



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: 07-15-2024

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 0803 0480 DOT2500000010 1	Procurement Folder:	1463634
Document Name:	JANITORIAL SERVICE- MORGANTOWN REST AREA/ WELCOME CENTER	Reason for Modification:	
Document Description:	JANITORIAL SERVICE- MORGANTOWN REST AREA/ WELCOME CENTER		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov	Master Agreement Number:	CMA 0212 WVARF23 1
Shipping Method:	Best Way		
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764 CHARLESTON WV 25362 US Vendor Contact Phone: 304-205-7970 Extension:	Requestor Name: William Bryan Henry Requestor Phone: 304-326-0137 Requestor Email: w.bryan.henry@wv.gov																				
Discount Details:	<h1>2025</h1> <p>FILE LOCATION _____</p>																				
<table border="1"><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
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#3	No																				
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INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT FOUR P O BOX 4220 CLARKSBURG WV 26302-4220 US	DIVISION OF HIGHWAYS MONONGALIA COUNTY HQ 1510 GRAFTON RD MORGANTOWN WV 26508 US

Purchasing Division's File Copy

Total Order Amount:	\$256,142.40
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PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins - 7/16/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *WBC - 7-16-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATE CONTRACT RELEASE ORDER- CDO DOT25*10
SWC WVARF-23
TO PROVIDE JANITORIAL SERVICES FOR THE WVDH REST AREA WITH WELCOME CENTER AT MORGANTOWN

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8760.00000	HOUR	\$29.2400	\$256,142.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-07-16	

Commodity Line Description: JANITORIAL-DOH REST AREAS -
MORGANTOWN & WELCOME CENTER

Extended Description:

JANITORIAL SERVICE- WVDH REST AREA I-79 SOUTH WITH WELCOME CENTER AT MORGANTOWN



Service Agreement
19.HRA.005.25

West Virginia Association of Rehabilitation Facilities, Inc.

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

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc.

Work Performed By: PACE Enterprises, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area
 I-79 South with Welcome Center at Morgantown

Customer Contact: Carla Rotsch

Period of Contract: July 1, 2024 - June 30, 2025

	Est. Hours	x	Rate*	=	
Total Period Amount:	8,760		\$ 29.24		= \$256,142.40 annually

Billed Monthly As Follows:

2024	Days	Hours	Cost	2025	Days	Hours	Cost
July	31	744	\$21,754.56	January	31	744	\$21,754.56
August	31	744	\$21,754.56	February	28	672	\$19,649.28
September	30	720	\$21,052.80	March	31	744	\$21,754.56
October	31	744	\$21,754.56	April	30	720	\$21,052.80
November	30	720	\$21,052.80	May	31	744	\$21,754.56
December	31	744	\$21,754.56	June	30	720	\$21,052.80

Notes:

- 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.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.
- *\$29.24 is the non-pcard price/hour. If choosing to pay by Pcard, the Pcard hourly rate of \$30.12/hour will be charged.

DocuSigned by:


 WVARF, Inc.

6/27/2024

 Date



 Signature for the State Agency

7-11-24

 Date

Carla Rotsch

 Print Name for the State Agency

RECEIVED
 JUL 10 2024
 BUSINESS MANAGER'S
 OFFICE

REST AREA PRICING

AGREEMENT: 19.HRA.005.25

CRP: PACE Enterprises

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-79 South with Welcome Center at Morgantown

A. BUILDING DESCRIPTION

Lawn Acreage	10.00
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 18.83	1.145
Supervisor Taxes	14.50%	1.145
Direct Labor Wage	\$ 12.00	1.145
Direct Labor Taxes	14.50%	1.145

C. Staffing Plan

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	24.00
	0.000
Total Time per day	32.00
Vacation-sick Supervisors (days)	30
Vacation-sick Direct Labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 5,254.40
Supervision Vacation + Sick	\$ 431.21
Direct Labor Wage + Tax	\$ 10,045.59
Direct Labor Vacation + Sick	\$ 824.40
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 16,555.60

E. Supplies and Equipment - per month**

Supplies	\$ 442.26	
Equipment	\$ 850.61	
Telephone	\$ 70.00	
Uniforms	\$ 192.16	\$245 per worker
Gas and Oil	\$ 129.38	110
Maintenance Lawn Equipment	\$ 129.38	110

F. Overhead and Burden

9.5%	\$ 1,978.74
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G. Additional labor not included in the DL hours above.

