

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			The Louis Subs	DEPARTMENT CONTACT
WEST	or Customer Code: TVIRGINIA ASSOCIA TATTERSON LN	000000204796 TION OF REHABIL		FACILITIES INC	Requestor Name: Requestor Phone: Requestor Email:	Cecil W Loyd (304) 872-8781 cecil.w.loyd@wv.gov
CHAL	RESTON		WV	25311		
	or Contact Phone: unt Details:	304-205-7970	Extension	on:		
	Discount Allowed	Discount Perce	ntage	Discount Days		
#1	No	0.0000		0		BANCHEN TO THE STATE OF THE STA
#2	No				F	ILE LOCATION
#3	No					
#4	No					

INVOIC	Е ТО	SHIP T	
MANAGER ACCOUNTS PAYABLE		304-926-3960	
DIVISION OF MOTOR VEHICLES		DIVISION OF MOTOR VEHICLES	
5707 MACCORKLE AVE. S.E., SUITE 200		RECEIVING AND PROCESSING	
		5707 MACCORKLE AVENUE, S.E. SUITE 2	200
CHARLESTON	WV 25304	CHARLESTON	WV 25317
us		us	

Purchasing Division's File Copy

Date Printed: Jul 2, 2024

PURCHASING DIVISION AUTHORIZATION

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

ELECTRONIC SIGNATURE ON FILE

FORM ID: WV-PRC-CDO-002 2020/05 Order Number: CDO 0802 5020 DMV2400000001 1 Page: 1

Extended Description:

Janitorial Service FY25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1235.00000	HOUR	\$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	HOUR	\$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	HOUR	\$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	HOUR	\$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	HOUR	\$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

 Date Printed:
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 2020/05

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
	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

Date Printed: Jul 2, 2024 Order Number: CDO 0802 5020 DMV2400000001 1 Page: 3 FORM ID: WV-PRC-CDO-002 2020/05

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

ce	Total Price	Unit Price	Unit	Quantity	Commodity Code	Line
35	\$23,230.35	\$18.8100	HOUR	1235.00000	76110000	13
Date	Delivery Date	Model No		Manufacturer	Service To	Service From
y	Deliver	Wodel NO		wanutacturer	Service 10	Service From

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

 Date Printed:
 Jul 2, 2024
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 2020/05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	1235.00000	HOUR	\$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

Date Printed: Jul 2, 2024 FORM ID: WV-PRC-CDO-002 2020/05 Order Number: CDO 0802 5020 DMV2400000001 1 Page: 5



Service Agreement 17.DMV.009.25 Fiscal Year 2025

6-10-24

Carla Rotsch

<u>SERVICE AGREEMEN</u>	<u>T</u>			
Contractor:	West Virginia Association of	Rehabi	litation Facilities, Inc. (V	VVARF)
Work Performed By*:	The Sheltered Workshop of I	Nichola	s County, Inc. dba Brigh	nt Horizons
Work Performed:	Janitorial			
Site:	DMV		Billing:	DMV
	Summersville			
	2 Armory Way			5707 MacCorkle Ave SE, Suite 200
	Summersville, WV 26651			Charleston, WV 25304
	kim.s.boggs@wv.gov			DMVAcctsPayable@wv.gov
	304-880-0337			304-352-5929
				angie.l.chaney@wv.gov
Period of Agreement:	7/1/2024	to	6/30/2025	
Total Agreement Pricing:	1235.00) 1	Total Hours	
Non P	-Card Pricing:			
	\$27,355.25		Total Cost	
	8-	→	The WV Auditor's Office	encourages payment via OASIS using ACH.
P	-Card Pricing:			
	\$28,170.35		Total Cost w/Pcard	
	2		If planning to pay via P-	card, please initial here:
 Please refere scope of wor 		ement	and Workloading shee	ts providing a detailed breakdown of th
Docusigned by:			E /20 /20	ስ ኃ ለ
Docusigned by: NH. 16663 WVARF, Inc.			5/30/20	024

JUN 03 2024

BUSINESS MANAGER'S OFFICE

RECEIVED Date



Terms of Agreement 17.DMV.009.25 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:

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Michael Gray

O: 681-661-0144

O: 304-742-6202

C: 304-539-9353

C: 304-880-5041

mmayville@wvarf.org

michael@wvbrighthorizons.org

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



PRICING 17.DMV.009.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

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PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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

WORKLO/	ADING FOR	AGREEMENT:	17.DMV.009.25	LOCATION: SUMMER	SVILLE		0.00			
Agreem	ent Type	Janitorial	Agreement Period	7/1/2024	6/30)/2025	Days/Week	5	Agreement Days	247
				LOCATIO	N PROFILE					7 10
Carpet (ft ²)		5589	Restrooms (#)	4	Elevators (#)	0	Windows (#		17
VCT Tile (ft	² }	338	Fixtures (#)	27	Light Fixture		0	Time to the	Inside (ft ²)	
Ceramic (ft	2)	1827	Water Fountains (#)	1	Stair Flights		0		Outside (ft ²)	1
Concrete (f	ft²)	0	Trash Receptacles (#)	30	Upholstery		0	lua Cla D		1
Vinyl/Lam I	110011		Vents (ft²)	30				Int Glass Do		5
Other (ft ²)		0	The file state of the state of			30		Int 1 Side (ft ²)	1	
- 11101 (10)	TOTAL (ft ²)			2	Vertical Surf		30	Ext Glass Do	ors/Panels	8
Outside (ft					Baseboard (0		Ext 1 Side (ft ²)	2
Outside (it	1	0	TOTAL ft ² WO		O Entrance (ft	²)	0	A Bury		
Coope of				SCOPE	OF WORK					
Scope of Work #	ISSA#*	Descriptio	n Time	Work Days/Agreemen	Scope of Work #	ISSA#*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep	0.556		7b	67	Baseboards		0.000	0
1b	369	Мор	0.128	52	8a	183	Clean Fountain		0.017	247
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Do	ors/Panels	0.400	247
2a	295	Spot Vacuum (35%)	0.690		10c-d	84	Interior Glass Do	ors/Panels	0.048	52
2b	295	Vacuum	0.526	52	10e	563	Interior Windows	5	0.004	2
2c	294	Spot Clean (35%)	0.163	247	10f	563	Exterior Window	s	0.004	2
2e	91	Walk Off Mats	0.015		11a	540	Wash Light Fixtur	res	0.000	0
3a	177	Empty Trash/Wipe C			11b	179	Police Entrance(2	25%)	0.000	0
3b	178-177	Reline Baskets	0.053	52	11c	179	Police Parking Lo	t	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. Fu			12b	589	Elevator		0.000	0
5a	69	Dust Vents	0.001							-
5b	546	Wash Vents	0.002				Utility Time		0.380	
6a-6i	229	Restrooms	1.350	247						
7a	67	Remove Dirt	0.019	247			H	OURS PER DA	Y 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 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



Service Agreement 03.DMV.008.25 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

SERV	ICE.	AGR	KEEN	1EN	T

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

Work Performed By*: Developmental Center & Workshop, Inc.

Work Performed: Janitorial

Site: DMV Billing: DMV

Martinsburg

38 Severna Parkway 5707 MacCorkle Ave SE, Suite 200

Martinsburg, WV 25403 Charleston, WV 25304 donna.b.beitel@wv.gov 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

Nita Hobbs	5/30/2024
WVARF, Inc.	Date
OvelaRotoch	Prisiness Manager
Customer Signature	Customer Title
Carla Rotsch	6-6-24

Customer Print Name

RECEIVED

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 03.DMV.008.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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WVARF CONTACT:

VENDOR CONTACT:

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

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West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 03.DMV.008.25 Fiscal Year 2025

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

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PRICING

Total Agreement Amount:

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

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	110.00	\$2,688.40	\$2,768.70
Aug 2024	22	4	110.00	\$2,688.40	\$2,768.70
Sep 2024	20	4	100.00	\$2,444.00	\$2,517.00
Oct 2024	22	5	110.00	\$2,688.40	\$2,768.70
Nov 2024	17	4	85.00	\$2,077.40	\$2,139.45
Dec 2024	20	4	100.00	\$2,444.00	\$2,517.00
Jan 2025	21	5	105.00	\$2,566.20	\$2,642.85
Feb 2025	19	4	95.00	\$2,321.80	\$2,391.15
Mar 2025	21	4	105.00	\$2,566.20	\$2,642.85
Apr 2025	22	5	110.00	\$2,688.40	\$2,768.70
May 2025	21	4	105.00	\$2,566.20	\$2,642.85
Jun 2025	20	4	100.00	\$2,444.00	\$2,517.00
	247	52			

