

Extended Description:

BFA REGION 3, 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	2223.00000	HOUR	\$20.2600	\$45,037.98
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, Hamlin/Lincoln 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: Goodwill Industries of KYOWVA Area, Inc.

Hourly rate will be \$20.26

Total number of hours will be provided will be 2223 and the annual fee \$45,037.98

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1976.00000	HOUR	\$19.8800	\$39,282.88
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, Boone 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: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1976 and the annual fee \$39,282.88

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1111.50000	HOUR	\$19.8800	\$22,096.62
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, Summers 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: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1111.50 and the annual fee \$22,096.62

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1852.50000	HOUR	\$19.8800	\$36,827.70
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, Wyoming 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: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1852.50 and the annual fee \$36,827.70

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	2593.50000	HOUR	\$19.8800	\$51,558.78
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, McDowell 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: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 2593.50 and the annual fee \$51,558.78

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	2470.00000	HOUR	\$19.8800	\$49,103.60
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, Williamson/Mingo 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: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 2470 and the annual fee \$49,103.60

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	3581.50000	HOUR	\$16.7100	\$59,846.87
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, Mercer 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: Mercer County Opportunity Industries, Inc.

Hourly rate will be \$16.71

Total number of hours will be provided will be 3581.50 and the annual fee \$59,846.87

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	2099.50000	HOUR	\$20.3100	\$42,640.85
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, Wayne 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: Prestera Center for Mental Health Services, Inc.

Hourly rate will be \$20.31

Total number of hours will be provided will be 2099.50 and the annual fee \$42,640.85



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.031.25

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*: Goodwill Industries of KYOWVA Area, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Hamlin/Lincoln County
8209 Court Avenue
Hamlin, WV 25523
Lance Whaley
304-824-5811

Billing: DoHS BFA R3
Hamlin/Lincoln 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: 2223.00 **Total Hours**

Non P-Card Pricing:

\$45,037.98 Total Cost

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

P-Card Pricing:

\$46,394.01 Total Cost w/Pcard

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

08.DoHS.031.25

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:

Sally Nelson

O: 304-523-7461 ext. 430

C: 304-751-6398

snelson@goodwillhunting.org

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



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PRICING

08.DoHS.031.25

Fiscal Year 2025

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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2223.00
TOTAL AGREEMENT COST	\$45,037.98
TOTAL AGREEMENT COST w/Pcard	\$46,394.01

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	198.00	\$4,011.48	\$4,132.26
Aug 2024	22	4	198.00	\$4,011.48	\$4,132.26
Sep 2024	20	4	180.00	\$3,646.80	\$3,756.60
Oct 2024	22	5	198.00	\$4,011.48	\$4,132.26
Nov 2024	17	4	153.00	\$3,099.78	\$3,193.11
Dec 2024	20	4	180.00	\$3,646.80	\$3,756.60
Jan 2025	21	5	189.00	\$3,829.14	\$3,944.43
Feb 2025	19	4	171.00	\$3,464.46	\$3,568.77
Mar 2025	21	4	189.00	\$3,829.14	\$3,944.43
Apr 2025	22	5	198.00	\$4,011.48	\$4,132.26
May 2025	21	4	189.00	\$3,829.14	\$3,944.43
Jun 2025	20	4	180.00	\$3,646.80	\$3,756.60
	247	52			

