



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: 06-12-2024

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 0802 5020 DMV2400000001 1	Procurement Folder:	1444551
Document Name:	Janitorial Services FY25	Reason for Modification:	
Document Description:	Janitorial Services FY25		
Procurement Type:	Central Delivery Order		
Buyer Name:	Kristine E James		
Telephone:	304-414-7104		
Email:	kristy.e.james@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN23 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN  CHARLESTON WV 25311 US <b>Vendor Contact Phone:</b> 304-205-7970 <b>Extension:</b>  <b>Discount Details:</b> <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<b>Requestor Name:</b> Cecil W Loyd <b>Requestor Phone:</b> (304) 872-8781 <b>Requestor Email:</b> cecil.w.loyd@wv.gov  <div>24 FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES  5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304  US	304-926-3960 DIVISION OF MOTOR VEHICLES  RECEIVING AND PROCESSING  5707 MACCORKLE AVENUE, S.E. SUITE 200  CHARLESTON WV 25317  US

Total Order Amount: \$561,681.71

Purchasing Division's File Copy

JE 7/2/24

PURCHASING DIVISION AUTHORIZATION  
DATE: 7-3-24  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 7-3-24  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Janitorial Service FY25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1235.00000	HOURL	\$22.1500	\$27,355.25
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Summersville DMV**Extended Description:**Nicholas Co. Sheltered Workshop dba Bright Horizons Hourly Pricing per the attached.  
Summersville DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1235.00000	HOURL	\$24.4400	\$30,183.40
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Martinsburg DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Martinsburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1235.00000	HOURL	\$24.4400	\$30,183.40
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Keyser DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Keyser DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1173.25000	HOURL	\$24.4400	\$28,674.23
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Charles Town DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Charles Town DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1235.00000	HOURL	\$17.3300	\$21,402.55
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Winfield DMV**Extended Description:**Goodwill Industries of Kanawha Valley, Inc.  
Pricing per attached  
Winfield DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1605.50000	HOUR	\$19.8800	\$31,917.34
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Kanawha Mall Branch

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Branch

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	7965.75000	HOUR	\$19.8800	\$158,359.11
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Kanawha Mall Service Center

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Service Center

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	864.50000	HOUR	\$20.2600	\$17,514.77
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Huntington DMV

**Extended Description:**

Goodwill KYOWVA Hourly Pricing per the attached.  
Huntington DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1111.50000	HOUR	\$19.8800	\$22,096.62
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Logan DMV

**Extended Description:**

Integrated Resources Hourly Pricing per the attached.  
Logan DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	3828.50000	HOUR	\$19.6600	\$75,268.31
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Beckley DMV

**Extended Description:**

Lillian James Learning Center Hourly Pricing per the attached.  
Beckley DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	864.50000	HOUR	\$17.3300	\$14,981.79
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Flatwoods DMV

**Extended Description:**

Goodwill Industries of Kanawha Valley, Inc. Hourly Pricing per the attached.  
Flatwoods DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1235.00000	HOUR	\$18.8100	\$23,230.35
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Elkins DMV

**Extended Description:**

Randolph County Sheltered Workshop dba Seneca Designs Hourly Pricing per the attached.  
Elkins DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1235.00000	HOUR	\$19.7700	\$24,415.95
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Parkersburg DMV

**Extended Description:**

SW Resources Hourly Pricing per the attached.  
Parkersburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	988.00000	HOUR	\$21.2600	\$21,004.88
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Fairmont DMV

**Extended Description:**

The OP Shop Hourly Pricing per the attached.  
Fairmont DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	247.00000	HOUR	\$19.8800	\$4,910.36
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Kanawha Mall Warehouse

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Warehouse

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	1235.00000	HOURL	\$24.4400	\$30,183.40
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Berkeley Springs DMV

**Extended Description:**  
Developmental Center & Workshop, Inc. Hourly Pricing per the attached.  
Berkeley Springs DMV



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

17.DMV.009.25

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: DMV  
Summersville  
2 Armory Way  
Summersville, WV 26651  
kim.s.boggs@wv.gov  
304-880-0337

Billing: DMV  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@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.

5/30/2024

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

6-6-24

Date

RECEIVED

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.009.25**

**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](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Michael Gray

O: 304-742-6202

C: 304-880-5041

[michael@wvbrighthorizons.org](mailto:michael@wvbrighthorizons.org)

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at [ahigginbotham@wvarf.org](mailto: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](mailto: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](http://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.DMV.009.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$27,355.25</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$28,170.35</b>

Broken Down/Billed As Follows:

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



WORKLOADING FOR AGREEMENT:		17.DMV.009.25	LOCATION: SUMMERSVILLE						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft <sup>2</sup> )	338	Fixtures (#)	27	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	1827	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	30	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	5		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	30	Horizontal Surf. (ft <sup>2</sup> )	30	Int 1 Side (ft <sup>2</sup> )	19		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	30	Ext Glass Doors/Panels	8		
TOTAL (ft <sup>2</sup> )	7754	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	30	Entrance (ft <sup>2</sup> )	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	0.556	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.128	52	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.400	247
2a	295	Spot Vacuum (35%)	0.690	195	10c-d	84	Interior Glass Doors/Panels	0.048	52
2b	295	Vacuum	0.526	52	10e	563	Interior Windows	0.004	2
2c	294	Spot Clean (35%)	0.163	247	10f	563	Exterior Windows	0.004	2
2e	91	Walk Off Mats	0.015	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.501	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.053	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	195	11d	590	Remove Trash	0.129	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	0.001	52					
5b	546	Wash Vents	0.002	2			Utility Time	0.380	
6a-6i	229	Restrooms	1.350	247					
7a	67	Remove Dirt	0.019	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](https://www.issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- 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
- o Dust Vents
- o Interior Glass Doors/Panels

### **MONTHLY**

- o Spray Buff

### **TWICE A YEAR**

- 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**

03.DMV.008.25

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\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DMV