Additional 10 days per year	\$ 1,099.20
Extra Lawn Care 1108 hours	\$ 15,223.92

H. Annual Price to Customer \$ 256,142.40 annual

WVARF Fee
(included in annual price above) \$ 10,512.00 annual

I. Contract Period July 1, 2024 - June 30, 2025

J. Notes

- A. Disposables Supplied by the State
- B. Use of mobile crews authorized.

WVARF agrees to provide the above service for the amount indicated as approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

**FY25 Rates were increased by 10%. The supervisor and direct labor wages were adjusted above to meet the market need, as well as, any other line item relating to labor, and the rest was used for increased cost in supplies, equipment, overhead, etc.

MAJOR & MINOR EQUIPMENT**AGREEMENT:** 19.HRA.005.25**CRP:** PACE Enterprises**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 South with Welcome Center at Morgantown

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	MAJOR					
1	Rider Mower	5	100%	1	\$ 15,656.00	\$ 3,131.20
2	No-Touch Restroom Cleaning System	2	100%	1	\$ 3,995.00	\$ 1,997.50
3	Commercial Weed Trimmer	2	100%	2	\$ 350.00	\$ 350.00
4	Lawn Trailer	5	100%	1	\$ 1,300.00	\$ 260.00
5	Low speed buffer, 175 rpm	5	100%	1	\$ 1,300.00	\$ 260.00
6	Salt/Seed/Fertilizer Spreader	3	100%	1	\$ 300.00	\$ 100.00
7	Back Pack Blower	2	100%	2	\$ 767.00	\$ 767.00
8	Hose Reel/Hose	3	100%	1	\$ 441.00	\$ 147.00
9	Mop/Bucket system	1	100%	1	\$ 200.00	\$ 200.00
10	Tilt Truck rest area	5	100%	1	\$ 640.00	\$ 128.00
11	Push Mower	2	100%	2	\$ 400.00	\$ 400.00
12	Wet/Dry Vac	1	100%	1	\$ 700.00	\$ 700.00
13	Communication Equipment	1	100%	1	\$ 900.00	\$ 900.00
14	Snow blower /Plow	3	100%	1	\$ 2,000.00	\$ 666.67
15	Ladder	1	100%	1	\$ 200.00	\$ 200.00
16		1	100%	0	\$ -	\$ -
17		1	100%	0	\$ -	\$ -
18		1	100%	0	\$ -	\$ -
19		1	100%	0	\$ -	\$ -
20		1	100%	0	\$ -	\$ -
21		1	100%	0	\$ -	\$ -
22		1	100%	0	\$ -	\$ -
23		1	100%	0	\$ -	\$ -
		1	100%	0	\$ -	\$ -
					Annual	\$ 10,207.37
					Monthly	\$ 850.61

EXPENDABLE SUPPLIES**AGREEMENT:** 19.HRA.005.25**CRP:** PACE Enterprises**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 South with Welcome Center at Morgantown