OINEUP	TON DINGE	AGREEMENT:	03.DMV.008.25	LOCATION: MARTINSE	URG					
Agreem	ent Type	Janitorial	Agreement Period	7/1/2024	6/30	/2025	Days/Week	5	Agreement Days	247
				LOCATION	PROFILE				alk testad	
Carpet (ft ²)			Restrooms (#)	4	Elevators (#)		0	Windows (#	n	11
VCT Tile (ft	2)	8289	Fixtures (#)	16	Light Fixture	s (ft²)	0		Inside (ft²)	3
Ceramic (ft	2)	711	Water Fountains (#)	2	Stair Flights		0		Outside (ft ²)	3
Concrete (f	't²)	0	Trash Receptacles (#)	42	Upholstery (0	Int Glass Do		
Vinyl/Lam ((ft ²)	0	Vents (ft ²)	24	Horizontal Si		200	IIIL Glass Do		11
Other (ft ²)			Walk Off Mats (#)	2	Vertical Surf.				Int 1 Side (ft ²)	
	TOTAL (ft²)						200	Ext Glass Do		2
Outside (ft ²		400	TOTAL R ² WO M		Baseboard (0		Ext 1 Side (ft²)	2
oublec (it		400	IUIALR WUM		Entrance (ft ²)	400	Part of the		
Scope of				SCOPE O	4					
Work#	ISSA #*	Description		Work Days/Agreement	Scope of Work#	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep	2.310	247	7b	67	Baseboards		0.000	0
1b	369	Мор	0.531	52	8a	183	Clean Fountain		0.033	247
1c	385	Spray Buff	0.009	2	10a-b	84	Exterior Glass Do	ors/Panels	0.100	247
2a	295	Spot Vacuum (35%)	0.000	195	10c-d	84	Interior Glass Do	ors/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 Window	s	0.006	2
2e	91	Walk Off Mats	0.024	247	11a	540	Wash Light Fixtur	'es	0.000	0
3a	177	Empty Trash/Wipe C		247	11b	179	Police Entrance(2	.5%)	0.000	0
3b	178-177	Reline Baskets	0.074	52	11c	179	Police Parking Lo	t	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 Uphoist. Fu	rniture 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			He	DURS PER DA	Y 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 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



Service Agreement 03.DMV.014.25 Fiscal Vear 2025

West Virginia Association	of Kenabilitation Facilities, inc.	riscal tear 2025	
PO Box 6764 Charleston	NV 25362 Phone: (304) 205-79	70 Fax: (304) 205-7915	
To give ever	y individual with varying abilitie	es the opportunity to have gainful employment	
SERVICE AGREEMENT			
Contractor:	West Virginia Association of Reha	bilitation Facilities, Inc. (WVARE)	
Work Performed By*:	Developmental Center & Workship		
•		ор, пс.	
Work Performed:	Janitorial		
Site:	DMV Keyser	Billing: DMV	
	196 North Tornado Way, Suite 8	5707 MacCorkle Ave SE, Suite 200	
	Keyser, WV 26726	Charleston, WV 25304	
	charles.e.russell@wv.gov	DMVAcctsPayable@wv.gov	
	304-813-7046	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	4.
P-6	Card Pricing:		
	\$31,084.95	Total Cost w/Pcard	
		If planning to pay via P-card, please initial here:	
Please referen	ce the attached <i>Pricing</i> sheet provide	ding a detailed, monthly, breakdown.	
	ce the attached Terms of Agreemen	t and Workloading sheets providing a detailed breakdown of t	:he
*Work to be per	formed by the listed CRP or a comparab	le CRP as determined by WVARF	
DocuSigned by:			
Nita Hobbs		5/30/2024	
WVARF, Inc.		Date	
0 .			
(1/a)x 0/as	Kotoch	Business Manage	C
ustomer Signature		Customer Title	A

Customer Print Name

RECEIVED Date

6-6-24

JUN 03 2024



Terms of Agreement 03.DMV.014.25

Fiscal Year 2025

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

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

TERMS OF AGREEMENT

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

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

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.
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- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PO Box 6764 Charleston WV 25362

PRICING
03.DMV.014.25
Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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

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

PRICING

Total Agreement Amount:

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

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	110.00	\$2,688.40	\$2,768.70
Aug 2024	22	4	110.00	\$2,688.40	\$2,768.70
Sep 2024	20	4	100.00	\$2,444.00	\$2,517.00
Oct 2024	22	5	110.00	\$2,688.40	\$2,768.70
Nov 2024	17	4	85.00	\$2,077.40	\$2,139.45
Dec 2024	20	4	100.00	\$2,444.00	\$2,517.00
Jan 2025	21	5	105.00	\$2,566.20	\$2,642.85
Feb 2025	19	4	95.00	\$2,321.80	\$2,391.15
Mar 2025	21	4	105.00	\$2,566.20	\$2,642.85
Apr 2025	22	5	110.00	\$2,688.40	\$2,768.70
May 2025	21	4	105.00	\$2,566.20	\$2,642.85
Jun 2025	20	4	100.00	\$2,444.00	\$2,517.00
	247	52			

WORKLOA	ADING FOR	AGREEMENT:	03.DMV.014	1.25	LOCATION: KEYSER			4.945.2004	VIII TO THE		
Agreem	ent Type	Janitorial	Agreeme	nt Period	7/1/2024	6/30,	/2025	Days/Week	5	Agreement Days	247
					LOCATIO	N PROFILE				The Diffe	W = 5 - 1
Carpet (ft ²)		0	Restrooms (#		5	Elevators (#)		0	Windows (#)		0
VCT Tile (ft	2)	6885	Fixtures (#)		12	Light Fixture:	s (ft²)	62		Inside (ft²)	- 0
Ceramic (ft ²	² }	0	Water Founta	ins (#)	0	Stair Flights	(#)	0		Outside (ft²)	
Concrete (f	t ²)	0	Trash Recepta	acles (#)	31	Upholstery (0	Weekly Glass I		
Vinyl/Lam (ft ²)	0	Vents (ft ²)		58	Horizontal Su		500	weekly Glass		1
Other (ft ²)		0	Walk Off Mat	c (#)	4	Vertical Surf.		1	- 1 -1 -	Total (ft²)	50
	TOTAL (ft²)			per WO Mat				500	Daily Glass Do		1
Outside (ft ²		500		L ft ² WO Mat		Baseboard (I		0		Total (ft²)	52
- aisida (it		300	IOIA	LIT WO Mat		Entrance (ft ²)	40			
Scope of					SCOPE C	F WORK			100		
Work#	ISSA #*	Description	n	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	ption	Time	Work Days/Agreemen
1a	486	Sweep		1.767	247	7b	67	Baseboards		0.000	0
1b	369	Мор		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 Doo	ors/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	s	0.000	0
2e	91	Walk Off Mats		0.030	247	11a	540	Wash Light Fixtur	res	0.000	2
3a	177	Empty Trash/Wipe C	lean	0.518	247	11b	179	Police Entrance(2	25%)	0.001	52
3b	178-177	Reline Baskets		0.054	52	11c	179	Police Parking Lo		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. Fu	rniture	0.000	0	12b	589	Elevator		0.000	
5a	69	Dust Vents		0.000	2					0.000	0
5b	546	Wash Vents		0.004	2			Utility Time		0.370	
6a-6i	229	Restrooms		0.600	247					0.370	
7a	67	Remove Dirt		0.311	247			ш	OURS 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
- 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



Service 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

SERVICE AGREEME	NT.	EN1	ИE	E۱	E	R	G	A	CE	VI	SER	
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Customer Print Name

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

Work Performed By*: Developmental Center & Workshop, inc.