Martinsburg

38 Severna Parkway

Martinsburg, WV 25403

donna.b.beitel@wv.gov

304-671-1147

**Billing:** DMV

5707 MacCorkle Ave SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

angie.l.chaney@wv.gov

304-352-5929

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

**Total Agreement Pricing:** 1235.00 **Total Hours**

**Non P-Card Pricing:**

\$30,183.40

**Total Cost**

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

**P-Card Pricing:**

\$31,084.95

**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.

5/30/2024

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

6-6-24

RECEIVED Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## ***Terms of Agreement***

**03.DMV.008.25**

**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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 681-661-0141	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
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- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



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## PRICING

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## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$30,183.40</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$31,084.95</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$24.44</b>	<b>\$25.17</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$2,077.40</b>	<b>\$2,139.45</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$2,321.80</b>	<b>\$2,391.15</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		03.DMV.008.25	LOCATION: MARTINSBURG						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )		Restrooms (#)	4	Elevators (#)	0	Windows (#)		11	
VCT Tile (ft <sup>2</sup> )	8289	Fixtures (#)	16	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		36	
Ceramic (ft <sup>2</sup> )	711	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		36	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	42	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		11	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )		18	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels		2	
TOTAL (ft <sup>2</sup> )	9000	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	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	2.310	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.531	52	8a	183	Clean Fountain	0.033	247
1c	385	Spray Buff	0.009	2	10a-b	84	Exterior Glass Doors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	0.000	195	10c-d	84	Interior Glass Doors/Panels	0.471	247
2b	295	Vacuum	0.000	52	10e	563	Interior Windows	0.006	2
2c	294	Spot Clean (35%)	0.000	247	10f	563	Exterior Windows	0.006	2
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.701	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.074	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.150	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	0.000039	2					
5b	546	Wash Vents	0.002	2					
6a-6i	229	Restrooms	0.800	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](http://issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Remove Trash

### **WEEKLY**

- o Vacuum
- o Reline Baskets
- o Thorough Dust

### **TWICE A YEAR**

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

03.DMV.014.25

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\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DMV

**Keyser**

196 North Tornado Way, Suite 8

Keyser, WV 26726

charles.e.russell@wv.gov

304-813-7046

**Billing:** DMV

5707 MacCorkle Ave SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

angie.l.chaney@wv.gov

304-352-5929

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

**Total Agreement Pricing:** 1235.00 **Total Hours**

**Non P-Card Pricing:**

\$30,183.40

**Total Cost**

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

**P-Card Pricing:**

\$31,084.95

**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

WV ARF, Inc.

5/30/2024

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

6-6-24

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE





**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## **Terms of Agreement**

**03.DMV.014.25**

**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:**

Tony Francis

O: 304-788-3046

C: 304-813-7901

- 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](http://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

03.DMV.014.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$30,183.40</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$31,084.95</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$24.44</b>	<b>\$25.17</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$2,077.40</b>	<b>\$2,139.45</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$2,321.80</b>	<b>\$2,391.15</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		03.DMV.014.25	LOCATION: KEYSER						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft²)	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft²)	6885	Fixtures (#)	12	Light Fixtures (ft²)	62	Inside (ft²)	0		
Ceramic (ft²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	0		
Concrete (ft²)	0	Trash Receptacles (#)	31	Upholstery (ft²)	0	Weekly Glass Doors/Panels	1		
Vinyl/Lam (ft²)	0	Vents (ft²)	58	Horizontal Surf. (ft²)	500	Total (ft²)	500		
Other (ft²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft²)	500	Daily Glass Doors/Panels	1		
TOTAL (ft²)	6885	ft² per WO Mat	15	Baseboard (linear ft)	0	Total (ft²)	528		
Outside (ft²)	500	TOTAL ft² WO Mat	60	Entrance (ft²)	40				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.767	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.406	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Daily Glass Doors/Panels	0.629	247
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Weekly Glass Doors/Panels	0.125	52
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.030	247	11a	540	Wash Light Fixtures	0.000	2
3a	177	Empty Trash/Wipe Clean	0.518	247	11b	179	Police Entrance(25%)	0.001	52
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.032	52
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.115	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	2					
5b	546	Wash Vents	0.004	2			Utility Time	0.370	
6a-6i	229	Restrooms	0.600	247					
7a	67	Remove Dirt	0.311	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](http://issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Interior Glass & Panels
- o Remove Trash

### **WEEKLY**

- o Reline Baskets
- o Thorough Dust
- o Exterior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot

### **TWICE A YEAR**

- o Dust Vents
- o Wash Vents
- o Wash Light Fixtures



West Virginia Association of Rehabilitation Facilities, Inc.

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

**Service Agreement**

03.DMV.015.25

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\*:** Developmental Center & Workshop, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Charles Town  
24 Ruland Road  
Kearneysville, WV 25430  
j.lorraine.thompson@wv.gov  
304-582-3633

**Billing: DMV**  
  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
angie.l.chaney@wv.gov  
304-352-5929

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

**Total Agreement Pricing:** 1173.25 **Total Hours**

**Non P-Card Pricing:**

\$28,674.23

**Total Cost**

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

**P-Card Pricing:**

\$29,530.70

**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 Hobbis

WVARF, Inc.

5/28/2024

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE

6-6-24



**West Virginia Association of Rehabilitation Facilities, Inc.**

**Terms of Agreement**

**03.DMV.015.25**

**Fiscal Year 2025**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

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

**TERMS OF AGREEMENT**

- 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:**

Tony Francis

O: 304-788-3046

C: 304-813-7901

- 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](http://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**  
03.DMV.015.25  
Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1173.25</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$28,674.23</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$29,530.70</b>