WORKLOADING FOR AGREEMENT: 08.DoHS.031.25								
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247
LOCATION PROFILE								
Carpet (ft ²)	6516	Restrooms (#)	6	Elevators (#)	0	Windows (#)	11	
VCT Tile (ft ²)	7136	Fixtures (#)	18	Light Fixtures (ft ²)	0	Inside (ft ²)	10	
Ceramic (ft ²)	358	Water Fountains (#)	1	Stair Flights (#)	1	Outside (ft ²)	10	
Concrete (ft ²)	0	Trash Receptacles (#)	52	Upholstery (ft ²)	0	Int Glass Doors/Panels	2	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	42	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)	30	
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels	2	
TOTAL (ft²)	14010	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
1a	486	Sweep	1.924	247	7b	67	Baseboards	0.000
1b	369	Mop	2.099	247	8a	183	Clean Fountain	0.017
1c	385	Spray Buff	0.044	12	10a-b	84	Exterior Glass Doors/Panels	0.100
2a	295	Spot Vacuum (35%)	1.019	247	10c-d	84	Interior Glass Doors/Panels	0.143
2b	295	Vacuum	0.613	52	10e	563	Interior Windows	0.010
2c	294	Spot Clean (35%)	0.190	247	10f	563	Exterior Windows	0.010
2e	91	Walk Off Mats	0.023	247	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	0.868	247	11b	179	Police Entrance(25%)	0.000
3b	178-177	Reline Baskets	0.091	52	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.007	247	11d	590	Remove Trash	0.234
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.133
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.000	12				
5b	546	Wash Vents	0.017	12			Utility Time	0.210
6a-6i	229	Restrooms	0.900	247				
7a	67	Remove Dirt	0.311	247				
HOURS PER DAY							9.00	

*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
- Stairs

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

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



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Service Agreement

11.DoHS.032.25

Fiscal Year 2025

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SERVICE AGREEMENT

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

Work Performed By*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Boone County
156 Resource Lane
Foster, WV 25081
304-369-7802

Billing: DoHS BFA R3
Boone 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: 1976.00 Total Hours

Non P-Card Pricing:

\$39,282.88

Total Cost

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

P-Card Pricing:

\$40,468.48

Total Cost w/Pcard

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

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DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

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Terms of Agreement

11.DoHS.032.25

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:

Greg Blake

O: 304-294-5610

C: 304-673-8489

gblake@iriwv.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.
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PRICING

11.DoHS.032.25

Fiscal Year 2025

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PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1976.00
TOTAL AGREEMENT COST	\$39,282.88
TOTAL AGREEMENT COST w/Pcard	\$40,468.48

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	176.00	\$3,498.88	\$3,604.48
Aug 2024	22	4	176.00	\$3,498.88	\$3,604.48
Sep 2024	20	4	160.00	\$3,180.80	\$3,276.80
Oct 2024	22	5	176.00	\$3,498.88	\$3,604.48
Nov 2024	17	4	136.00	\$2,703.68	\$2,785.28
Dec 2024	20	4	160.00	\$3,180.80	\$3,276.80
Jan 2025	21	5	168.00	\$3,339.84	\$3,440.64
Feb 2025	19	4	152.00	\$3,021.76	\$3,112.96
Mar 2025	21	4	168.00	\$3,339.84	\$3,440.64
Apr 2025	22	5	176.00	\$3,498.88	\$3,604.48
May 2025	21	4	168.00	\$3,339.84	\$3,440.64
Jun 2025	20	4	160.00	\$3,180.80	\$3,276.80
	247	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.032.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	11170	Restrooms (#)	4	Elevators (#)	0	Windows (#)	33		
VCT Tile (ft ²)	1726	Fixtures (#)	36	Light Fixtures (ft ²)	0	Inside (ft ²)	9		
Ceramic (ft ²)	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft ²)	9		
Concrete (ft ²)	0	Trash Receptacles (#)	84	Upholstery (ft ²)	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	24	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	20		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	12896	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	45		Entrance (ft ²)	0			
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.443	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.483	247	8a	183	Clean Fountain	0.050	247
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	1.746	247	10c-d	84	Interior Glass Doors/Panels	0.010	52
2b	295	Vacuum	1.050	52	10e	563	Interior Windows	0.027	12
2c	294	Spot Clean (35%)	0.326	247	10f	563	Exterior Windows	0.027	12
2e	91	Walk Off Mats	0.023	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.403	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.147	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	247	11d	590	Remove Trash	0.215	247
4b	69	Thorough Dust	0.004	12	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	0.002	2			Utility Time	0.010	
6a-6i	229	Restrooms	1.800	247					
7a	67	Remove Dirt	0.124	247					
HOURS PER DAY								8.00	