Work Performed: Janitorial

Site: DMV Billing: DMV

Charles Town

24 Ruland Road 5707 MacCorkle Ave SE, Suite 200

Kearneysville, WV 25430Charleston, WV 25304j.lorraine.thompson@wv.govDMVAcctsPayable@wv.gov304-582-3633angie.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:	5/28/2024
WVARF, Inc.	Date
Customer Signature	Business Manager Customer Title
Carla Rotsch	RECEIVED 6-6-24

BUSINESS MANAGER'S OFFICE

JUN 03 2024



7 Terms of Agreement 03.DMV.015.25 Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

riscai tear

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

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

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Tony Francis

D: 681-661-0141

O: 304-788-3046

C: 304-444-2401

C: 304-813-7901

gwolfe@wvarf.org

- gwone@wvari.or
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
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 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.
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- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 03.DMV.015.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate	
				\$24.44	\$25.17 Monthly Cost w/Pcard	
	Days	Weeks	Monthly Hours	Monthly Cost		
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	
	247	52				

Agreem	Agreement Type Janitorial		Agreement	Period	7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
	A				LOCATION	PROFILE	13.5	TABLE A	Mary of the		
Carpet (ft ²)		5834	Restrooms (#)		4	Elevators (#)	or Kin	0	Windows (#)		0
VCT Tile (ft	2)	431	Fixtures (#)		13	Light Fixtures	(ft²)	0		Inside (ft²)	
Ceramic (ft	2)	0	Water Fountain:	s (#)	1	Stair Flights (0	R. P. S.	Outside (ft ²)	
Concrete (f	t ²)	0	Trash Receptacle		31	Upholstery (f		0	Int Glass Doo		
Vinyl/Lam (0	Vents (ft²)	- (II)	0	Horizontal Su		500	int Glass Doc		00
Other (ft ²)	and	0	Walk Off Mats (41	1	Vertical Surf.				Int 1 Side (ft²)	
Tartor (12)	TOTAL (ft²)			er WO Mat				500	Ext Glass Do		2
Outside (ft²		0			30	Baseboard (li		484	The Company	Ext 1 Side (ft ²)	2
outside (it	1	U	TOTAL	t ² WO Mat		30 Entrance (ft ²)		150			
A					SCOPE O	F WORK					
Scope of Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA #*	Descri	otion	Time	Work Days/Agreement
1a	486	Sweep		0.111	247	7b	67	Baseboards		0.032	52
1b		Мор		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 Do	Interior Glass Doors/Panels		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 Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (lean	0.518	247	11b	179	Police Entrance(2	5%)	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 Uphoist. 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			ш	OURS PER DA	4.75	

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

JANITORIAL TASK LIST

DAILY

- o Sweep
- о Мор
- o Vacuum
- 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 Police Entrance(25%)
- o Remove Trash

WEEKLY

- o Reline Baskets
- o Baseboards



Service Agreement 07.DMV.002.25 Fiscal Year 2025

hone: (304) 205-7970 Fax: (304) 205-791

PO BOX 6764 Charleston y	v v 23302 Priorie: (304) 20:	2-/3/	v rax: (304) 203-791.	•					
To give every	y individual with varying ab	ilitie:	s the opportunity to I	nave gainful employment					
SERVICE AGREEMENT	•								
Contractor:	West Virginia Association of F	Rehab	oilitation Facilities, Inc. (\	NVARF)					
Work Performed By*:	SW Resources, Inc. Region 1								
Work Performed:	Janitorial								
Site:	DMV Putnam Winfield/Teays Valley/Hurric	cane	Billing:	DMV Putnam					
	116 Liberty Square			5707 MacCorkle Ave SE, Suite 200					
	Hurricane, WV 25526			Charleston, WV 25304					
	jill.e.patterson@wv.gov			DMVAcctsPayable@wv.gov					
	304-541-5455			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						
	1	-	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 referer scope of work 		ment	and Workloading shee	ts providing a detailed breakdown of the					
DocuSigned by:									
Nita Nobs			5/30/2	2024					
WVARF, Inc.			Date						
Parlad	Rotoch		Ru	Siness Manager					

LUNIU MOT

Customer Signature

RECEIV

Customer Title

JUN 03 2024



PO Box 6764 Charleston WV 25362

7erms of Agreement 07.DMV.002.25 Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

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 ilves 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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 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

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
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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 07.DMV.002.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING

Total Agreement Amount:

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

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	
	247	52		-		

WORKLO	ADING FOR	AGREEMENT:	07.DMV.0	02.25	LOCATION: WINFIELD						2 1 2 1
Agreem	ent Type	Janitorial	Agree	ment Period	7/1/2024	6/30,	/2025	Days/Week	5	Agreement Days	247
					LOCATION	PROFILE					
Carpet (ft ²)		3884	Restrooms	(#)	4	Elevators (#)		0	Windows (#		8
VCT Tile (ft	2)	4301	Fixtures (#		24	Light Fixture	s (ft²)	0		Inside (ft²)	
Ceramic (ft	2)	0	Water Fou	ntains (#)	1	Stair Flights		0	100	Outside (ft²)	
Concrete (f	t ²)	0	Trash Rece	ptacles (#)	47	Upholstery (0	Int Glass Do		
Vinyl/Lam (ft ²)	0	Vents (ft ²)		24	Horizontal S		80	int Glass Do		2
Other (ft ²)		0	Walk Off N	fate (#\	2	Vertical Surf.			F . 61 . 6	Int 1 Side (ft ²)	7
	TOTAL (ft²)			ft ² per WO Mat				80	Ext Glass Do		4
Outside (ft		400		TAL ft ² WO Mat		Baseboard (I		0		Ext 1 Side (ft ²)	2
Outside (it		400		IALIT WO Mat		8 Entrance (ft²)		400			
Canno of					SCOPE O						Branch Black
Scope of Work #	ISSA #*	Descriptio	ก	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		1.104	247	7b	67	Baseboards		0.000	0
1b	369	Мор		0.254	52	8a	183	Clean Fountain		0.017	247
1c	385	Spray Buff		0.109	52	10a-b	84	Exterior Glass Do	ors/Panels	0.200	247
2a	295	Spot Vacuum (35%)		0.479	195	10c-d	84	Interior Glass Do	ors/Panels	0.077	52
2b	295	Vacuum		0.365	52	10e	563	Interior Windows	5	0.011	2
2c	294	Spot Clean (35%)		0.113	247	10f	563	Exterior Window		0.011	2
2e	91	Walk Off Mats		0.024	247	11a	540	Wash Light Fixtur	res	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.785	247	11b	179	Police Entrance(2	25%)	0.006	52
3b	178-177	Reline Baskets		0.082	52	11c	179	Police Parking Lo	t	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. Fu	rniture	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			H	DURS PER DA	Y 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 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



Service Agreement 11.DMV.011.25 Fiscal Year 2025

PO Box 6764 Charleston \	WV 25362 Phone: (304) 205-79	970 Fax: (304) 205-7915						
To give ever	v individual with varying abiliti	ies 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 40 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 referer scope of work 	nce the attached Terms of Agreemen	iding a detailed, monthly, breakdown. nt and Workloading sheets providing a detailed breakdown of the sble CRP as determined by WVARF						
DocuSigned by:								
Nota Hobbs		5/31/2024						
WVARF, Inc.		Date						
^								
Customer Signature	Rotoch	Pusiness Manager Customer Title						

RECEIVED Date

6-6-24

JUN 03 2024



Terms of Agreement 11.DMV.011.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362 Ph

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:

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Greg Blake

O: 681-661-0144

O: 304-294-5610

C: 304-539-9353

C: 304-673-8489

mmayville@wvarf.org

gblake@iriwv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
 work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea
 Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to tollet 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.



PRICING 11.DMV.011.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING

Total Agreement Amount:

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

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	
	247	52				

Agreement Type Janitorial		Janitorial	Agreen	reement Period 7/1/2024		6/30/2025		Days/Week	5	Agreement Days	247
	A L				LOCATION	PROFILE			Charles In the	Jujo	7
Carpet (ft ²)		9050	Restrooms	(#)	. 2	Elevators (#)		0	Windows (#)		5
VCT Tile (ft		976	Fixtures (#)		9	Light Fixture		0	Weillows (II)	Inside (ft²)	
Ceramic (ft	1)	0	Water Four	itains (#)	4	Stair Flights		0			30
Concrete (f	t ²)	0	Trash Recep	otacles (#)	112	Upholstery (•	0	lat Charles	Outside (ft²)	30
Vinyl/Lam (ft ²)	0	Vents (ft²)	120,00 (11)	36				Int Glass Door		4
Other (ft ²)		361	Walk Off M	-4- (4)		Horizontal St		200		int 1 Side (ft ²)	31
	TOTAL (ft ²)				6	Vertical Surf.		200	Ext Glass Door	s/Panels	4
Outside (ft ²				ft ² per WO Mat	24	Baseboard (I		0		ext 1 Side (ft ²)	2:
Outside (it)	400	ТОТ	FAL ft ² WO Mat		Entrance (ft ²)	0	0		
			A STATE OF THE PARTY OF THE PAR	AND MARKET	SCOPE O	F WORK					
Scope of Work #	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#*	Descrip	otion	Time	Work Days/Agreement
1a		Sweep		0.343	247	7b	67	Baseboards.		0,000	0
1b	369	Мор		0.374	247	8a	183	Clean Fountain		0.067	247
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Do	ors/Panels	0.200	247
2a	295	Spot Vacuum (35%)		1.117	195	10c-d	84	Interior Glass Doo	ors/Panels	0,060	52
2b	295	Vacuum		0.851	52	10e	563	Interior Windows		0.003	2
2c	294	Spot Clean (35%)		0.264	247	10f	563	Exterior Windows		0.003	2
2e	91	Walk Off Mats		0.072	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	1.870	247	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets		0.196	52	11c	179	Police Parking Lot		0.000	0
4a	69	Spot Dust (35%)	-	0.002	195	11d	590	Remove Trash		0.173	247
4b	69	Thorough Dust		0.017	.52	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator	Elevator		0
5a	69	Dust Vents		0.000	12			Utility Time		0.310	
5b	546	Wash Vents		0.000	0			НС	URS PER DAY	6.50	
6a-6i	229	Restrooms		0.450	247						
7a	67	Remove Dirt		0.124	247	I					