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	104.50	\$2,553.98	\$2,630.27
Aug 2024	22	4	104.50	\$2,553.98	\$2,630.27
Sep 2024	20	4	95.00	\$2,321.80	\$2,391.15
Oct 2024	22	5	104.50	\$2,553.98	\$2,630.27
Nov 2024	17	4	80.75	\$1,973.53	\$2,032.48
Dec 2024	20	4	95.00	\$2,321.80	\$2,391.15
Jan 2025	21	5	99.75	\$2,437.89	\$2,510.71
Feb 2025	19	4	90.25	\$2,205.71	\$2,271.59
Mar 2025	21	4	99.75	\$2,437.89	\$2,510.71
Apr 2025	22	5	104.50	\$2,553.98	\$2,630.27
May 2025	21	4	99.75	\$2,437.89	\$2,510.71
Jun 2025	20	4	95.00	\$2,321.80	\$2,391.15
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 03.DMV.015.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5834	Restrooms (#)	4	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft <sup>2</sup> )	431	Fixtures (#)	13	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		0	
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		0	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	31	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )		0	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	1	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels		2	
<b>TOTAL (ft<sup>2</sup>)</b>	<b>6265</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>30</b>	<b>Baseboard (linear ft)</b>	<b>484</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>		<b>21</b>	
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>30</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>150</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.111	247	7b	67	Baseboards	0.032	52
1b	369	Mop	0.121	247	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	2.606	247	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.015	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.518	247	11b	179	Police Entrance(25%)	0.011	247
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	247	11d	590	Remove Trash	0.104	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	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.090	
6a-6i	229	Restrooms	0.650	247					
7a	67	Remove Dirt	0.311	247					
<b>HOURS PER DAY</b>								<b>4.75</b>	

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



## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Reline Baskets
- Baseboards



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

**Service Agreement**

07.DMV.002.25

Fiscal Year 2025

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

**SERVICE AGREEMENT**

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

**Work Performed By\*:** SW Resources, Inc. Region 1

**Work Performed:** Janitorial

**Site:** DMV Putnam  
Winfield/Teays Valley/Hurricane  
116 Liberty Square  
Hurricane, WV 25526  
jill.e.patterson@wv.gov  
304-541-5455

**Billing:** DMV Putnam

5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1235.00 **Total Hours**

**Non P-Card Pricing:**

**\$21,402.55**

**Total Cost**

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

**P-Card Pricing:**

**\$22,044.75**

**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.

5/30/2024

Date

Customer Signature

Carla Rotsch

Customer Print Name

Customer Title

Business Manager

6-6-24

RECEIVED

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.002.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Alex Engle C: 304-210-6786  
aengle@swresources.com  
Eugene Weems - eweems@goodwillkv.com  
Kassia Lilly - klilly@goodwillkv.com

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



West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

07.DMV.002.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$21,402.55</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$22,044.75</b>

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	110.00	\$1,906.30	\$1,963.50
Aug 2024	22	4	110.00	\$1,906.30	\$1,963.50
Sep 2024	20	4	100.00	\$1,733.00	\$1,785.00
Oct 2024	22	5	110.00	\$1,906.30	\$1,963.50
Nov 2024	17	4	85.00	\$1,473.05	\$1,517.25
Dec 2024	20	4	100.00	\$1,733.00	\$1,785.00
Jan 2025	21	5	105.00	\$1,819.65	\$1,874.25
Feb 2025	19	4	95.00	\$1,646.35	\$1,695.75
Mar 2025	21	4	105.00	\$1,819.65	\$1,874.25
Apr 2025	22	5	110.00	\$1,906.30	\$1,963.50
May 2025	21	4	105.00	\$1,819.65	\$1,874.25
Jun 2025	20	4	100.00	\$1,733.00	\$1,785.00
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 07.DMV.002.25 LOCATION: WINFIELD									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	3884	Restrooms (#)	4	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft <sup>2</sup> )	4301	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	88		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	88		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	47	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	80	Int 1 Side (ft <sup>2</sup> )	77		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	80	Ext Glass Doors/Panels	4		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>8185</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>24</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>21</b>		
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>48</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>400</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.104	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.254	52	8a	183	Clean Fountain	0.017	247
1c	385	Spray Buff	0.109	52	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	0.479	195	10c-d	84	Interior Glass Doors/Panels	0.077	52
2b	295	Vacuum	0.365	52	10e	563	Interior Windows	0.011	2
2c	294	Spot Clean (35%)	0.113	247	10f	563	Exterior Windows	0.011	2
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.785	247	11b	179	Police Entrance(25%)	0.006	52
3b	178-177	Reline Baskets	0.082	52	11c	179	Police Parking Lot	0.025	52
4a	69	Spot Dust (35%)	0.001	195	11d	590	Remove Trash	0.136	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	0.002	2					
6a-6i	229	Restrooms	1.200	247					
7a	67	Remove Dirt	0.050	247					
<b>HOURS PER DAY</b>								<b>5.00</b>	

\*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see [issa.com](https://www.issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- 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 Spray Buff
- o Vacuum
- o Reline Baskets
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot

### **MONTHLY**

- o Dust Vents

### **TWICE A YEAR**

- 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**

**11.DMV.011.25**

**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:** DMV Regional Center  
Kanawha Mall  
5707 MacCorkle Ave SE, Suite 400  
Charleston, WV 25304  
patrick.a.cremeans@wv.gov  
304-444-7107

**Billing:** DMV Regional Center  
Kanawha Mall  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1605.50 **Total Hours**

**Non P-Card Pricing:**

**\$31,917.34**

**Total Cost**

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

**P-Card Pricing:**

**\$32,880.64**

**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.

5/31/2024

Date

Carla Rotsch  
Customer Signature

Business Manager  
Customer Title

Carla Rotsch  
Customer Print Name

6-6-24  
Date

**RECEIVED**

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.011.25**

**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](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Greg Blake

O: 304-294-5610

C: 304-673-8489

[gblake@iriwv.com](mailto: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](mailto: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](mailto: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](http://www.wvarf.org).