*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
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Interior Glass Doors/Panels

MONTHLY

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

TWICE A YEAR

- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

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Service Agreement

11.DoHS.033.25

Fiscal Year 2025

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SERVICE AGREEMENT**Contractor:** West Virginia Association of Rehabilitation Facilities, Inc. (WV ARF)**Work Performed By*:** Integrated Resources, Inc.**Work Performed:** Janitorial

Site: DoHS BFA R3
Summers County
320 Summers Street, Suite A
Hinton, WV 25951
304-466-2814

Billing: DoHS BFA R3
Summers 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:** 1111.50 **Total Hours****Non P-Card Pricing:**

\$22,096.62

Total Cost

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

P-Card Pricing:

\$22,763.52

Total Cost w/Pcard

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

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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

WV ARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



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Fiscal Year 2025

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- 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:

Greg Blake

O: 304-294-5610

C: 304-673-8489

gblake@iriwv.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

11.DoHS.033.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS:	1111.50
TOTAL AGREEMENT COST:	\$22,096.62
TOTAL AGREEMENT COST w/Pcard:	\$22,763.52

Broken Down/Billed As Follows:

				Regular Hourly Rate:	Pcard Hourly Rate:
				\$19.88	\$20.48
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	99.00	\$1,968.12	\$2,027.52
Aug 2024	22	4	99.00	\$1,968.12	\$2,027.52
Sep 2024	20	4	90.00	\$1,789.20	\$1,843.20
Oct 2024	22	5	99.00	\$1,968.12	\$2,027.52
Nov 2024	17	4	76.50	\$1,520.82	\$1,566.72
Dec 2024	20	4	90.00	\$1,789.20	\$1,843.20
Jan 2025	21	5	94.50	\$1,878.66	\$1,935.36
Feb 2025	19	4	85.50	\$1,699.74	\$1,751.04
Mar 2025	21	4	94.50	\$1,878.66	\$1,935.36
Apr 2025	22	5	99.00	\$1,968.12	\$2,027.52
May 2025	21	4	94.50	\$1,878.66	\$1,935.36
Jun 2025	20	4	90.00	\$1,789.20	\$1,843.20
	247	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.033.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	6804	Restrooms (#)	4	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft ²)	1046	Fixtures (#)	20	Light Fixtures (ft ²)	0	Inside (ft ²)	32		
Ceramic (ft ²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	32		
Concrete (ft ²)	0	Trash Receptacles (#)	36	Upholstery (ft ²)	0	Int Glass Doors/Panels	3		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	0	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	14		
Other (ft ²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	2		
TOTAL (ft²)	7850	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	0.268	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.293	247	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.026	52	10a-b	84	Exterior Glass Doors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	0.840	195	10c-d	84	Interior Glass Doors/Panels	0.100	247
2b	295	Vacuum	0.640	52	10e	563	Interior Windows	0.024	12
2c	294	Spot Clean (35%)	0.198	247	10f	563	Exterior Windows	0.024	12
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.601	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.063	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	195	11d	590	Remove Trash	0.131	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	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.020	
6a-6i	229	Restrooms	1.000	247					
7a	67	Remove Dirt	0.124	247					
HOURS PER DAY								4.50	

*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 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 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

11.DoHS.034.25

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*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Wyoming County
HC 72, Box 300, Rt 97
Pineville, WV 24874
304-732-6900

Billing: DoHS BFA R3
Wyoming 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: 1852.50 **Total Hours**

Non P-Card Pricing:

\$36,827.70

Total Cost

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

P-Card Pricing:

\$37,939.20

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

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

11.DoHS.034.25

Fiscal Year 2025

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

TERMS OF AGREEMENT

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

WVARF CONTACT:	VENDOR CONTACT:
Misty Mayville, Contract Manager	Greg Blake
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8489
mmayville@wvarf.org	gblake@iriwv.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
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- 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.