^{*}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

-A = 2

- o Restrooms
- o Sweep
- о Мор
- 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 Interior Glass Doors/Panels

MONTHLY

o Dust Vents

TWICE A YEAR

- o Interior Windows
- o Exterior Windows



Service Agreement 11.DMV.012.25 Fiscal Year 2025

PU BOX 6/64 Charleston \	NV 25362 Phone: (304) 205-7	970	Fax: (304) 205-791:	5
To give ever	y individual with varying abilit	ies the	opportunity to f	nave gainful employment
SERVICE AGREEMENT				
Contractor:	West Virginia Association of Reh	abilitat	ion Facilities, Inc. (V	VVARF)
Work Performed By*:	Integrated Resources, Inc.			
Work Performed:	Janitorial			
Site:	DMV Headquarters Kanawha Mall 5707 MacCorkle Ave SE, Suite 20 Charleston, WV 25304 james.r.boyd@wv.gov 304-545-7913	00	N 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	Tota	al Hours	
Non P-	Card Pricing:			
	\$158,359.11	Tot	al Cost	
	,	The	e WV Auditor's Office	encourages payment via OASIS using ACH.
P-4	Card Pricing:			
	\$163,138.56	Tota	al Cost w/Pcard	
	:	If	planning to pay via P-	card, please initial here:
 Please referent of work. 	nce the attached <i>Pricing</i> sheet province the attached <i>Terms of Agreeme</i> formed by the listed CRP or a compara	nt and	Workloading sheet	ts providing a detailed breakdown of the scop
DocuSigned by:				
Nota Hobbs			5/31/2	2024
WVARF, Inc.			Date	
Parl	Rotoch		D.	ciness Manager

Customer Title

Customer Print Name Date JUN 03 2024 BUSINESS MANAGER'S OFFICE

Customer Signature



11.DMV.012.25

West Virginia Association of Rehabilitation Facilities, Inc.

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:

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Greg Blake

O: 681-661-0144

O: 304-294-5610

C: 304-539-9353

C: 304-673-8489

mmayville@wvarf.org

gblake@iriwv.com

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



PRICING 11.DMV.012.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING

Total Agreement Amount:

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

				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			

Agreement Type Janitorial		Janitorial	Agreement Period		7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
					LOCATION	PROFILE					
Carpet (ft ²)		40778	Restrooms (#)		10	Elevators (#)		0	Windows (#)		21
VCT Tile (ft	²)	10608	Fixtures (#)		50	Light Fixture	s (ft²)	0		Inside (ft²)	14
Ceramic (ft	2)	0	Water Four	ntains (#)	4	Stair Flights	(#)	0		Outside (ft ²)	14
Concrete (f	t ²)	0	Trash Recei		361	Upholstery (0	Int Glass Doo		
Vinyl/Lam ((ft ²)	0	Vents (ft ²)		68	Horizontal Su		1000	III Glass Doc		16
Other (ft ²)		0	Walk Off M	ate (#)	4	Vertical Surf.				Int 1 Side (ft*)	16
outer fie /	TOTAL (ft ²)							1000	Ext Glass Do		5
Outside (ft ²			9	ft ² per WO Mat		Baseboard (linear ft)		0		Ext 1 Side (ft ²)	2
outside (it	(ft°) 400 1		10	TAL ft ² WO Mat		96 Entrance (ft ²)		400	00		
	BI CO		11/11/11	Name of Street	SCOPE O	F WORK	277				
Scope of Work #	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	Description		Work Days/Agreement
1a	486	Sweep		2.723	247	7b	67	Baseboards		0.000	0
1b	369	Мор		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	s	0.048	2
2e	91	Walk Off Mats		0.048	247	11a	540	Wash Light Fixtur	res	0.000	0
3a	177	Empty Trash/Wipe (lean	6.029	247	11b	179	Police Entrance(2	25%)	0.030	247
3b	178-177	Reline Baskets		0.633	52	11c	179	Police Parking Lo	t	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 Uphoist. Fu	rniture	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			Н	OURS PER DAY	32.25	

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

DAILY

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

WEEKLY

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

TWICE A MONTH

o Spray Buff

FOUR TIMES A YEAR

Wash Vents

TWICE A YEAR

o Exterior Windows



Service Agreement 08.DMV.004.25

Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

	t di tali a sustati di di tar	No. of the last of	NATION OF							
	y individual with varying abili	ties the opp	ortunity to I	nave gainful employment						
SERVICE AGREEMENT										
Contractor:	West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)									
Work Performed By*:	Goodwill Industries of KYOWVA	Goodwill Industries of KYOWVA Area, inc.								
Work Performed:	Janitorial									
Site:	DMV Huntington 801 Madison Avenue		Billing:	5707 MacCorkle Ave SE, Suite 200						
	Huntington, WV 25701			Charleston, WV 25304						
	carla.j.harshbarger@wv.gov 304-412-5238			DMVAcctsPayable@wv.gov 304-352-5929						
				angie.l.chaney@wv.gov						
Period of Agreement:	7/1/2024 1	to 6/3	0/2025							
Total Agreement Pricing:	864.50	Total Hou	ırş							
Non P-0	Card Pricing:									
	\$17,514.77	Total Co	st							
	-	The WV A	uditor's Office	encourages payment via OASIS using ACH.						
P-(Card Pricing:									
	\$18,042.12	Total Co	t w/Pcard							
	-	→ If plannin	g to pay via P-	card, please initial here:						
 Please referen of work. 	ce the attached <i>Pricing</i> sheet proce the attached <i>Terms of Agreement</i> formed by the listed CRP or a compa	ent and Work	oading shee	ts providing a detailed breakdown of the scope						
DocuSigned by:										
Nita Hobbs			5/28/2	2024						
WVARF, Inc.			Date							
Customer Signature	Rotoch		Custom	Siness Manager er Title						
Carla Ro	tschR	ECEI	VED	6-10-24						

Customer Print Name

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 08.DMV.004.25 Fiscal Year 2025

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

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

TERMS OF AGREEMENT

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

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Sally Nelson

O: 304-523-7461 ext. 430

O: 681-661-0144

C: 304-751-6398

C: 304-539-9353

mmayville@wvarf.org

snelson@goodwillhunting.org

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



PRICING 08.DMV.004.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362 Phone: (304) 205-79

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

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

PRICING

Total Agreement Amount:

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

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

WORKLOA	ADING FOR	AGREEMENT:	08.DMV.004	4.25							
Agreement Type		Janitorial	Agreeme	ent Period	7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
					LOCATION	PROFILE					
Carpet (ft ²)		5055	Restrooms (#)	2	Elevators (#)	100	0	Windows (#		8
VCT Tile (ft	2)	0	Fixtures (#)		16	Light Fixture:	s (ft²)	0		Inside (ft ²)	1
Ceramic (ft	2)	0	Water Fount	ains (#)	0	Stair Flights ((#)	0	5.13°- 35	Outside (ft²)	1
Concrete (f	t ²)	0	Trash Recept		52	Upholstery (1		0	Int Glass Do		2
Vinyl/Lam ((ft ²)	0	Vents (ft ²)		36	Horizontal Su		200	int Glass Do	Int 1 Side (ft ²)	
Other (ft ²)		0	Walk Off Mat	rs (#)	4	Vertical Surf.		200	Fut Class D.		6
	TOTAL (ft ²)	5055		² per WO Mat		Baseboard (li		0	Ext Glass Do		4
Outside (ft		400		L ft ² WO Mat		Entrance (ft				Ext 1 Side (ft ²)	2
		400	1012	CLIL WO WIST				400	400		
Scope of					SCOPE O		232	THE STATE OF THE STATE OF		AT NOT THE	
Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.000	247	7b	67	Baseboards		0.000	0
1b	369	Мор		0.000	247	8a	183	Clean Fountain 0.00		0.000	0
1c	385	Spray Buff		0.000	12	10a-b	84	Exterior Glass Doors/Panels 0.2		0.200	247
2a	295	Spot Vacuum (35%)		0.624	195	10c-d	84	Interior Glass Doors/Panels		0.060	52
2b	295	Vacuum		0.475	52	10e	563	Interior Windows		0.002	2
2c	294	Spot Clean (35%)		0.147	247	10f	563	Exterior Windows	S	0.002	2
2e	91	Walk Off Mats		0.048	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.868	247	11b	179	Police Entrance(2	.5%)	0.030	247
3b	178-177	Reline Baskets		0.091	52	11c	179	Police Parking Lot	t	0.000	0
4a	69	Spot Dust (35%)		0.002	195	11d	590	Remove Trash		0.084	247
4b	69	Thorough Dust		0.017	52	12a	588	Stairs		0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	12					1	
5b	546	Wash Vents		0.000	0			Utility Time		0.040	
6a-6i	229	Restrooms		0.800	247					1.1.7.	
7a	67	Remove Dirt		0.006	12			Н	OURS PER DA	Y 3.50	