West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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## PRICING

11.DMV.011.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1605.50</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$31,917.34</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$32,880.64</b>

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	143.00	\$2,842.84	\$2,928.64
Aug 2024	22	4	143.00	\$2,842.84	\$2,928.64
Sep 2024	20	4	130.00	\$2,584.40	\$2,662.40
Oct 2024	22	5	143.00	\$2,842.84	\$2,928.64
Nov 2024	17	4	110.50	\$2,196.74	\$2,263.04
Dec 2024	20	4	130.00	\$2,584.40	\$2,662.40
Jan 2025	21	5	136.50	\$2,713.62	\$2,795.52
Feb 2025	19	4	123.50	\$2,455.18	\$2,529.28
Mar 2025	21	4	136.50	\$2,713.62	\$2,795.52
Apr 2025	22	5	143.00	\$2,842.84	\$2,928.64
May 2025	21	4	136.50	\$2,713.62	\$2,795.52
Jun 2025	20	4	130.00	\$2,584.40	\$2,662.40
	<b>247</b>	<b>52</b>			

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

## **JANITORIAL TASK LIST**

### **DAILY**

- Restrooms
- 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
- Thorough Dust
- Interior Glass Doors/Panels

### **MONTHLY**

- Dust Vents

### **TWICE A YEAR**

- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

**Service Agreement**

11.DMV.012.25

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:** DMV Headquarters  
Kanawha Mall  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
james.r.boyd@wv.gov  
304-545-7913

**Billing:** DMV Headquarters  
Kanawha Mall  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 7965.75 **Total Hours**

**Non P-Card Pricing:**

\$158,359.11

**Total Cost**

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

**P-Card Pricing:**

\$163,138.56

**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 WVARF

DocuSigned by:

Mita Hobbs

WVARF, Inc.

5/31/2024

Date

Carla Rotsch  
Customer Signature

Business Manager  
Customer Title

Carla Rotsch  
Customer Print Name

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.012.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.
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**WVARF CONTACT:**

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

[mmayville@wvarf.org](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Greg Blake

O: 304-294-5610

C: 304-673-8489

[gblake@irliwv.com](mailto:gblake@irliwv.com)

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- 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](mailto:ahigginbotham@wvarf.org) if you're interested in these services.
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## PRICING

11.DMV.012.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	7965.75
TOTAL AGREEMENT COST	\$158,359.11
TOTAL AGREEMENT COST w/Pcard	\$163,138.56

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	709.50	\$14,104.86	\$14,530.56
Aug 2024	22	4	709.50	\$14,104.86	\$14,530.56
Sep 2024	20	4	645.00	\$12,822.60	\$13,209.60
Oct 2024	22	5	709.50	\$14,104.86	\$14,530.56
Nov 2024	17	4	548.25	\$10,899.21	\$11,228.16
Dec 2024	20	4	645.00	\$12,822.60	\$13,209.60
Jan 2025	21	5	677.25	\$13,463.73	\$13,870.08
Feb 2025	19	4	612.75	\$12,181.47	\$12,549.12
Mar 2025	21	4	677.25	\$13,463.73	\$13,870.08
Apr 2025	22	5	709.50	\$14,104.86	\$14,530.56
May 2025	21	4	677.25	\$13,463.73	\$13,870.08
Jun 2025	20	4	645.00	\$12,822.60	\$13,209.60
	247	52			

WORKLOADING FOR AGREEMENT: 11.DMV.012.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	40778	Restrooms (#)	10	Elevators (#)	0	Windows (#)	21		
VCT Tile (ft <sup>2</sup> )	10608	Fixtures (#)	50	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	149		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	149		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	361	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	16		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	68	Horizontal Surf. (ft <sup>2</sup> )	1000	Int 1 Side (ft <sup>2</sup> )	160		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	1000	Ext Glass Doors/Panels	5		
TOTAL (ft <sup>2</sup> )	51386	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	96	Entrance (ft <sup>2</sup> )	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	2.723	247	7b	67	Baseboards	0.000	0
1b	369	Mop	2.971	247	8a	183	Clean Fountain	0.067	247
1c	385	Spray Buff	0.124	24	10a-b	84	Exterior Glass Doors/Panels	0.250	247
2a	295	Spot Vacuum (35%)	5.032	195	10c-d	84	Interior Glass Doors/Panels	6.095	247
2b	295	Vacuum	3.834	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	1.189	247	10f	563	Exterior Windows	0.048	2
2e	91	Walk Off Mats	0.048	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	6.029	247	11b	179	Police Entrance(25%)	0.030	247
3b	178-177	Reline Baskets	0.633	52	11c	179	Police Parking Lot	0.120	247
4a	69	Spot Dust (35%)	0.011	195	11d	590	Remove Trash	0.856	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	0.003	52					
5b	546	Wash Vents	0.009	4					
6a-6i	229	Restrooms	2.500	247					
7a	67	Remove Dirt	0.622	247					
HOURS PER DAY								32.25	

\*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see [issa.com](http://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

### **TWICE A MONTH**

- Spray Buff

### **FOUR TIMES A YEAR**

- Wash Vents

### **TWICE A YEAR**

- 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**

**08.DMV.004.25**

**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:** DMV  
Huntington  
801 Madison Avenue  
Huntington, WV 25701  
carla.j.harshbarger@wv.gov  
304-412-5238

**Billing:** DMV  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 864.50 **Total Hours**

**Non P-Card Pricing:**

**\$17,514.77 Total Cost**

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

**P-Card Pricing:**

**\$18,042.12 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

Carla Rotsch

Customer Print Name

Customer Title

Business Manager

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.004.25**

**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](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Sally Nelson

O: 304-523-7461 ext. 430

C: 304-751-6398

[snelson@goodwillhunting.org](mailto:snelson@goodwillhunting.org)

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at [ahigginbotham@wvarf.org](mailto: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](mailto: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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

Fax: (304) 205-7915

## PRICING

08.DMV.004.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>864.50</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$17,514.77</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$18,042.12</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$20.26</b>	<b>\$20.87</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,560.02</b>	<b>\$1,606.99</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>77.00</b>	<b>\$1,560.02</b>	<b>\$1,606.99</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,418.20</b>	<b>\$1,460.90</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,560.02</b>	<b>\$1,606.99</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>59.50</b>	<b>\$1,205.47</b>	<b>\$1,241.77</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,418.20</b>	<b>\$1,460.90</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>73.50</b>	<b>\$1,489.11</b>	<b>\$1,533.95</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>66.50</b>	<b>\$1,347.29</b>	<b>\$1,387.86</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>73.50</b>	<b>\$1,489.11</b>	<b>\$1,533.95</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,560.02</b>	<b>\$1,606.99</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>73.50</b>	<b>\$1,489.11</b>	<b>\$1,533.95</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,418.20</b>	<b>\$1,460.90</b>
	<b>247</b>	<b>52</b>			

