



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 border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Lesley E Walizer Requestor Phone: (304) 356-4545 Requestor Email: lesley.e.walizer@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	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
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark A Atkins 6/03/2024</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>6/04/24</i> ELECTRONIC SIGNATURE ON FILE
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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



Service Agreement
01.DoHS.017.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: 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.wallizer@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

Lesley Wallizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Wallizer
Customer Print Name

5-30-24
Date

Althea^{OK} 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

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TERMS OF AGREEMENT

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- The customer understands that the associates working in their facilities are employees of the vendor. If an issue arises, the customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WV ARF CONTACT:	VENDOR CONTACT:
Gary Wolfe, Contract Manager	Mary Dean
O: 681-661-0141	O: 304-472-4678
C: 304-444-2401	C:
gwolfe@wvarf.org	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.

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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.DoHS.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 Filigets (#)	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 (ft²)	19240	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	0	TOTAL ft² WO Mat	90	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	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

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- 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



Service Agreement
01.DoHS.018.25
Fiscal Year 2025

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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
50400700DC88468
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
Date

OK
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

Fax: (304) 205-7915

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Fiscal Year 2025

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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

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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
	Days	Weeks	Monthly Hours	\$19.14	\$19.71
				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 (ft²)	8880	ft² per WO Mat	24	Baseboard (linear ft)	25000	Ext 1 Side (ft²)		0	
Outside (ft ²)	0	TOTAL ft² WO Mat		96 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	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 VVARF.

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. (WVARF)

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 WVARF

DocuSigned by:
Nita Hobbs
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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:

WV ARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Josh Shamblin

O: 304-587-7852

C:

- 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
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:

	Days	Weeks	Monthly Hours	Regular	Pcard
				Hourly Rate	Hourly Rate
				\$22.72	\$23.40
				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	5/30/2025	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 ²)	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 (ft²)	6500	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)		24	
Outside (ft ²)	0	TOTAL ft² WO Mat	24	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	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



Service Agreement
05.DoHS.020.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: 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 WVARF

DocuSigned by:
Nita Hobbs
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
Date

Althea^{OK} 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:

WV ARF 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 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
 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.DoHS.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 (ft²)	50000	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	1000	TOTAL ft² WO Mat	96	Entrance (ft²)	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



Service Agreement

06.DoHS.021.25

Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: 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 DASIS 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

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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:

WV ARF 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 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
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:
				\$22.20	\$22.87
	Days	Weeks	Monthly Hours	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 (ft²)	20827	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	0	TOTAL ft² WO Mat	48	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	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. (WARF)

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:

- 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 WARF

DocuSigned by: Nita Hobbs
WARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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.022.25

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
mmyville@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 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 Handcapped.
• 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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Phone: (304) 205-7970

Fax: (304) 205-7915

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
	Days	Weeks	Monthly Hours	\$22.20	\$22.87
				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 (ft²)	3696	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	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.

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

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

- 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

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
Date

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.023.25

Fiscal Year 2025

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TERMS OF AGREEMENT

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WV ARF 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 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.
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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:
				\$22.20	\$22.87
	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 (ft²)	2470	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft ²)	0	TOTAL ft² WO Mat	45	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	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.

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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. (WV ARF)

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 WVARF

DocuSigned by:
Nita Hobbs
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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:

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.
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- 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.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 (ft²)	13977	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft² 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

- 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
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. (WV ARF)

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

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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

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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.
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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	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	500	TOTAL ft² WO Mat	30		Entrance (ft ²)	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			Utility Time	0.200	
5b	546	Wash Vents	0.000	1					
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

- 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
- Police Entrance(25%)
- Police Parking Lot
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Dust Vents

MONTHLY

- Spray Buff
- Interior Windows

ONCE A YEAR

- Wash Vents
- 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. (WV ARF)

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

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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

EP0007300C08460

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

08.DoHS.026.25

Fiscal Year 2025

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WV ARF CONTACT:

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

VENDOR CONTACT:

Sally Nelson
O: 304-523-7461 ext. 430
C: 304-751-6398
mnelson@goodwillhunting.org

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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 (ft²)	8882	ft ² per WO Mat	0	Baseboard (Linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft² 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

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

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.walizer@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

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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:	VENDOR CONTACT:
Misty Mayville, Contract Manager	Michael Gray
O: 681-661-0144	O: 304-742-6202
C: 304-539-9353	C: 304-880-5041
mmayville@wvarf.org	michael@wvbright horizons.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
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 (ft²)	7500	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft² 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	Rollie 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					
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

- 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

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



Service Agreement
17.DoHS.028.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: The 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 WVARF

DocuSigned by:
Nita Hobbs
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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

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TERMS OF AGREEMENT

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

- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

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

VENDOR CONTACT:

Michael Gray
 O: 304-742-6202
 C: 304-880-5041
 michael@wvbrighthorizons.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- 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
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 (ft²)	14628	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft² 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

- 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

THREE TIMES A YEAR

- o Interior Windows
- o Exterior Windows



Service Agreement
25.DoHS.029.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: The Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R2
Gilmer County
1493 SRS 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

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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.



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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 (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	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

- Sweep
- Mop
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- 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



Service Agreement
25.DoHS.030.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

SERVICE AGREEMENT

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

Work Performed By*: The Op Shop, Inc.

Work Performed: Janitorial

Site: 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
WVARF, Inc.

5/28/2024
Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-30-24
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.
- 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.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 (ft²)	9002	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft ²)	500	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	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 <hr/> Procurement Officer Submitting Requisition: Lesley Walizer <hr/> Requisition No. CDO BFA24*002 <hr/> 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 [CROM → 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:

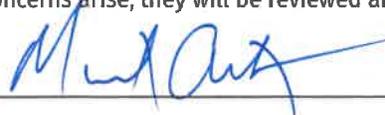
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	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

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

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	S613 - 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 S01C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
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Date filed

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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e.g. J606N020Q02



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All Words ⓘ

Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"the west virginia association of rehabilitation facilities" x

Entity



Location



Entity Status



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ID Assigned

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