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

PRICING

11.DoHS.034.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1852.50
TOTAL AGREEMENT COST	\$36,827.70
TOTAL AGREEMENT COST w/Pcard	\$37,939.20

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.88	\$20.48
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	165.00	\$3,280.20	\$3,379.20
Aug 2024	22	4	165.00	\$3,280.20	\$3,379.20
Sep 2024	20	4	150.00	\$2,982.00	\$3,072.00
Oct 2024	22	5	165.00	\$3,280.20	\$3,379.20
Nov 2024	17	4	127.50	\$2,534.70	\$2,611.20
Dec 2024	20	4	150.00	\$2,982.00	\$3,072.00
Jan 2025	21	5	157.50	\$3,131.10	\$3,225.60
Feb 2025	19	4	142.50	\$2,832.90	\$2,918.40
Mar 2025	21	4	157.50	\$3,131.10	\$3,225.60
Apr 2025	22	5	165.00	\$3,280.20	\$3,379.20
May 2025	21	4	157.50	\$3,131.10	\$3,225.60
Jun 2025	20	4	150.00	\$2,982.00	\$3,072.00
	247	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.034.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	10221	Restrooms (#)	3	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft ²)	1656	Fixtures (#)	24	Light Fixtures (ft ²)	0	Inside (ft ²)	0		
Ceramic (ft ²)	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft ²)	0		
Concrete (ft ²)	0	Trash Receptacles (#)	87	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	24	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	33		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	11877	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	96	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.425	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.464	247	8a	183	Clean Fountain	0.050	247
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	1.261	195	10c-d	84	Interior Glass Doors/Panels	0.314	247
2b	295	Vacuum	0.961	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.298	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	1.453	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.153	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	195	11d	590	Remove Trash	0.198	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	0.010	12			Utility Time	0.310	
6a-6i	229	Restrooms	1.200	247					
7a	67	Remove Dirt	0.124	247					
HOURS PER DAY								7.50	

*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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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Fax: (304) 205-7915

Service Agreement

11.DoHS.035.25

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*: Integrated Resources, Inc.

Work Performed: Janitorial

Site:
DoHS BFA R3
McDowell County
840 Virginia Avenue
Welch, WV 24801
304-436-8302

Billing: DoHS BFA R3
McDowell 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: 2593.50 **Total Hours**

Non P-Card Pricing:

\$51,558.78 Total Cost

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

P-Card Pricing:

\$53,114.88 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 Hubbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

11.DoHS.035.25

Fiscal Year 2025

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TERMS OF AGREEMENT

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

WVARF CONTACT:	VENDOR CONTACT:
Misty Mayville, Contract Manager	Greg Blake
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8489
mmayville@wvarf.org	gblake@iriwv.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
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- 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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PRICING

11.DoHS.035.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2593.50
TOTAL AGREEMENT COST	\$51,558.78
TOTAL AGREEMENT COST w/Pcard	\$53,114.88

Broken Down/Billed As Follows:

				Regular	Pcard
				Hourly Rate	Hourly Rate
				\$19.88	\$20.48
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	231.00	\$4,592.28	\$4,730.88
Aug 2024	22	4	231.00	\$4,592.28	\$4,730.88
Sep 2024	20	4	210.00	\$4,174.80	\$4,300.80
Oct 2024	22	5	231.00	\$4,592.28	\$4,730.88
Nov 2024	17	4	178.50	\$3,548.58	\$3,655.68
Dec 2024	20	4	210.00	\$4,174.80	\$4,300.80
Jan 2025	21	5	220.50	\$4,383.54	\$4,515.84
Feb 2025	19	4	199.50	\$3,966.06	\$4,085.76
Mar 2025	21	4	220.50	\$4,383.54	\$4,515.84
Apr 2025	22	5	231.00	\$4,592.28	\$4,730.88
May 2025	21	4	220.50	\$4,383.54	\$4,515.84
Jun 2025	20	4	210.00	\$4,174.80	\$4,300.80
	247	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.035.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft²)	9718	Restrooms (#)	5	Elevators (#)	0	Windows (#)		40	
VCT Tile (ft²)	4123	Fixtures (#)	24	Light Fixtures (ft²)	0	Inside (ft²)		12	
Ceramic (ft²)	546	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft²)		12	
Concrete (ft²)	0	Trash Receptacles (#)	80	Upholstery (ft²)	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft²)	0	Vents (ft²)	0	Horizontal Surf. (ft²)	200	Int 1 Side (ft²)		0	
Other (ft²)	3377	Walk Off Mats (#)	4	Vertical Surf. (ft²)	200	Ext Glass Doors/Panels		4	
TOTAL (ft²)	17764	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft²)		21	
Outside (ft²)	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	2.065	247	7b	67	Baseboards	0.000	0
1b	369	Mop	2.253	247	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.047	12	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	1.199	195	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.914	52	10e	563	Interior Windows	0.044	12
2c	294	Spot Clean (35%)	0.283	247	10f	563	Exterior Windows	0.044	12
2e	91	Walk Off Mats	0.030	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	0.296	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	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.290	
6a-6i	229	Restrooms	1.200	247					
7a	67	Remove Dirt	0.124	247					
HOURS PER DAY								10.50	

*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 Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Spray Buff
- 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

11.DoHS.036.25

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*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Williamson/Mingo Co
203 East Third Avenue
Williamson, WV 25661
Anthony Walizer
304-356-4098

Billing: DoHS BFA R3
Williamson/Mingo Co
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: 2470.00 **Total Hours**

Non P-Card Pricing:

\$49,103.60

Total Cost

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

P-Card Pricing:

\$50,585.60

Total Cost w/Pcard

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

11.DoHS.036.25

Fiscal Year 2025

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

TERMS OF AGREEMENT

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

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

WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Greg Blake

O: 304-294-5610

C: 304-673-8489

gblake@iriwv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
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Fax: (304) 205-7915

PRICING

11.DoHS.036.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2470.00
TOTAL AGREEMENT COST	\$49,103.60
TOTAL AGREEMENT COST w/Pcard	\$50,585.60

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
	Days	Weeks	Monthly Hours	\$19.88	\$20.48
				Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	220.00	\$4,373.60	\$4,505.60
Aug 2024	22	4	220.00	\$4,373.60	\$4,505.60
Sep 2024	20	4	200.00	\$3,976.00	\$4,096.00
Oct 2024	22	5	220.00	\$4,373.60	\$4,505.60
Nov 2024	17	4	170.00	\$3,379.60	\$3,481.60
Dec 2024	20	4	200.00	\$3,976.00	\$4,096.00
Jan 2025	21	5	210.00	\$4,174.80	\$4,300.80
Feb 2025	19	4	190.00	\$3,777.20	\$3,891.20
Mar 2025	21	4	210.00	\$4,174.80	\$4,300.80
Apr 2025	22	5	220.00	\$4,373.60	\$4,505.60
May 2025	21	4	210.00	\$4,174.80	\$4,300.80
Jun 2025	20	4	200.00	\$3,976.00	\$4,096.00
	247	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.036.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	11846	Restrooms (#)	5	Elevators (#)	0	Windows (#)		32	
VCT Tile (ft ²)	2432	Fixtures (#)	24	Light Fixtures (ft ²)	0	Inside (ft ²)		12	
Ceramic (ft ²)	559	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		12	
Concrete (ft ²)	0	Trash Receptacles (#)	117	Upholstery (ft ²)	0	Int Glass Doors/Panels		40	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	20	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)		12	
Other (ft ²)	119	Walk Off Mats (#)	2	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels		4	
TOTAL (ft ²)	14956	ft ² per WO Mat	30	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	400	TOTAL ft ² WO Mat	60	Entrance (ft ²)	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work/Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.798	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.871	247	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.018	12	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	1.462	195	10c-d	84	Interior Glass Doors/Panels	1.143	247
2b	295	Vacuum	1.114	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.346	247	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.030	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.954	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.205	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	195	11d	590	Remove Trash	0.000	0
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	0.001	52					
5b	546	Wash Vents	0.003	4			Utility Time	0.280	
6a-6i	229	Restrooms	1.200	247					
7a	67	Remove Dirt	0.311	247					
HOURS PER DAY								10.00	