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

DAILY

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

WEEKLY

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

MONTHLY

- o Spray Buff
- o Dust Vents
- o Remove Dirt

TWICE A YEAR

- o Interior Windows
- o Exterior Windows



Service Agreement 11.DMV.005.25

Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

To give every	individual with varying abilit	ties	the opportunity to h	nave gainful employment
ERVICE AGREEMENT				
entractor:	West Virginia Association of Reh	habi	ilitation Facilities, Inc. (V	VVARF)
ork Performed By*:	Integrated Resources, Inc.			
ork Performed:	Janitorial			
te:	DMV Logan		Billing:	
	428 Main Street			5707 MacCorkle Ave SE, Suite 200
	Logan, WV 25601			Charleston, WV 25304
	kathy.a.hurt@wv.gov			DMVAcctsPayable@wv.gov
	304-792-0227			304-352-5929
				angie.l.chaney@wv.gov
riod of Agreement:	7/1/2024 t	to	6/30/2025	
tal Agreement Pricing:	1111.50		Total Hours	
Non P-0	Card Pricing:			
	\$22,096.62		Total Cost	
		→	The WV Auditor's Office	encourages payment via OASIS using ACH.
P-C	Card Pricing:			
	\$22,763.52	•	Total Cost w/Pcard	
	-	+	If planning to pay via P-	card, please initial here:
 Please referen scope of work. 		ent	and Workloading shee	ts providing a detailed breakdown of the
-Docusigned by: Vida Hobbs			5/28/2	024
VARF, inc.			Date	
Ant la stomer Signature	Rotoch		<u>Bu</u>	Siness Manager
			-3000111	1 1 5 16

Customer Print Name

RECEIVED

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 11.DMV.005.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362 PI

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

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Greg Blake

O: 681-661-0144

O: 304-294-5610

C: 304-539-9353

C: 304-673-8489

mmayville@wvarf.org

gblake@iriwv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
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 Higginbotham at ahigginbotham@wvarf.org to request a change.
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- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee
 for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 11.DMV.005.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

PRICING

Total Agreement Amount:

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

				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			

Agreement Type		Janitorial	Agreement Period		7/1/2024	6/30,	/2025	Days/Week	5	Agreement Days	247
	11				LOCATION	PROFILE					
Carpet (ft ²)		6360	Restrooms (#)		4	Elevators (#)		0	Windows (#		15
VCT Tile (ft ²	(1)	140	Fixtures (#)		12	Light Fixture:	s (ft ²)	0		Inside (ft ²)	15
Ceramic (ft	2)	15	Water Foun	tains (#)	2	Stair Flights (0		Outside (ft²)	
Concrete (f	t ²)	0	Trash Recep		38	Upholstery (0	les Class D		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	cadica (iii)	32	Horizontal Su			Int Glass Do		2
Other (ft ²)		85	Walk Off M	-A- (H)				300		Int 1 Side (ft ²)	
	TOTAL (ft ²)				4	Vertical Surf.		300	Ext Glass Do	ors/Panels	4
				ft ² per WO Mat		Baseboard (li		0	Ev.E. E.	Ext 1 Side (ft ²)	
Outside (ft ²)	400	TOI	ALft ² WO Mat		Entrance (ft ²)	400			
100 152		ALL PARTY			SCOPE O	F WORK					
Scope of Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA #*	Descrip	ption	Time	Work Days/Agreement
1a		Sweep		0.062	247	7b	67	Baseboards		0.000	0
1b	369	Мор		0.067	247	8a	183	Clean Fountain		0.033	247
1c	385	Spray Buff		0.001	12	10a-b	84	Exterior Glass Do	ors/Panels	0.200	247
2a	295	Spot Vacuum (35%)		0.785	195	10c-d	84	Interior Glass Dod	ors/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	5	0.014	2
2e	91	Walk Off Mats		0.030	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe	Clean	0.635	247	11b	179	Police Entrance(2	5%)	0.030	247
3b	178-177	Reline Baskets		0.067	52	11c	179	Police Parking Lot	t .	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			0.000	0
4d	81	Vacuum Upholst. Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
Sa Sa	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			0.187	247			н	OURS PER DA	Y 4.50	

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

DAILY

- o Sweep
- о Мор
- 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 Police Entrance(25%)
- o Remove Trash

WEEKLY

- o Vacuum
- o Reline Baskets
- o Dust Vents

MONTHLY

o Spray Buff

FOUR TIMES A YEAR

o Wash Vents

TWICE A YEAR

- o Interior Windows
- o Exterior Windows



Service Agreement 14.DMV.003.25 Fiscal Year 2025

PO Box 6764 Charleston W	V 25362 Pl	hone: (304) 20	5-797	70 Fax: (304) 205-791:	5
To give every	individual wit	h varying ab	ilitie.	s the opportunity to h	ave gainful employment
SERVICE AGREEMENT					
Contractor:	West Virginia A	Association of I	Rehab	pilitation Facilities, Inc. (V	vvarf)
Work Performed By*:	Lillian James Le	earning Center			
Work Performed:	Janitorial				
Site:	DMV			Billing:	DMV
	Beckley				
	107 Pinecrest I	Drive			5707 MacCorkie Ave SE, Suite 200
	Beckley, WV 25	5801			Charleston, WV 25304
	rhonda.s.mckir	nney@wv.gov			DMVAcctsPayable@wv.gov
	304-237-0086				304-352-5929
					angie.l.chaney@wv.gov
Period of Agreement:	7/1/2	2024	to	6/30/2025	
Total Agreement Pricing:		3828.50		Total Hours	
Non P-C	ard Pricing:				
		67E 260 24		Total Cost	
		\$75,268.31		Total Cost	
			-	The WV Auditor's Office	encourages payment via OASIS using ACH.
P-C	ard Pricing:				
		\$77,527.13		Total Cost w/Pcard	
		-	\rightarrow	If planning to pay via P-	card, please initial here:
 Please reference scope of work. 	ce the attached i	Terms of Agree	ement	ling a detailed, monthly, t and Workloading shee le CRP as determined by W	ts providing a detailed breakdown of the
OocuSigned by:					
Nita Hobbs				5/30/2	024
WVARF, Inc.				Date	
Carla	Roto	ch_			usiness Manager
Customer Signature				Custome	er Title
Carla Rot	Sch				10-6-24
Customer Print Name			PF	Date	/

JUN 03 2024 BUSINESS MANAGER'S OFFICE



Terms of Agreement 14.DMV.003.25 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

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

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Jessica Hix

O: 681-661-0144

0:

C: 304-539-9353

C: 681-222-4896

mmayville@wvarf.org

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for
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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 14.DMV.003.25 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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	3828.50
TOTAL AGREEMENT COST	\$75,268.33
TOTAL AGREEMENT COST w/Pcard	\$77,527.13

				Regular Hourly Rate	Pcard Hourly Rate		
				\$19.66	\$20.25		
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard		
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		
	247	52					

WORKLOA	ADING FOR	AGREEMENT:	14.DMV.0	03.25	LOCATION: BECKLEY				0.0	THE PARTY OF	3 - 2
Agreement Type Janitoria		Janitorial	Agreement Period		7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
					LOCATION	PROFILE			Maria de la compansión de		
Carpet (ft ²)		12768	Restrooms	(#)	10	Elevators (#)		0	Windows (#)	100
VCT Tile (ft ²	2)	19152	Fixtures (#)		46	Light Fixture:	s (ft ²)	0		Inside (ft²)	100
Ceramic (ft ²	2}	0	Water Four	ntains (#)	2	Stair Flights (0		Outside (ft ²)	
Concrete (fi	(t²)	0	Trash Rece		152	Upholstery (·	0	Int Glass Do		
Vinyl/Lam (0	Vents (ft ²)	(,	68	Horizontal Su			int Glass Do		4
Other (ft ²)		0	Walk Off N	ate (#)	2	Vertical Surf.		300		Int 1 Side (ft ²)	1
	TOTAL (ft ²)			ft ² per WO Mat				300	Ext Glass Do		2
Outside (ft ²		0		TAL ft ² WO Mat		Baseboard (I		0		Ext 1 Side (ft ²)	2
outside (it		U	10	IAL π WO Mat		Entrance (ft ²	}	0			
Coome of			300		SCOPE O						12-7-31- 13-31
Scope of Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		4.916	247	7b	67	Baseboards		0.000	0
1b	369	Мор		1.129	52	8a	183	Clean Fountain		0.033	247
1c	385	Spray Buff		0.112	12	10a-b	84	Exterior Glass Do	ors/Panels	0.100	247
2a	295	Spot Vacuum (35%)		1.576	195	10c-d	84	Interior Glass Doo	ors/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	5	0,000	0
2e	91	Walk Off Mats		0.024	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	2.538	247	11b	179	Police Entrance(2	5%)	0.000	Ó
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. Fu	rniture	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			Н	OURS PER DA	Y 15.50	