**\*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see [issa.com](http://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
- Exterior Glass Doors/Panels
- Police Entrance(25%)
- Remove Trash

### **WEEKLY**

- Vacuum
- Reline Baskets
- Interior Glass Doors/Panels

### **MONTHLY**

- Spray Buff
- Dust Vents
- Remove Dirt

### **TWICE A YEAR**

- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

## Service Agreement

11.DMV.005.25

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:** DMV

Logan

428 Main Street

Logan, WV 25601

kathy.a.hurt@wv.gov

304-792-0227

**Billing:** DMV

5707 MacCorkle Ave SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

304-352-5929

angie.l.chaney@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: \_\_\_\_\_

- 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

Carla Rotsch  
Customer Signature

Business Manager  
Customer Title

Carla Rotsch  
Customer Print Name

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.005.25**

**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:

<b>WVARF CONTACT:</b>  Misty Mayville, Contract Manager  O: 681-661-0144 C: 304-539-9353 mmayville@wvarf.org	<b>VENDOR CONTACT:</b>  Greg Blake  O: 304-294-5610 C: 304-673-8489 gblake@lriwv.com
--	--
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



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## PRICING

11.DMV.005.25

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.DMV.005.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6360	Restrooms (#)	4	Elevators (#)	0	Windows (#)		15	
VCT Tile (ft <sup>2</sup> )	140	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		60	
Ceramic (ft <sup>2</sup> )	15	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		60	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	38	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	32	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )		60	
Other (ft <sup>2</sup> )	85	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels		4	
<b>TOTAL (ft<sup>2</sup>)</b>	<b>6600</b>	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	400	<b>TOTAL R<sup>2</sup> WO Mat</b>	<b>60</b>	Entrance (ft <sup>2</sup> )	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	0.062	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.067	247	8a	183	Clean Fountain	0.033	247
1c	385	Spray Buff	0.001	12	10a-b	84	Exterior Glass Doors/Panels	0.200	247
2a	295	Spot Vacuum (35%)	0.785	195	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.598	52	10e	563	Interior Windows	0.014	2
2c	294	Spot Clean (35%)	0.186	247	10f	563	Exterior Windows	0.014	2
2e	91	Walk Off Mats	0.030	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.635	247	11b	179	Police Entrance(25%)	0.030	247
3b	178-177	Reline Baskets	0.067	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	247	11d	590	Remove Trash	0.110	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	0.001	52					
5b	546	Wash Vents	0.004	4			Utility Time	0.870	
6a-6i	229	Restrooms	0.600	247					
7a	67	Remove Dirt	0.187	247					
<b>HOURS PER DAY</b>								<b>4.50</b>	

\*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
- Police Entrance(25%)
- Remove Trash

### **WEEKLY**

- Vacuum
- Reline Baskets
- Dust Vents

### **MONTHLY**

- Spray Buff

### **FOUR TIMES A YEAR**

- Wash Vents

### **TWICE A YEAR**

- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

**Service Agreement**

14.DMV.003.25

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\*:** Lillian James Learning Center

**Work Performed:** Janitorial

**Site:** DMV  
Beckley  
107 Pinecrest Drive  
Beckley, WV 25801  
rhonda.s.mckinney@wv.gov  
304-237-0086

**Billing:** DMV  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 3828.50 **Total Hours**

**Non P-Card Pricing:**

\$75,268.31 **Total Cost**

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

**P-Card Pricing:**

\$77,527.13 **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.

5/30/2024

Date

Customer Signature

Carla Rotsch

Customer Print Name

Customer Title

Business Manager

6-6-24

RECEIVED

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## ***Terms of Agreement***

**14.DMV.003.25**

**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](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Jessica Hix

O:

C: 681-222-4896

- 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](mailto: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](mailto: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](http://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

14.DMV.003.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>3828.50</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$75,268.31</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$77,527.13</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>\$19.66</b>	<b>\$20.25</b>
				<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
Jul 2024	22	5	341.00	\$6,704.06	\$6,905.25
Aug 2024	22	4	341.00	\$6,704.06	\$6,905.25
Sep 2024	20	4	310.00	\$6,094.60	\$6,277.50
Oct 2024	22	5	341.00	\$6,704.06	\$6,905.25
Nov 2024	17	4	263.50	\$5,180.41	\$5,335.88
Dec 2024	20	4	310.00	\$6,094.60	\$6,277.50
Jan 2025	21	5	325.50	\$6,399.33	\$6,591.38
Feb 2025	19	4	294.50	\$5,789.87	\$5,963.63
Mar 2025	21	4	325.50	\$6,399.33	\$6,591.38
Apr 2025	22	5	341.00	\$6,704.06	\$6,905.25
May 2025	21	4	325.50	\$6,399.33	\$6,591.38
Jun 2025	20	4	310.00	\$6,094.60	\$6,277.50
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		14.DMV.003.25	LOCATION: BECKLEY						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	12768	Restrooms (#)	10	Elevators (#)	0	Windows (#)	100		
VCT Tile (ft <sup>2</sup> )	19152	Fixtures (#)	46	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	152	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	68	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )	11		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	31920	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	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	4.916	247	7b	67	Baseboards	0.000	0
1b	369	Mop	1.129	52	8a	183	Clean Fountain	0.033	247
1c	385	Spray Buff	0.112	12	10a-b	84	Exterior Glass Doors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	1.576	195	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	1.201	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.372	247	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.538	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.267	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.532	247
4b	69	Thorough Dust	0.025	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	0.000	0			Utility Time	0.190	
6a-6i	229	Restrooms	2.300	247					
7a	67	Remove Dirt	0.187	247	HOURS PER DAY			15.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- 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 Dust Vents
- 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**

07.DMV.016.25

Fiscal Year 2025

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

**SERVICE AGREEMENT**

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

Work Performed By\*: SW Resources, Inc. Region 1

Work Performed: Janitorial

Site: DMV

Flatwoods

295 Skidmore Lane

Sutton, WV 26601

linda.s.collins@wv.gov

304-677-4338

Billing: DMV

5707 MacCorkle Ave SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

304-352-5929

angle.l.chaney@wv.gov

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

Total Agreement Pricing: 864.50 Total Hours

Non P-Card Pricing:

\$14,981.79

Total Cost

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

P-Card Pricing:

\$15,431.33

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

58608720DE88488

WVARF, Inc.