*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

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust
- Dust Vents

MONTHLY

- Spray Buff

FOUR TIMES A YEAR

- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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Service Agreement

15.DoHS.037.25

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*: Mercer County Opportunity Industries, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Mercer County
350 Davis Street
Princeton, WV 24740

Billing: DoHS BFA R3

350 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: 3581.50 **Total Hours**

Non P-Card Pricing:

\$59,846.87 **Total Cost**

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

P-Card Pricing:

\$61,637.62 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

15.DoHS.037.25

Fiscal Year 2025

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TERMS OF AGREEMENT

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WVARF CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

VENDOR CONTACT:

Jamie Hall

O: 304-425-3810

C: 304-922-8402

j.hall@mcolcrp.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.
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PRICING

15.DoHS.037.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	3581.50
TOTAL AGREEMENT COST	\$59,846.87
TOTAL AGREEMENT COST w/Pcard	\$61,637.62

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$16.71	\$17.21
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	319.00	\$5,330.49	\$5,489.99
Aug 2024	22	4	319.00	\$5,330.49	\$5,489.99
Sep 2024	20	4	290.00	\$4,845.90	\$4,990.90
Oct 2024	22	5	319.00	\$5,330.49	\$5,489.99
Nov 2024	17	4	246.50	\$4,119.02	\$4,242.27
Dec 2024	20	4	290.00	\$4,845.90	\$4,990.90
Jan 2025	21	5	304.50	\$5,088.20	\$5,240.45
Feb 2025	19	4	275.50	\$4,603.61	\$4,741.36
Mar 2025	21	4	304.50	\$5,088.20	\$5,240.45
Apr 2025	22	5	319.00	\$5,330.49	\$5,489.99
May 2025	21	4	304.50	\$5,088.20	\$5,240.45
Jun 2025	20	4	290.00	\$4,845.90	\$4,990.90
	247	52			

WORKLOADING FOR AGREEMENT: 15.DohS.037.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	26959	Restrooms (#)	4	Elevators (#)	0	Windows (#)	44		
VCT Tile (ft ²)	3868	Fixtures (#)	24	Light Fixtures (ft ²)	0	Inside (ft ²)	12		
Ceramic (ft ²)	804	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	12		
Concrete (ft ²)	0	Trash Receptacles (#)	179	Upholstery (ft ²)	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	146	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	35		
Other (ft ²)	0	Walk Off Mats (#)	7	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	1		
TOTAL (ft ²)	31631	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	500	TOTAL ft ² WO Mat	105	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	1.199	247	7b	67	Baseboards	0.000	0
1b	369	Mop	1.308	247	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.118	52	10a-b	84	Exterior Glass Doors/Panels	0.050	247
2a	295	Spot Vacuum (35%)	3.327	195	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	2.535	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.786	247	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.053	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.989	247	11b	179	Police Entrance(25%)	0.038	247
3b	178-177	Reline Baskets	0.314	52	11c	179	Police Parking Lot	0.150	247
4a	69	Spot Dust (35%)	0.002	156	11d	590	Remove Trash	0.527	247
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	2					
5b	545	Wash Vents	0.010	2					
6a-6i	229	Restrooms	1.200	247					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY							14.50		

*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
- Clean Fountain
- Exterior Glass Doors/Panels
- Police Entrance(25%)
- Police Parking Lot
- Remove Trash

WEEKLY

- Spray Buff
- Vacuum
- Reline Baskets

THREE TIMES A WEEK

- Spot Dust (35%)

TWICE A YEAR

- Dust Vents
- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement

21.DoHS.038.25

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*: Prestera Center for Mental Health Services, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3
Wayne County
26542 East Lynn Road
Wayne, WV 25570
304-272-6377
Hope Smith

