.08 |
| TOTAL AGREEMENT COST w/Pcard | \$20,284.88 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|-----------------|-------------|--------------|--------------------------|--------------------------------|---------------------------------|
| | Days | Weeks | Monthly Hours | \$21.26 | \$21.90 |
| | | | | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 82.50 | \$1,753.95 | \$1,806.75 |
| Aug 2024 | 22 | 4 | 82.50 | \$1,753.95 | \$1,806.75 |
| Sep 2024 | 20 | 4 | 75.00 | \$1,594.50 | \$1,642.50 |
| Oct 2024 | 22 | 5 | 82.50 | \$1,753.95 | \$1,806.75 |
| Nov 2024 | 17 | 4 | 63.75 | \$1,355.33 | \$1,396.13 |
| Dec 2024 | 20 | 4 | 75.00 | \$1,594.50 | \$1,642.50 |
| Jan 2025 | 21 | 5 | 78.75 | \$1,674.23 | \$1,724.63 |
| Feb 2025 | 19 | 4 | 71.25 | \$1,514.78 | \$1,560.38 |
| Mar 2025 | 21 | 4 | 78.75 | \$1,674.23 | \$1,724.63 |
| Apr 2025 | 22 | 5 | 82.50 | \$1,753.95 | \$1,806.75 |
| May 2025 | 21 | 4 | 78.75 | \$1,674.23 | \$1,724.63 |
| Jun 2025 | 20 | 4 | 75.00 | \$1,594.50 | \$1,642.50 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 25.DoHS.029.25 | | | | | | | | | |
|---|-------------|------------------------------------|-----------|-------------------------------------|-----------------|------------------------------------|-----------------------------|-------------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 2700 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | 15 | | |
| VCT Tile (ft ²) | 1800 | Fixtures (#) | 16 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | 12 | | |
| Ceramic (ft ²) | 0 | Water Fountains (#) | 0 | Stair Flights (#) | 0 | Outside (ft ²) | 12 | | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 34 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | 2 | | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 16 | Horizontal Surf. (ft ²) | 40 | Int 1 Side (ft ²) | 40 | | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 40 | Ext Glass Doors/Panels | 4 | | |
| TOTAL (ft²) | 4500 | ft² per WO Mat | 15 | Baseboard (linear ft) | 0 | Ext 1 Side (ft²) | 21 | | |
| Outside (ft ²) | 0 | TOTAL ft² WO Mat | 60 | Entrance (ft²) | 0 | | | | |
| SCOPE OF WORK | | | | | | | | | |
| Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement | Scope of Work # | ISSA #* | Description | Time | Work Days/Agreement |
| 1a | 485 | Sweep | 0.462 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.504 | 247 | 8a | 183 | Clean Fountain | 0.000 | 0 |
| 1c | 385 | Spray Buff | 0.010 | 12 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.200 | 247 |
| 2a | 295 | Spot Vacuum (35%) | 0.333 | 195 | 10c-d | 84 | Interior Glass Doors/Panels | 0.190 | 247 |
| 2b | 295 | Vacuum | 0.254 | 52 | 10e | 563 | Interior Windows | 0.017 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.079 | 247 | 10f | 563 | Exterior Windows | 0.017 | 12 |
| 2e | 91 | Walk Off Mats | 0.030 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 0.568 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.060 | 52 | 11c | 179 | Police Parking Lot | 0.000 | 0 |
| 4a | 69 | Spot Dust (35%) | 0.000 | 195 | 11d | 590 | Remove Trash | 0.075 | 247 |
| 4b | 69 | Thorough Dust | 0.003 | 52 | 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 | 12 | | | | | |
| 5b | 546 | Wash Vents | 0.006 | 12 | | | Utility Time | 0.120 | |
| 6a-6i | 229 | Restrooms | 0.800 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.025 | 247 | | | | | |
| HOURS PER DAY | | | | | | | | 3.75 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- o Dust Vents
- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

25.DoHS.030.25

Fiscal Year 2025

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 Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Calhoun County
85 Industrial Park Road
Grantsville, WV 26147
Joyce Underwood
304-462-0412

Billing: DoHS BFA R2
Calhoun County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2024 to 6/30/2025

Total Agreement Pricing: 1729.00 **Total Hours**

Non P-Card Pricing:

\$36,758.54 **Total Cost**

The WV Auditor's Office encourages payment via OASIS using ACH.

P-Card Pricing:

\$37,865.10 **Total Cost w/Pcard**

If planning to pay via P-card, please initial here:

- Please reference the attached *Pricing* sheet providing a detailed, monthly, breakdown.
- Please reference the attached *Terms of Agreement* and *Workloading* sheets providing a detailed breakdown of the scope of work.

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

DocuSigned by:

Nita Hobbs

5090073000500480

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

OK
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

25.DoHS.030.25

Fiscal Year 2025

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.