NO.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER UNIT	ANNUAL PRICE
1	1st Aid Kits	ea	1	\$250.00	\$250.00
2	Peroxide/ Bathroom cleaner	gal	26	\$25.00	\$650.00
3	Weed Trimmer Line	roll	1	\$40.00	\$40.00
4	Bowl Cleaner	cs/12	2	\$42.53	\$85.06
5	Biohazard Kits	ea	3	\$32.64	\$97.92
6	Nifty Nabber	ea	1	\$45.05	\$45.05
7	Bowl brush	ea	6	\$2.79	\$16.74
8	Push Broom Street 36	ea	2	\$40.00	\$80.00
9	Broom, house	ea	0	\$4.49	\$0.00
10	Broom handle	ea	0	\$4.57	\$0.00
11	Disinfectant	gal	4	\$25.00	\$100.00
12	Matting	ea	4	\$200.00	\$800.00
13	Supervisor Travel	ea	1	\$1,500.00	\$1,500.00
14	Postage/Copying/faxing	ea	1	\$200.00	\$200.00
15	Nifty Nabber	ea	2	\$29.00	\$58.00
16	Visa Versa	ea	2	\$34.00	\$68.00
17	Telescoping Pole	ea	1	\$180.00	\$180.00
27	Glass cleaner	ea	1	\$89.00	\$89.00
28			0		\$0.00
29			0		\$0.00
30	Latex gloves	box/100	40	\$12.00	\$480.00
31		ea	0	\$0.00	\$0.00
32	Lobby pan/broom combo	ea	1	\$38.00	\$38.00
33	Wet Mops	cs/5	4	\$16.00	\$64.00
34	Mop handle	ea	3	\$30.00	\$90.00
35	Mop Bucket w/Ringer/Casters	ea	1	\$180.00	\$180.00
36		0	0	\$0.00	\$0.00
37	Razor Blade Stick	ea	1	\$21.96	\$21.96
38	Razor Blades	pk/10	1	\$9.73	\$9.73
39	Spray bottles	ea	24	\$1.82	\$43.68
40			0	\$32.64	\$0.00
41	Spray Disinfectant	cs	2	\$60.00	\$120.00
42		0	0	\$6.15	\$0.00
43		0	0	\$69.02	\$0.00
44		ea	0	\$2.69	\$0.00
45		0	0	\$26.15	\$0.00
46		0	0	\$20.30	\$0.00
47		pk	0	\$0.00	\$0.00
48		ea	0	\$0.00	\$0.00
49					\$0.00
TOTAL EXPENDABLE SUPPLIES					\$5,307.14

CMA 0212 WVARF23

EXHIBIT_A PRICING PAGES

Revised 07/01/2024

FMP REFERENCE GUIDE WVARF19 CONTRACT WVARF23 CONTRACT	ITEM NUMBER	CRP	PRODUCT/ ITEM DESCRIPTION	UNIT OF MEASURE	PRICE	PCard Price Allowance (see CO#2)
Commodity Line #1		DOH REST AREAS - Custodial/Grounds Maintenance				
CO#5	RA001	Horizon Goodwill Industries	Custodial/ Grounds Maintenance DOH Rest Area- I-81 Truckstop	Hour	\$ 27.93	\$ 28.77
CO#5	RA002	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Williamstown	Hour	\$ 25.38	\$ 26.14
CO#5	RA003	Clay County Services Unlimited, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Servia - NB & SB	Hour	\$ 49.29	\$ 50.77
CO#5	RA004	Pace Enterprises, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Morgantown - SB only	Hour	\$ 29.24	\$ 30.12
CO#5	RA005	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Mineral Wells - NB & SB	Hour	\$ 49.58	\$ 51.07
CO#5	RA006	The Op Shop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Meadowbrook - MB & SB	Hour	\$ 54.52	\$ 56.16
CO#5	RA007	Gateway Industries, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- White Sulphur - WB only	Hour	\$ 27.93	\$ 28.77
CO#5	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Hurricane - EB & WB	Hour	\$ 50.95	\$ 52.48
CO#5	RA009	Goodwill of KYOWVA, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Huntington - EB only	Hour	\$ 28.91	\$ 29.78
CO#5	RA010	Preston County Workshop	Custodial/ Grounds Maintenance DOH Rest Area- Hazelton - WB only	Hour	\$ 32.82	\$ 33.80
CO#5	RA011	Precision Services, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Burnsville - NB & SB	Hour	\$ 52.28	\$ 53.85
CO#5	RA012	W.A.T.C.H., Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Valley Grove WB only	Hour	\$ 26.74	\$ 27.54
CO#5	RA013	Development Center & Workshop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area- Marlow/Bunker Hill - NB & SB	Hour	\$ 78.87	\$ 76.09
CO#15	FG001	Development Center & Workshop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG002	Goodwill Industries of Kanawha Valley, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG003	Goodwill of KYOWVA, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG004	Integrated Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG005	Mercer County Opportunity Industries, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG006	The Op Shop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG007	SW Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575

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Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

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

Organization Information			
Business Purpose	5813 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)	Capital Stock	0.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

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

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

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVAFRF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED; SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501G3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
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