Billing: DoHS BFA R3
Wayne 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: 2099.50 **Total Hours**

Non P-Card Pricing:

\$42,640.85 Total Cost

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

P-Card Pricing:

\$43,921.54 Total Cost w/Pcard

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

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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 WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok

Althea Greenhowe



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

21.DoHS.038.25

Fiscal Year 2025

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TERMS OF AGREEMENT

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WVARF CONTACT:

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

VENDOR CONTACT:

Rebecca Hall
O: 304-525-7851 ext. 2210
C: 304-412-6504

- 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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PRICING

21.DoHS.038.25

Fiscal Year 2025

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2099.50
TOTAL AGREEMENT COST	\$42,640.85
TOTAL AGREEMENT COST w/Pcard	\$43,921.54

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$20.31	\$20.92
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	187.00	\$3,797.97	\$3,912.04
Aug 2024	22	4	187.00	\$3,797.97	\$3,912.04
Sep 2024	20	4	170.00	\$3,452.70	\$3,556.40
Oct 2024	22	5	187.00	\$3,797.97	\$3,912.04
Nov 2024	17	4	144.50	\$2,934.80	\$3,022.94
Dec 2024	20	4	170.00	\$3,452.70	\$3,556.40
Jan 2025	21	5	178.50	\$3,625.34	\$3,734.22
Feb 2025	19	4	161.50	\$3,280.07	\$3,378.58
Mar 2025	21	4	178.50	\$3,625.34	\$3,734.22
Apr 2025	22	5	187.00	\$3,797.97	\$3,912.04
May 2025	21	4	178.50	\$3,625.34	\$3,734.22
Jun 2025	20	4	170.00	\$3,452.70	\$3,556.40
	247	52			

WORKLOADING FOR AGREEMENT: 21.DoHS.038.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft ²)	10853	Restrooms (#)	4	Elevators (#)	0	Windows (#)		29	
VCT Tile (ft ²)	3452	Fixtures (#)	21	Light Fixtures (ft ²)	0	Inside (ft ²)		12	
Ceramic (ft ²)	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft ²)		12	
Concrete (ft ²)	0	Trash Receptacles (#)	96	Upholstery (ft ²)	0	Int Glass Doors/Panels		33	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	42	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)		2	
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels		4	
TOTAL (ft ²)	14305	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	60	Entrance (ft ²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.886	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.967	247	8a	183	Clean Fountain	0.067	247
1c	385	Spray Buff	0.020	12	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	1.339	195	10c-d	84	Interior Glass Doors/Panels	0.157	247
2b	295	Vacuum	1.020	52	10e	563	Interior Windows	0.032	12
2c	294	Spot Clean (35%)	0.317	247	10f	563	Exterior Windows	0.032	12
2e	91	Walk Off Mats	0.030	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.603	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.168	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	195	11d	590	Remove Trash	0.238	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			Utility Time	0.000	
5b	546	Wash Vents	0.017	12					
6a-6i	229	Restrooms	1.050	247					
7a	67	Remove Dirt	0.311	247					
HOURS PER DAY								8.50	

*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



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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Janie Cole
Commissioner

MEMORANDUM

TO: To Whom It May Concern
DHHR Purchasing

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

DATE: May 30, 2024

RE: Justification for Janitorial Services

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

^{Ok}
Althea Greenhowe



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>6/3/24</u> Solicitation No. _____	Agency: DoHS Bureau for Family Assistance Procurement Officer Submitting Requisition: Lesley Walizer Requisition No. CDO BFA24*003 PF No.: 1441106
---	---

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

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

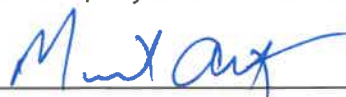
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3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

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

For Purchasing Division Use Only:

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

Signature: _____



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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	
WVAF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1995	AMEND; BY LAWS
Date	Amendment

Annual Reports	
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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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