5/28/2024

Date

Customer Signature

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE





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.DMV.016.25

Fiscal Year 2025

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

### **TERMS OF AGREEMENT**

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

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

#### **WVARF CONTACT:**

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

#### **VENDOR CONTACT:**

Alex Engle C: 304-210-6786

aengle@swresources.com

Eugene Weems - eweems@goodwillkv.com

Kassia Lilly - klilly@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
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- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



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## PRICING

07.DMV.016.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>864.50</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$14,981.79</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$15,431.33</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$17.33</b>	<b>\$17.85</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,334.41</b>	<b>\$1,374.45</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>77.00</b>	<b>\$1,334.41</b>	<b>\$1,374.45</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,213.10</b>	<b>\$1,249.50</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,334.41</b>	<b>\$1,374.45</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>59.50</b>	<b>\$1,031.14</b>	<b>\$1,062.08</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,213.10</b>	<b>\$1,249.50</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>73.50</b>	<b>\$1,273.76</b>	<b>\$1,311.98</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>66.50</b>	<b>\$1,152.45</b>	<b>\$1,187.03</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>73.50</b>	<b>\$1,273.76</b>	<b>\$1,311.98</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>77.00</b>	<b>\$1,334.41</b>	<b>\$1,374.45</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>73.50</b>	<b>\$1,273.76</b>	<b>\$1,311.98</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>70.00</b>	<b>\$1,213.10</b>	<b>\$1,249.50</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 07.DMV.016.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	4598	Restrooms (#)	2	Elevators (#)	0	Windows (#)		0	
VCT Tile (ft <sup>2</sup> )	258	Fixtures (#)	4	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		0	
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		0	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	17	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft <sup>2</sup> )	56	Vents (ft <sup>2</sup> )	64	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )		336	
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels		0	
<b>TOTAL (ft<sup>2</sup>)</b>	<b>4912</b>	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	976	Ext 1 Side (ft <sup>2</sup> )		0	
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>48</b>	Entrance (ft <sup>2</sup> )	36				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.081	247	7b	67	Baseboards	0.015	12
1b	369	Mop	0.088	247	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.567	195	10c-d	84	Interior Glass Doors/Panels	0.800	247
2b	295	Vacuum	0.432	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.134	247	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.284	247	11b	179	Police Entrance(25%)	0.003	247
3b	178-177	Reline Baskets	0.030	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	195	11d	590	Remove Trash	0.082	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	0.0001	1					
5b	546	Wash Vents	0.000	0			Utility Time	0.400	
6a-6i	229	Restrooms	0.200	247					
7a	67	Remove Dirt	0.311	247					
<b>HOURS PER DAY</b>								<b>3.50</b>	

\*For more information on the International Sanitary Supply Association (ISSA) tasks used in this agreement, please see [issa.com](http://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
- Interior Glass Doors/Panels
- Police Entrance(25%)
- Remove Trash

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Baseboards

### **YEARLY**

- Dust Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

**Service Agreement****23.DMV.006.25****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\*:** Seneca Designs, Inc.**Work Performed:** Janitorial

**Site:** DMV  
Elkins  
1029 N. Randolph Avenue  
Elkins, WV 26241  
tasha.a.roy@wv.gov  
304-642-6187

**Billing:** DMV

5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

**Period of Agreement:** 7/1/2024 to 6/30/2025**Total Agreement Pricing:** 1235.00 **Total Hours****Non P-Card Pricing:****\$23,230.35****Total Cost**

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

**P-Card Pricing:****\$23,921.95****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.

5/30/2024

Date

Customer Signature

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## **Terms of Agreement**

**23.DMV.006.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Maria Smith  
O: 304-636-1638  
C:  
maria@senecadesigns.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.
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Fax: (304) 205-7915

## PRICING

23.DMV.006.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$23,230.35</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$23,921.95</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$18.81</b>	<b>\$19.37</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,881.00</b>	<b>\$1,937.00</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$1,598.85</b>	<b>\$1,646.45</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,881.00</b>	<b>\$1,937.00</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$1,786.95</b>	<b>\$1,840.15</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,881.00</b>	<b>\$1,937.00</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		23.DMV.006.25	LOCATION: ELKINS						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft²)	7321	Restrooms (#)	4	Elevators (#)	0	Windows (#)	20		
VCT Tile (ft²)	563	Fixtures (#)	25	Light Fixtures (ft²)	0	Inside (ft²)	16		
Ceramic (ft²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	16		
Concrete (ft²)	0	Trash Receptacles (#)	46	Upholstery (ft²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft²)	0	Vents (ft²)	0	Horizontal Surf. (ft²)	200	Int 1 Side (ft²)	14		
Other (ft²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft²)	200	Ext Glass Doors/Panels	6		
TOTAL (ft²)	7884	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	144	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	0.145	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.033	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.001	2	10a-b	84	Exterior Glass Doors/Panels	0.300	247
2a	295	Spot Vacuum (35%)	0.903	195	10c-d	84	Interior Glass Doors/Panels	0.028	52
2b	295	Vacuum	0.688	52	10e	563	Interior Windows	0.005	2
2c	294	Spot Clean (35%)	0.214	247	10f	563	Exterior Windows	0.005	2
2e	91	Walk Off Mats	0.072	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.768	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.081	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	235	11d	590	Remove Trash	0.131	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	52					
5b	546	Wash Vents	0.000	4			Utility Time	0.250	
6a-6i	229	Restrooms	1.250	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](http://issa.com) or contact WVARF.



## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- 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 Remove Trash

### **WEEKLY**

- o Vacuum
- o Reline Baskets
- o Dust Vents
- o Interior Glass Doors/Panels

### **MONTHLY**

- o Thorough Dust

### **FOUR TIMES A YEAR**

- o Wash Vents

### **TWICE A YEAR**

- 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

24.DMV.010.25

Fiscal Year 2025

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

### SERVICE AGREEMENT

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

**Work Performed By\*:** SW Resources, Inc. Region 2

**Work Performed:** Janitorial

**Site:** DMV

**Parkersburg**

601 Lubeck Avenue

Parkersburg, WV 26101

kathy.l.myers@wv.gov

304-834-2117

**Billing:** DMV

5707 MacCorkle Ave SE, Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

304-352-5929

angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1235.00 **Total Hours**

**Non P-Card Pricing:**

**\$24,415.95**

**Total Cost**

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

**P-Card Pricing:**

**\$25,144.60**

**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.

5/30/2024

Date

*Carla Rotsch*

Customer Signature

*Business Manager*

Customer Title

*Carla Rotsch*

Customer Print Name

**RECEIVED**

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE

Date

*6-6-24*



**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## **Terms of Agreement**

**24.DMV.010.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

- Thank you for your continued business and participation in the State Use Program. The State Use Program is called to merge business reality, social welfare and public policy in the lives of the people with differing abilities. We use innovative approaches to helping people with disabilities experience the dignity of a paycheck and the pleasure of community participation. Our unique mission is of giving work opportunities to individuals with a variety of abilities. Some of the CRP associates may have cognitive, learning, physical or other disabilities that we all need to be aware and thoughtful of as we work with these individuals. If you have questions or concerns with the associate you are working with please reach out to their supervisor for guidance and situation resolution.

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Alex Engle C: 304-210-6786  
aengle@swresources.com  
Eugene Weems - eweems@goodwillkv.com  
Kassia Lilly - klilly@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://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**  
24.DMV.010.25  
Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$24,415.95</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$25,144.60</b>

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.77	\$20.36
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2024	22	5	110.00	\$2,174.70	\$2,239.60
Aug 2024	22	4	110.00	\$2,174.70	\$2,239.60
Sep 2024	20	4	100.00	\$1,977.00	\$2,036.00
Oct 2024	22	5	110.00	\$2,174.70	\$2,239.60
Nov 2024	17	4	85.00	\$1,680.45	\$1,730.60
Dec 2024	20	4	100.00	\$1,977.00	\$2,036.00
Jan 2025	21	5	105.00	\$2,075.85	\$2,137.80
Feb 2025	19	4	95.00	\$1,878.15	\$1,934.20
Mar 2025	21	4	105.00	\$2,075.85	\$2,137.80
Apr 2025	22	5	110.00	\$2,174.70	\$2,239.60
May 2025	21	4	105.00	\$2,075.85	\$2,137.80
Jun 2025	20	4	100.00	\$1,977.00	\$2,036.00
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		24.DMV.010.25	LOCATION: PARKERSBURG						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft <sup>2</sup> )	338	Fixtures (#)	27	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	1827	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	31	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	5		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	18	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	19		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	8		
TOTAL (ft <sup>2</sup> )	7754	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	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	0.556	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.128	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.400	247
2a	295	Spot Vacuum (35%)	0.548	155	10c-d	84	Interior Glass Doors/Panels	0.048	52
2b	295	Vacuum	0.930	92	10e	563	Interior Windows	0.004	2
2c	294	Spot Clean (35%)	0.163	247	10f	563	Exterior Windows	0.004	2
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.518	247	11b	179	Police Entrance(25%)	0.030	247
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	195	11d	590	Remove Trash	0.129	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	0.001	2					
6a-6i	229	Restrooms	1.350	247					
7a	67	Remove Dirt	0.124	247					
HOURS PER DAY								5.00	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- 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 Police Entrance(25%)
- o Remove Trash

### **EVERY MON/WED/FRI**

- o Spot Vacuum (35%)

### **EVERY TUE/THUR**

- o Vacuum

### **WEEKLY**

- o Reline Baskets
- o Thorough Dust
- o Interior Glass Doors/Panels

### **MONTHLY**

- o Spray Buff
- o Dust Vents

### **TWICE A YEAR**

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

**Service Agreement**

25.DMV.013.25

Fiscal Year 2025

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

**SERVICE AGREEMENT****Contractor:** West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)**Work Performed By\*:** The Op Shop, Inc.**Work Performed:** Janitorial

**Site:** DMV  
Fairmont  
2600 Middletown Commons, Suite 174  
Fairmont, WV 26554  
april.l.bosley@wv.gov  
681-455-7615

**Billing: DMV**  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

**Period of Agreement:** 7/1/2024 to 6/30/2025**Total Agreement Pricing:** 988.00 **Total Hours****Non P-Card Pricing:**\$21,004.88 **Total Cost**

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

**P-Card Pricing:**\$21,637.20 **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

5B80D720DC68466

WVARF, Inc.

5/28/2024

Date

Customer Signature

Carla Rotsch

Customer Title

Business Manager

Customer Print Name

Carla Rotsch

RECEIVED

Date

6-6-24

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.013.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Jarod Butcher  
O: 304-366-5737  
C: 304-612-4757  
theopshopjb@gmail.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- 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](http://www.wvarf.org).





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Fax: (304) 205-7915

## PRICING

25.DMV.013.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>988.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$21,004.88</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$21,637.20</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$21.26</b>	<b>\$21.90</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>80.00</b>	<b>\$1,700.80</b>	<b>\$1,752.00</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>68.00</b>	<b>\$1,445.68</b>	<b>\$1,489.20</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>80.00</b>	<b>\$1,700.80</b>	<b>\$1,752.00</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>76.00</b>	<b>\$1,615.76</b>	<b>\$1,664.40</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>80.00</b>	<b>\$1,700.80</b>	<b>\$1,752.00</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 25.DMV.013.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft²)	0	Restrooms (#)	2	Elevators (#)	0	Windows (#)	4		
VCT Tile (ft²)	0	Fixtures (#)	5	Light Fixtures (ft²)	420	Inside (ft²)	15		
Ceramic (ft²)	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft²)	15		
Concrete (ft²)	0	Trash Receptacles (#)	24	Upholstery (ft²)	300	Int Glass Doors/Panels	0		
Vinyl/Lam (ft²)	4582	Vents (ft²)	92	Horizontal Surf. (ft²)	300	Int 1 Side (ft²)	0		
Other (ft²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft²)	300	Ext Glass Doors/Panels	1		
TOTAL (ft²)	4582	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft²)	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	1.176	247	7b	67	Baseboards	0.000	0
1b	369	Mop	1.283	247	8a	183	Clean Fountain	0.033	247
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.050	247
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	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	0.401	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.042	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	235	11d	590	Remove Trash	0.076	247
4b	69	Thorough Dust	0.006	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	0.001	12					
5b	546	Wash Vents	0.000	0			Utility Time	0.440	
6a-6i	229	Restrooms	0.250	247					
7a	67	Remove Dirt	0.187	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](http://issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- Sweep
- Mop
- 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**