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O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Jarod Butcher

O: 304-366-5737

C: 304-612-4757

theopshopjb@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.
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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.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

PRICING

25.DoHS.030.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

| | |
|-------------------------------------|--------------------|
| TOTAL AGREEMENT HOURS | 1729.00 |
| TOTAL AGREEMENT COST | \$36,758.54 |
| TOTAL AGREEMENT COST w/Pcard | \$37,865.10 |

Broken Down/Billed As Follows:

| | | | | Regular Hourly Rate | Pcard Hourly Rate |
|-----------------|-------------|--------------|--------------------------|--------------------------------|---------------------------------|
| | | | | \$21.26 | \$21.90 |
| | Days | Weeks | Monthly Hours | Monthly Cost | Monthly Cost w/Pcard |
| Jul 2024 | 22 | 5 | 154.00 | \$3,274.04 | \$3,372.60 |
| Aug 2024 | 22 | 4 | 154.00 | \$3,274.04 | \$3,372.60 |
| Sep 2024 | 20 | 4 | 140.00 | \$2,976.40 | \$3,066.00 |
| Oct 2024 | 22 | 5 | 154.00 | \$3,274.04 | \$3,372.60 |
| Nov 2024 | 17 | 4 | 119.00 | \$2,529.94 | \$2,606.10 |
| Dec 2024 | 20 | 4 | 140.00 | \$2,976.40 | \$3,066.00 |
| Jan 2025 | 21 | 5 | 147.00 | \$3,125.22 | \$3,219.30 |
| Feb 2025 | 19 | 4 | 133.00 | \$2,827.58 | \$2,912.70 |
| Mar 2025 | 21 | 4 | 147.00 | \$3,125.22 | \$3,219.30 |
| Apr 2025 | 22 | 5 | 154.00 | \$3,274.04 | \$3,372.60 |
| May 2025 | 21 | 4 | 147.00 | \$3,125.22 | \$3,219.30 |
| Jun 2025 | 20 | 4 | 140.00 | \$2,976.40 | \$3,066.00 |
| | 247 | 52 | | | |

| WORKLOADING FOR AGREEMENT: 25.DoHS.030.25 | | | | | | | | | |
|---|------------|------------------------------|----------|-------------------------------------|-----------------|-------------------------------|-----------------------------|-------|---------------------|
| Agreement Type | Janitorial | Agreement Period | 7/1/2024 | 6/30/2025 | Days/Week | 5 | Agreement Days | 247 | |
| LOCATION PROFILE | | | | | | | | | |
| Carpet (ft ²) | 6564 | Restrooms (#) | 4 | Elevators (#) | 0 | Windows (#) | | 25 | |
| VCT Tile (ft ²) | 1710 | Fixtures (#) | 12 | Light Fixtures (ft ²) | 0 | Inside (ft ²) | | 12 | |
| Ceramic (ft ²) | 728 | Water Fountains (#) | 1 | Stair Flights (#) | 0 | Outside (ft ²) | | 12 | |
| Concrete (ft ²) | 0 | Trash Receptacles (#) | 69 | Upholstery (ft ²) | 0 | Int Glass Doors/Panels | | 4 | |
| Vinyl/Lam (ft ²) | 0 | Vents (ft ²) | 52 | Horizontal Surf. (ft ²) | 1000 | Int 1 Side (ft ²) | | 35 | |
| Other (ft ²) | 0 | Walk Off Mats (#) | 4 | Vertical Surf. (ft ²) | 1000 | Ext Glass Doors/Panels | | 4 | |
| TOTAL (ft ²) | 9002 | ft ² per WO Mat | 15 | Baseboard (linear ft) | 0 | Ext 1 Side (ft ²) | | 21 | |
| Outside (ft ²) | 500 | TOTAL ft ² WO Mat | 60 | 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 | 0.626 | 247 | 7b | 67 | Baseboards | 0.000 | 0 |
| 1b | 369 | Mop | 0.683 | 247 | 8a | 183 | Clean Fountain | 0.017 | 247 |
| 1c | 385 | Spray Buff | 0.062 | 52 | 10a-b | 84 | Exterior Glass Doors/Panels | 0.042 | 52 |
| 2a | 295 | Spot Vacuum (35%) | 1.026 | 247 | 10c-d | 84 | Interior Glass Doors/Panels | 0.333 | 247 |
| 2b | 295 | Vacuum | 0.617 | 52 | 10e | 563 | Interior Windows | 0.028 | 12 |
| 2c | 294 | Spot Clean (35%) | 0.191 | 247 | 10f | 563 | Exterior Windows | 0.028 | 12 |
| 2e | 91 | Walk Off Mats | 0.030 | 247 | 11a | 540 | Wash Light Fixtures | 0.000 | 0 |
| 3a | 177 | Empty Trash/Wipe Clean | 1.152 | 247 | 11b | 179 | Police Entrance(25%) | 0.000 | 0 |
| 3b | 178-177 | Reline Baskets | 0.121 | 52 | 11c | 179 | Police Parking Lot | 0.032 | 52 |
| 4a | 69 | Spot Dust (35%) | 0.014 | 247 | 11d | 590 | Remove Trash | 0.150 | 247 |
| 4b | 69 | Thorough Dust | 0.084 | 52 | 12a | 588 | Stairs | 0.000 | 0 |
| 4d | 81 | Vacuum Upholst. Furniture | 0.000 | 0 | 12b | 589 | Elevator | 0.000 | 0 |
| 5a | 69 | Dust Vents | 0.010 | 247 | | | | | |
| 5b | 546 | Wash Vents | 0.021 | 12 | | | Utility Time | 1.000 | |
| 6a-6i | 229 | Restrooms | 0.600 | 247 | | | | | |
| 7a | 67 | Remove Dirt | 0.131 | 52 | | | | | |
| HOURS PER DAY | | | | | | | | 7.00 | |