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

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



Service Agreement 07.DMV.016.25

Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

To give every	y individual with varying abiliti	es the opportunity to have gainful employment
SERVICE AGREEMENT		
Contractor:	West Virginia Association of Reha	abilitation Facilities, Inc. (WVARF)
Work Performed By*:	SW Resources, Inc. Region 1	
Work Performed:	Janitorial	
Site:	DMV Flatwoods 295 Skidmore Lane	Billing: DMV 5707 MacCorkle Ave SE, Suite 200
	Sutton, WV 26601 linda.s.collins@wv.gov 304-677-4338	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 referent scope of work 	nce the attached Terms of Agreemen	iding a detailed, monthly, breakdown. Int and Workloading sheets providing a detailed breakdown of the object of
Docusigned by: NHA Hobbs		5/28/2024
WVARF, Inc.		Date
Customer Signature	Robach	Business Manager Customer Title
Carla Rot:		CEIVE 6-6-24

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 07.DMV.016.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362 Phon

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;

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

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 tollet 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.



PRICING 07.DMV.016.25 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

PRICING

Total Agreement Amount:

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

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

WORKLOA	ADING FOR	AGREEMENT:	07.DMV.01	6.25					- T- T-		
Agreement Type		Janitorial	Agreeme	ent Period	7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
					LOCATION	PROFILE					APPRICATION.
Carpet (ft ²)		4598	Restrooms (#	t)	2	Elevators (#)		0	Windows (#	1	0
VCT Tile (ft	2)	258	Fixtures (#)		4	Light Fixture	s (ft²)	0		Inside (ft ²)	
Ceramic (ft	2)	0	Water Fount	ains (#)	0	Stair Flights	#)	0		Outside (ft ²)	
Concrete (f	t²)	0	Trash Recept	acles (#)	17	Upholstery (0	Int Class Da		
Vinyl/Lam (ft ²)	56	Vents (ft ²)	, , , , , , , , , , , , , , , , , , ,	64	Horizontal St			Int Glass Do		2
Other (ft ²)		0	Walk Off Ma	he (#)				500	1185 - 114	Int 1 Side (ft ²)	33
	TOTAL (ft ²)	4912			2	Vertical Surf.		500	Ext Glass Do		00
Outside (ft ²				² per WO Mat		Baseboard (I		976	C4-115	Ext 1 Side (ft ²)	
Outside (it	1	0	TOTA	AL ft ² WO Mat		Entrance (ft ²		36			
Canana at		ACCUMULATION			SCOPE O	F WORK					DEPARTMENT
Scope of Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.081	247	7b	67	Baseboards		0.015	12
1b	369	Мор		0.088	247	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.000	0	10a-b	84	Exterior Glass Do	ors/Panels	0.000	0
2a	295	Spot Vacuum (35%)		0.567	195	10c-d	84	Interior Glass Do	ors/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	5	0.000	0
2e	91	Walk Off Mats		0.024	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.284	247	11b	179	Police Entrance(2	5%)	0.003	247
3b		Reline Baskets		0.030	52	11c	179	Police Parking Lo		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, Fu	rniture	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			НС	OURS PER DA	Y 3.50	

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

DAILY

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

WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

MONTHLY

o Baseboards

YEARLY

o Dust Vents



Service Agreement 23.DMV.006.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

To give every	individual with varying abilitie	es the opportunity to l	nave gainful employment
SERVICE AGREEMENT			
Contractor:	West Virginia Association of Reha	bilitation 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:	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-C	Card Pricing:		
	\$23,230.35	Total Cost	
		The WV Auditor's Office	encourages payment via OASIS using ACH.
P-0	Card Pricing:		
	\$23,921.95	Total Cost w/Pcard	
		If planning to pay via P	card, please initial here:
 Please referen scope of work. 		at and Workloading shee	ts providing a detailed breakdown of the
DocuSigned by:			
Nita Hobbs		5/30/2	2024
WVARF, Inc.		Date	
Carla	Rotoch	P	Jusiness Manager
Customer Signature Carla Rot	sch p	CEIVED	6-10-24
Customer Print Name		vate	7
	JU	IN 03 2024	

BUSINESS MANAGER'S OFFICE



Terms of Agreement 23.DMV.006.25 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:

WVARE CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Maria Smith

O: 681-661-0141

0: 304-636-1638

C: 304-444-2401

C:

gwolfe@wvarf.org

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.
- 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.



PRICING 23.DMV.006.25 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

PRICING

Total Agreement Amount:

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

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

WORKLUA	IDING FOR	AGREEMENT:	23.DMV.00	b.25	LOCATION: ELKINS						
Agreement Type Janitorial Agre		Ägreem	ent Period	7/1/2024	7/1/2024 6/30/2025		Days/Week	5	Agreement Days	247	
					LOCATION	PROFILE			500	COLUMN TO	
Carpet (ft ²)		7321	Restrooms (#	‡)	4	Elevators (#)		0	Windows (#		20
VCT Tile (ft	2)	563	Fixtures (#)		25	Light Fixture:	(ft ²)	0	II AND THE	Inside (ft²)	1
Ceramic (ft	²)	0	Water Fount	ains (#)	0	Stair Flights (0		Outside (ft ²)	1
Concrete (f	t²)	0	Trash Recept		46	Upholstery (f		0	Int Glass Do		
Vinyl/Lam ((ft²)	0	Vents (ft ²)	()	0	Horizontal Su		200	IIII GIASS DO		4
Other (ft ²)		0	Walk Off Ma	+e /#\	6	Vertical Surf.		1		Int 1 Side (ft ²)	1
	TOTAL (ft ²)			t ² per WO Mat				200	Ext Glass Do		6
Outside (ft ²		0		AL ft ² WO Mat		Baseboard (li		0	Ext 1 Side (ft ²)		2
ourside fit		U	101/	AL IT WO Mat		Entrance (ft ²		0	10.00	7.00	
Scope of			No.		SCOPE O				12000		
Work#	ISSA #*	Descriptio	n	Time	Work Days/Agreement	Scope of Work#	ISSA#*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep		0.145	247	7b	67	Baseboards		0.000	0
1b	369	Мор		0.033	52	8a	183	Clean Fountain		0.000	0
1c	385	Spray Buff		0.001	2	10a-b	84	Exterior Glass Do	ors/Panels	0.300	247
2a	295	Spot Vacuum (35%)		0.903	195	10c-d	84	Interior Glass Do	ors/Panels	0.028	52
2b	295	Vacuum		0.688	52	10e	563	Interior Windows	1	0.005	2
2с	294	Spot Clean (35%)		0.214	247	10f	563	Exterior Windows	5	0.005	2
2e	. 91	Walk Off Mats		0.072	247	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean	0.768	247	11b	179	Police Entrance(2	15%)	0.000	0
3b	178-177	Reline Baskets		0.081	52	11c	179	Police Parking Lo	t	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. Fu	rniture	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			HO	DURS PER DA	Y 5.00	

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

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



Service Agreement 24.DMV.010.25 Fiscal Year 2025

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

To give ever	y individual with varying ab	ilitie	es the opportunity to f	nave gainful employment
SERVICE AGREEMEN	Ī			
Contractor:	West Virginia Association of	Reha	bilitation Facilities, Inc. (V	VVARF)
Work Performed By*:	SW Resources, Inc. Region 2			
Work Performed:	Janitorial			
Site:	DMV Parkersburg		Billing:	DMV
	601 Lubeck Avenue			5707 MacCorkle Ave SE, Suite 200
	Parkersburg, WV 26101			Charleston, WV 25304
	kathy.l.myers@wv.gov			DMVAcctsPayable@wv.gov
	304-834-2117			304-352-5929
	301-031-2117			angie.l.chaney@wv.gov
				anglementatione ivide
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 scope of work 		emen	t and Workloading shee	ts providing a detailed breakdown of th
DocuSigned by:				
Nita Hobbs			5/30/2	024
WVARF, Inc.			Date	
Parla	Rotoch		R	usinoss Managor

Customer Print Name

Customer Signature

RECEIVED

Date

Customer Title

JUN 0 3 2024 Da



Terms of Agreement 24.DMV.010.25 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

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 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

Alex Engle C: 304-210-6786 aengle@swresources.com

Eugene Weems - eweems@goodwillkv.com

Kassia Lilly - klilly@goodwillkv.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
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 Higginbotham at ahigginbotham@wvarf.org to request a change.
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 These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
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- To learn more about the WV State Use Program, please visit our website at www.wvarf.org.