- Reline Baskets

### **MONTHLY**

- Thorough Dust
- Dust Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DMV.017.25

Fiscal Year 2025

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

### SERVICE AGREEMENT

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

**Work Performed By\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DMV Warehouse

**Billing:** DMV Warehouse

5707 MacCorkle Ave. S.E. Suite 50  
Charleston, WV 25304  
Georgina Davis  
304-352-5691  
georgina.davis@wv.gov

5707 MacCorkle Ave. S.E. Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 247.00 **Total Hours**

**Non P-Card Pricing:**

\$4,910.36

**Total Cost**

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

**P-Card Pricing:**

\$5,058.56

**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 WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/30/2024

Date

Carla Rotsch

Customer Signature

Business Manager

Customer Title

Carla Rotsch

Customer Print Name

RECEIVED

Date

6-6-24

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**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.DMV.017.25**

**Fiscal Year 2025**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

[mmayville@wvarf.org](mailto:mmayville@wvarf.org)

**VENDOR CONTACT:**

Greg Blake

O: 304-294-5610

C: 304-673-8489

[gblake@iriwv.com](mailto: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](mailto: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](mailto: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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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Fax: (304) 205-7915

## PRICING

11.DMV.017.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>247.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$4,910.36</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$5,058.56</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>20.00</b>	<b>\$397.60</b>	<b>\$409.60</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>17.00</b>	<b>\$337.96</b>	<b>\$348.16</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>20.00</b>	<b>\$397.60</b>	<b>\$409.60</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>19.00</b>	<b>\$377.72</b>	<b>\$389.12</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>20.00</b>	<b>\$397.60</b>	<b>\$409.60</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DMV.017.25									
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	643	Restrooms (#)	2	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft <sup>2</sup> )	265	Fixtures (#)	7	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	0		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	0		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	18	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	0	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	0	Ext Glass Doors/Panels	0		
TOTAL (ft <sup>2</sup> )	908	ft <sup>2</sup> per WO Mat	0	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	0		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.000	0	7b	67	Baseboards	0.000	0
1b	369	Mop	0.000	0	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.060	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.005	52	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.301	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.150	247	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.000	0
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.130	
6a-6i	229	Restrooms	0.350	247					
7a	67	Remove Dirt	0.000	0					
HOURS PER DAY								1.00	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Empty Trash/Wipe Clean
- o Reline Baskets
- o Restrooms

### **WEEKLY**

- o Vacuum
- o Walk Off Mats





West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970 Fax: (304) 205-7915

**Service Agreement**

03.DMV.018.25

Fiscal Year 2025

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

**SERVICE AGREEMENT****Contractor:** West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)**Work Performed By\*:** Developmental Center & Workshop, Inc.**Work Performed:** Janitorial

**Site:** WV DMV Berkeley Springs  
Regional Office  
101 Cavendish Drive  
Berkeley Springs, WV 25411  
tamara.l.minear@wv.gov  
240-375-2940

**Billing:** WV DMV

5707 MacCorkle Avenue, SE  
Charleston, WV 25304  
dmvacctspayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

**Period of Agreement:** 7/1/2024 to 6/30/2025**Total Agreement Pricing:** 1235.00 **Total Hours****Non P-Card Pricing:**

\$30,183.40

**Total Cost**

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

**P-Card Pricing:**

\$31,084.95

**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.

5/30/2024

Date

Carla Rotsch  
Customer Signature

Business Manager  
Customer Title

Carla Rotsch  
Customer Print Name

RECEIVED

Date

6-6-24

JUN 03 2024

BUSINESS MANAGER'S  
OFFICE



**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362**

**Phone: (304) 205-7970**

**Fax: (304) 205-7915**

## ***Terms of Agreement***

**03.DMV.018.25**

**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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 681-661-0141	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

03.DMV.018.25

Fiscal Year 2025

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1235.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$30,183.40</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$31,084.95</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$24.44</b>	<b>\$25.17</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Aug 2024</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Sep 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Oct 2024</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>Nov 2024</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$2,077.40</b>	<b>\$2,139.45</b>
<b>Dec 2024</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
<b>Jan 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Feb 2025</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$2,321.80</b>	<b>\$2,391.15</b>
<b>Mar 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Apr 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,688.40</b>	<b>\$2,768.70</b>
<b>May 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,566.20</b>	<b>\$2,642.85</b>
<b>Jun 2025</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,444.00</b>	<b>\$2,517.00</b>
	<b>247</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		03.DMV.018.25	LOCATION: BERKELEY SPRINGS						
Agreement Type	Janitorial	Agreement Period	7/1/2024	6/30/2025	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft <sup>2</sup> )	0	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	35	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	7553	Vents (ft <sup>2</sup> )	176	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	0	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	7553	ft <sup>2</sup> per WO Mat	0	Baseboard (linear ft)	18000	Ext 1 Side (ft <sup>2</sup> )	402		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	0		Entrance (ft <sup>2</sup> )	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	1.939	247	7b	67	Baseboards	0.000	0
1b	369	Mop	0.445	52	8a	183	Clean Fountain	0.033	247
1c	385	Spray Buff	0.044	12	10a-b	84	Exterior Glass Doors/Panels	0.957	247
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.024	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.024	12
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.585	247	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.061	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.126	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	0.00029	2					
5b	546	Wash Vents	0.012	2					
6a-6i	229	Restrooms	0.600	247					
7a	67	Remove Dirt	0.311	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 a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Remove Trash
- Clean Fountain

### **WEEKLY**

- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Interior Windows
- Exterior Windows
- Spray Buff

### **TWICE A YEAR**

- Dust Vents
- Wash Vents