*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see issa.com or contact WVARF.

JANITORIAL TASK LIST

DAILY

- o Sweep
- o Mop
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Dust Vents
- o Restrooms
- o Clean Fountain
- o Interior Glass Doors/Panels
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust
- o Remove Dirt
- o Exterior Glass Doors/Panels
- o Police Entrance(25%)

MONTHLY

- o Spray Buff
- o Wash Vents
- o Interior Windows
- o Exterior Windows



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR FAMILY ASSISTANCE
DIVISION OF PROCUREMENT

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Janie Cole
Commissioner

MEMORANDUM

TO: To Whom It May Concern
DHHR Purchasing

FROM: Lesley Walizer *Lesley Walizer*
BFA Director of Purchasing

DATE: May 30, 2024

RE: Justification for Janitorial Services

This memo is to justify the need for Janitorial Services for the West Virginia Department of Health and Human Resources Bureau for Family Assistance field offices for the cleanliness and promotion of health for our employees. Such services are outlined in the attached scope of work. Thank you

^{Ok}
Althea Greenhowe



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|---|
| <i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>6/3/24</u> Solicitation No. _____ | Agency: DoHS Bureau for Family Assistance Procurement Officer Submitting Requisition: Lesley Walizer Requisition No. CDO BFA24*002 PF No.: 1441102 |
|---|---|

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Specifications and Pricing Page included | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Fleet Management Division pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:

| | | | | | |
|----------|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 1 | Two-party agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Standard change order language | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Office of Technology CIO approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Justification for price increases/backdating/other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Bond Rider (Construction) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Secretary of State Verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | State debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Federal debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____



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Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|----------|------------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 5/8/1973 | | 5/8/1973 | Domestic | Non Profit | | | |

| Organization Information | | | |
|--------------------------|---|--------------------|---------------|
| Business Purpose | 5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs) | | Capital Stock |
| | | | 0.0000 |
| Charter County | Kanawha | Control Number | 0 |
| Charter State | WV | Excess Acres | 0 |
| At Will Term | | Member Managed | |
| At Will Term Years | | Par Value | 0.000000 |
| Authorized Shares | 0 | Young Entrepreneur | Not Specified |

| Addresses | |
|---------------------------|---|
| Type | Address |
| Local Office Address | 400 PATTERSON LANE CHARLESTON, WV, 25311 |
| Mailing Address | PO BOX 6764 CHARLESTON, WV, 25362 USA |
| Notice of Process Address | NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311 |
| Principal Office Address | 400 PATTERSON LANE CHARLESTON, WV, 25311 USA |
| Type | Address |

| Officers | |
|--------------|---|
| Type | Name/Address |
| Director | NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505 |
| Incorporator | GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA |
| Incorporator | TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA |
| President | JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301 |
| Type | Name/Address |

| DBA | | | |
|-----------------------|-------------|----------------|------------------|
| DBA Name | Description | Effective Date | Termination Date |
| CROSSROADS INDUSTRIES | TRADENAME | 8/28/1995 | |
| WV/ARF | TRADENAME | 9/30/2004 | |
| DBA Name | Description | Effective Date | Termination Date |

| Date | Amendment |
|------------|---|
| 3/21/2014 | AMENDMENT FILED: SEE IMAGE |
| 6/4/2010 | FILED AMENDING BY-LAWS |
| 5/26/2009 | AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS |
| 11/18/1985 | AMEND; BY LAWS |
| Date | Amendment |

| Annual Reports | |
|----------------|--|
| Filed For | |
| 2024 | |
| 2023 | |
| 2022 | |
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| Date filled |

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, June 3, 2024 — 9:08 AM

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☒ All Words ^①

☐ Exact Phrase ^①

e.g. 123456789, Smith Corp

"the west virginia association of rehabilitation facilities"



Entity



Location



Entity Status



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☐ Inactive

☐ ID Assigned

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