PRICING 24.DMV.010.25 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

PRICING

Total Agreement Amount:

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

				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		
	247	52					

WORKLOA	ADING FOR	AGREEMENT:	24.DMV.	010.25	LOCATION: PARKERSB	URG				restar Size	
Agreem	ent Type	Janitorial	Agree	ement Period	7/1/2024	6/30	/2025	Days/Week	5	Agreement Days	247
					LOCATION	PROFILE		ALLE LINE			
Carpet (ft ²)	rpet (ft ²) 5589 Restrooms		s (#)	4	Elevators (#)		0	Windows (#)		17	
VCT Tile (ft	²)	338	Fixtures (†)	27	Light Fixture	s (ft²)	0	Inside (ft²)		1
Ceramic (ft	2)	1827	Water Fo	Intains (#)	0	Stair Flights		0		Outside (ft ²)	1
Concrete (f	t²)	0	Trash Rec	eptacles (#)	31	Upholstery (
Vinyl/Lam ((ft ²)				18	Horizontal Surf. (ft ²)			Int Glass Doors/Panels		5
Other (ft ²)		0	Vents (ft ² Walk Off		2	Vertical Surf.		200		Int 1 Side (ft ²)	1
	TOTAL (ft ²)							200	Ext Glass Doo		8
Outside (ft ²				ft ² per WO Mat		Baseboard (i		0		Ext 1 Side (ft ²)	2
Quiside (it	1	400	T	OTAL ft ² WO Mat		Entrance (ft ²)	400	400		
******		HRUSE III			SCOPE O	F WORK			C. Salvara		
Scope of Work #	ISSA#*	Descriptio	ก	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description Time		Work Days/Agreement	
1a		Sweep		0.556	247	7b	67	Baseboards		0.000	0
1b	369	Мор		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	3	0.004	2
2c	294	Spot Clean (35%)		0.163	247	10f	563	Exterior Window	S	0.004	2
2e	91	Walk Off Mats		0.024	247	11a	540	Wash Light Fixtur	es	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 Uphoist. Fu	rniture	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			Ho	OURS 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.

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



Service Agreement 25.DMV.013.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362

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

To give every	/ individual with varying abilit	ies the opportunity to)	have gainful employment					
SERVICE AGREEMENT	A STATE OF THE STA	ies the opportunity to	iare gangai empreyment					
	-	abilitatian Facilitian Inc. //	AAVADE\					
Contractor:	West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)							
Work Performed By*:	The Op Shop, Inc.							
Work Performed:	Janitorial							
Site:	DMV	Billing:	DMV					
	Fairmont							
	2600 Middletown Commons, Sui	ite 174	5707 MacCorkle Ave SE, Suite 200					
	Fairmont, WV 26554		Charleston, WV 25304					
	april.l.bosley@wv.gov		DMVAcctsPayable@wv.gov					
	681-455-7615		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-0	Card Pricing:							
	\$21,004.88 Total Cost							
	-	The WV Auditor's Office	encourages payment via OASIS using ACH.					
P-0	Card Pricing:							
\$21,637.20 Total Cost w/Pcard								
	If planning to pay via P-card, please initial here:							
. Diana rafaran	as the attached Origina shoot was	بالطفيع والمفاوي مستانية	brookdawa					
	ce the attached Pricing sheet prov		oreakdown. ts providing a detailed breakdown of the scope					
of work.	te the attached Terms of Agreeme	and Workloading shee	is providing a detailed breakdown or the scope					
*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF								
,								
DocuSigned by:								
Nita Hobbs		E /20 /	2024					
		5/28/	2024					
WVARF, Inc.	,	Date						
Parl	2 Rotoch	R	usiness Manager					
Customer Signature	~ / \w/>\u	Custom						
^ -	otsch RF	CEIVED	10-10-24					
Customer Print Name		Date						

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 25.DMV.013.25 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:

WVARF CONTACT:

VENDOR CONTACT:

Gary Wolfe, Contract Manager

Jarod Butcher

O: 681-661-0141

O: 304-366-5737

C: 304-444-2401

C: 304-612-4757

gwolfe@wvarf.org

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 involces.
- 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.



PRICING 25.DMV.013.25

Fiscal Year 2025

PO Box 6764 Charleston WV 25362 Ph

Phone: (304) 205-7970

Fax: (304) 205-7915

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

PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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

Agreem	Agreement Type Janitorial Agreem		Agreement Period	7/1/2024	6/30/2025		Days/Week	5	Agreement Days	247
				LOCATION	PROFILE					
Carpet (ft ²)		0	Restrooms (#)	2	Elevators (#)		0	Windows (#)		4
VCT Tile (ft ²	2)	0	Fixtures (#)	5	Light Fixture	s (ft²)	420	Wall to the	Inside (ft²)	1
Ceramic (ft	2)	0	Water Fountains (#)	2	Stair Flights		0		Outside (ft ²)	1
Concrete (f	t²)	0	Trash Receptacles (#)	24	Upholstery (300	Int Glass Do		
/inyl/Lam (4582	Vents (ft²)	92	Horizontal Si		300	IIIL GIASS DO		0
Other (ft ²)		0	Walk Off Mats (#)	4	Vertical Surf.		300	F.A.Ch B	Int 1 Side (ft²)	
	TOTAL (ft ²)		ft ² per WO Mat		Baseboard (I			Ext Glass Do		12
Outside (ft		0	TOTAL ft ² WO Mat		Entrance (ft		0		Ext 1 Side (ft ²)	
			TOTALIL WO MAL			'	0	or the same of the		
Scope of				SCOPE O		KALLE H			1000	TENNAME OF
Work#	ISSA #*	Descriptio	n Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	ption	Time	Work Days/Agreement
1a	486	Sweep	1.176	247	.7b	67	Baseboards	Baseboards		0
1b	369	Мор	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 Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (lean 0.401	247	11b	179	Police Entrance(25%)		0.000	0
36	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. Fu		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			H	OURS PER DA	Y 4.00	

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

JANITORIAL TASK LIST

DAILY

- o Sweep
- о Мор
- 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 Reline Baskets

MONTHLY

- o Thorough Dust
- o Dust Vents



Service Agreement 11.DMV.017.25 Fiscal Year 2025

PO Box 6764 Charleston WV 25362 Phone: (304) 205-79

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

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

To give every	y inaividual with varying ab	IIILIE	es the opportunity to	nave gainjui employment
SERVICE AGREEMENT				
Contractor:	West Virginia Association of I	Reha	bilitation Facilities, Inc. ((WVARF)
Work Performed By*:	Integrated Resources, Inc.			
Work Performed:	Janitorial			
Site:	DMV Warehouse		Billing	: DMV Warehouse
	5707 MacCorkle Ave. S.E. Su Charleston, WV 25304 Georgina Davis 304-352-5691	ite 50	D	5707 MacCorkle Ave. S.E. Suite 200 Charleston, WV 25304 DMVAcctsPayable@wv.gov 304-352-5929
	georgina.davis@wv.gov			angie.l.chaney@wv.gov
Period of Agreement:	7/1/2024	to	6/30/2025	
Total Agreement Pricing:	247.00		Total Hours	
	Card Pricing:			
	\$4,910.36		Total Cost	
		\rightarrow	The WV Auditor's Offic	e encourages payment via OASIS using ACH.
P-6	Card Pricing:			
	\$5,058.56		Total Cost w/Pcard	i
		→	If planning to pay via F	o-card, please initial here:
 Please referent scope of work 		emen	t and Workloading she	ets providing a detailed breakdown of the
DocuSigned by:				
Nota Hobbs			5/30/	2024
WVARF, Inc.			Date	
Customer Signature	Rotoch			usiness Manager
Carla Rotse	h	D	ECEIVED	10-10-24
Customer Print Name		17	CUCI V Date	

BUSINESS MANAGER'S OFFICE

JUN 03 2024



Terms of Agreement 11.DMV.017.25 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.
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 customer agrees to communicate that issue directly with the vendor supervisor and not the associate completing the work.
- If an issue arises with the vendor associate, the customer agrees to contact both parties listed below:

WVARF CONTACT:

VENDOR CONTACT:

Misty Mayville, Contract Manager

Greg Blake

0: 681-661-0144

O: 304-294-5610

C: 304-539-9353

C: 304-673-8489

mmayville@wvarf.org

gblake@iriwv.com

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



PRICING 11.DMV.017.25 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

PRICING

Total Agreement Amount:

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

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	22.00	\$437.36	\$450.56
Aug 2024	22	4	22.00	\$437.36	\$450.56
Sep 2024	20	4	20.00	\$397.60	\$409.60
Oct 2024	22	5	22.00	\$437.36	\$450.56
Nov 2024	17	4	17.00	\$337.96	\$348.16
Dec 2024	20	4	20.00	\$397.60	\$409.60
Jan 2025	21	5	21.00	\$417.48	\$430.08
Feb 2025	19	4	19.00	\$377.72	\$389.12
Mar 2025	21	4	21.00	\$417.48	\$430.08
Apr 2025	22	5	22.00	\$437.36	\$450.56
May 2025	21	4	21.00	\$417.48	\$430.08
Jun 2025	20	4	20.00	\$397.60	\$409.60
	247	52			

Agreement Type Janitorial Ag		Agreemer	nt Period	7/1/2024	7/1/2024 6/30/2025		Days/Week	5	Agreement Days	247	
					LOCATION	PROFILE			State of the		
Carpet (ft²)	pet (ft²) 643 Restrooms (#)		2	Elevators (#)	N EUR	0	Windows (#)	9.515 0.1	0		
/CT Tile (ft	2)	265	Fixtures (#)		7	Light Fixture	s (ft²)	0		Inside (ft²)	
Ceramic (ft	2)	0	Water Fountai	ins (#)	0	Stair Flights		0		Outside (ft ²)	
Concrete (f	t ²)	0	Trash Recepta		18	Upholstery (0	Int Class Day		
/inyl/Lam ((ft²)	0	Vents (ft²)		0	Horizontal Su			Int Glass Doo		0
Other (ft ²)		0	Walk Off Mats	- /#\	2			0		int 1 Side (ft ²)	
	TOTAL (ft²)	908	-			Vertical Surf.		0	Ext Glass Doo	rs/Panels	0
Outside (ft ²				per WO Mat		Baseboard (I		0		Ext 1 Side (ft ²)	
Juiside (II	1	0	TOTAL	Lft ² WO Mat		Entrance (ft ²		0			
			V-40 TI 3114D	9 1	SCOPE O	F WORK					and see the system
Scope of Work #	ISSA#*	Description	n	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Descri	Description		Work Days/Agreemen
1a	486	Sweep		0.000	0	7b	67	Baseboards		0.000	0
1b	369	Мор		0.000	0	8a	183	Clean Fountain		0.000	0
1c		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	5	0.000	0
2e	91	Walk Off Mats		0.005	52	11a	540	Wash Light Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe C	lean	0.301	247	11b	179	Police Entrance(2		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, Fu	rniture	0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents		0.000	0					0.000	
5b	546	Wash Vents		0.000	0			Utility Time		0.130	
6a-6i	229	Restrooms		0.350	247					0.130	
7a	67	Remove Dirt		0.000	0			u.	OURS PER DAY	1.00	

^{*}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 Empty Trash/Wipe Clean
- o Reline Baskets
- o Restrooms

WEEKLY

- o Vacuum
- Walk Off Mats



Service Agreement 03.DMV.018.25 Fiscal Year 2025

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

To give every	individual with varying abilit	ies the opportunity to	have gainful employment
SERVICE AGREEMENT	·		
Contractor:	West Virginia Association of Reh	abilitation Facilities, Inc.	(WVARF)
Work Performed By*:	Developmental Center & Works	hop, Inc.	
Work Performed:	Janitorial		
Site:	WV DMV Berkeley Springs Regional Office	Billing	: WV DMV
	101 Cavendish Drive		5707 MacCorkle Avenue, SE
	· -		, , , , , , , , , , , , , , , , , , ,
	240-375-2940		
			angie.i.cnaney@wv.gov
Period of Agreement:	7/1/2024 to	6/30/2025	
Total Agreement Pricing:	1235.00	Total Hours	
Non P-C	ard Pricing:		
	\$30,183.40	Total Cost	
		The WV Auditor's Office	ce encourages payment via OASIS using ACH.
P-C	WV DMV Berkeley Springs Regional Office 101 Cavendish Drive Berkeley Springs, WV 25411 tamara.l.minear@wv.gov 240-375-2940 7/1/2024 to 6/30/2025 1235.00 Total Hours Billing: WV DMV 5707 MacCorkle Avenue, SE Charleston, WV 25304 dmvacctspayable@wv.gov 304-352-5929 angie.l.chaney@wv.gov		
	\$31,084.95	Total Cost w/Pcare	d
		If planning to pay via	P-card, please initial here:
 Please reference scope of work. 	ce the attached Terms of Agreeme	ent and Workloading she	ets providing a detailed breakdown of the
DocuSigned by:			
Nita 11666s		5/30	/2024
WVARF, Inc.		Date	
Customer Signature	Rotoch	Custon	usiness Manager

Carla Rotsc

Customer Print Name

RECEIVED

6-6-24

JUN 03 2024

BUSINESS MANAGER'S OFFICE



Terms of Agreement 03.DMV.018.25 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:

WVARF CONTACT:

VENDOR CONTACT:

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.



PO Box 6764 Charleston WV 25362

West Virginia Association of Rehabilitation Facilities, Inc.

PRICING 03.DMV.018.25 Fiscal Year 2025

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

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PRICING

Total Agreement Amount:

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

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	110.00	\$2,688.40	\$2,768.70
Aug 2024	22	4	110.00	\$2,688.40	\$2,768.70
Sep 2024	20	4	100.00	\$2,444.00	\$2,517.00
Oct 2024	22	5	110.00	\$2,688.40	\$2,768.70
Nov 2024	17	4	85.00	\$2,077.40	\$2,139.45
Dec 2024	20	4	100.00	\$2,444.00	\$2,517.00
Jan 2025	21	5	105.00	\$2,566.20	\$2,642.85
Feb 2025	19	4	95.00	\$2,321.80	\$2,391.15
Mar 2025	21	4	105.00	\$2,566.20	\$2,642.85
Apr 2025	22	5	110.00	\$2,688.40	\$2,768.70
May 2025	21	4	105.00	\$2,566.20	\$2,642.85
Jun 2025	20	4	100.00	\$2,444.00	\$2,517.00
	247	52			

WORKLOA	ADING FOR	AGREEMENT:	03.DMV.018.25	LOCATION: BERKELEY	SPRINGS				1 - 1	
Agreem	Agreement Type Janitorial Agreem		Agreement Period	7/1/2024	6/30,	/2025	Days/Week	5	Agreement	247
				LOCATION	PROFILE			103-2-1-20	54,5	
Carpet (ft ²)	O Restrooms (#)		4	Elevators (#)		0	Windows (#)		17	
VCT Tile (ft	2)	0	Fixtures (#)	12	Light Fixture	s (ft²)	0		Inside (ft²)	1
Ceramic (ft	²)	0	Water Fountains (#)	2	Stair Flights		0		Outside (ft ²)	1
Concrete (f	t ²)	0	Trash Receptacles (#)	35	Upholstery (0	Int Class D		
Vinyl/Lam (7553	Vents (ft ²)	176	Horizontal Su			int Glass Door		0
Other (ft ²)		0	Walk Off Mats (#)	0			500		Int 1 Side (ft²)	
	TOTAL (ft²)				Vertical Surf.		500	Ext Glass Doo		2
Outside (ft ²					Baseboard (I		18000	A	Ext 1 Side (ft ²)	40
Outside (it	1	0	TOTAL ft ² WO Ma		Entrance (ft ²)	0			
	9			SCOPE O	F WORK					
Scope of Work #	ISSA #*	Descriptio	n 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
1 b		Мор	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	29 5	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 Fixtur	es	0.000	0
3a	177	Empty Trash/Wipe (Clean 0.585	247	11b	179	Police Entrance(2	5%)	0.000	0
3b	178-177	Reline Baskets	0.061	52	11c	179	Police Parking Lo	1	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	Stairs		0
4d	81	Vacuum Upholst. Fu	rniture 0.000	0	12b	589	Elevator		0.000	0
5a	69	Dust Vents	0.00029	2						7770
5b	546	Wash Vents	0.012	2						
6a-6i	229	Restrooms	0.600	247						
7a	67	Remove Dirt	0.311	247			Н	OURS 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 Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Exterior Glass Doors/Panels
- o Remove Trash
- o Clean Fountain

WEEKLY

- o Reline Baskets
- o Thorough Dust

MONTHLY

- o Interior Windows
- Exterior Windows
- o Spray Buff

TWICE A YEAR

- o Dust Vents
- o Wash Vents