



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: 07-11-2024

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0803 0780 DOT2500000012 1	<b>Procurement Folder:</b>	1465264
<b>Document Name:</b>	JANITORIAL SERVICE-SERVIA -REST AREA	<b>Reason for Modification:</b>	
<b>Document Description:</b>	JANITORIAL SERVICE-SERVIA -REST AREA		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WVARF23 1
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000204796	<b>Requestor Name:</b>	Donna J Bishoff		
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764		<b>Requestor Phone:</b>	304-269-8926		
CHARLESTON WV 25362		<b>Requestor Email:</b>	donna.j.bishoff@wv.gov		
<b>US</b>		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	304-205-7970			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
DISTRICT SEVEN	131 HIGHLAND DRIVE
DRAWER 1228	
WESTON WV 26452	WESTON WV 26452
US	US

<b>Total Order Amount:</b>	\$431,780.40
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>Mark Atkins - 7/15/2024</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>Donna J Bishoff - 7/11/24</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

O DOTCONTRACT RELEASE ORDER : CDO DOT25\*12  
SWC WVARF23  
TO PROVIDE JANITORIAL SERVICES FOR THE WVDH, SERVIA REST AREA

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8760.00000	HOUR	\$49.2900	\$431,780.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-07-16	

**Commodity Line Description:** I-79 NORTH & SOUTH- SERVIA DOH REST AREAS -

**Extended Description:**

JANITORIAL SERVICE- I-79 NORTH & SOUTH AT SERVIA



**Service Agreement  
02.HRA.002.25**

**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:** Clay County Services Unlimited, Inc.  
**Work to be Performed:** Custodial/Grounds  
**Contract Site:** DOH Rest Area  
**I-79 North & South at Servia**  
**Customer Contact:** Carla Rotsch  
**Period of Contract:** July 1, 2024 - June 30, 2025

	<u>Est Hours</u>		<u>Approved Rate</u>	
<b>Total Period Amount:</b>	8,760	x	\$49.29	= \$431,780.40 annually

Billed Monthly As Follows:

2024	Days	Hours	Cost	2025	Days	Hours	Cost
July	31	744	\$36,671.76	January	31	744	\$36,671.76
August	31	744	\$36,671.76	February	28	672	\$33,122.88
September	30	720	\$35,488.80	March	31	744	\$36,671.76
October	31	744	\$36,671.76	April	30	720	\$35,488.80
November	30	720	\$35,488.80	May	31	744	\$36,671.76
December	31	744	\$36,671.76	June	30	720	\$35,488.80

**Notes:**

- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.
- \*\$49.29 is the non-pcard price/hour. If choosing to pay by Pcard, the Pcard hourly rate of \$50.77/hour will be charged.

DocuSigned by:  
  
 Nita Hobbs  
 WV ARF, 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:** 02.HRA.002.25

**CRP:** Clay County Services Unlimited

**CUSTOMER:** Division of Highways - Maintenance Division

**LOCATION:** Rest Area - I-79 North & South at Servia

**A. BUILDING DESCRIPTION**

Lawn Acreage	7.62
North Acreage	4.69
South Acreage	2.93
Number of days per week cleaned	7.03

**B. Wage Data**

Supervisor Wage	\$ 17.68	
Supervisor Taxes	13.50%	1.135
Direct Labor Wage	\$ 10.75	
Direct Labor Taxes	13.50%	1.135

**C. Staffing Plan**

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	48.00
	0.000
Total Time per day	56.00
Vacation-sick Supervisors (days)	30
Vacation-sick Direct Labor (days)	30

**D. Monthly Direct Costs**

Supervision Wage + Tax	\$ 4,890.41
Supervision Vacation + Sick	\$ 401.34
Direct Labor Wage + Tax	\$ 17,841.16
Direct Labor Vacation + Sick	\$ 1,464.15
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 24,597.05

**E. Supplies and Equipment - per month\*\***

Supplies	\$ 884.52	527.08
Equipment	\$ 1,701.23	625.08
Telephone	\$ 349.25	349.25
Uniforms	\$ 285.84	285.84
Floor mat service	\$ -	
Gas and Oil	\$ 69.85	60.33 \$110 per acre
Maintenance Lawn Equipment	\$ 69.85	60.33 \$110 per acre

**F. Overhead and Burden**

9.50%	\$ 2,721.77
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**G. Additional labor not included in the DL hours above.**

Additional 20 days per year	\$ 1,952.20
Extra Lawn Care 723 hours	\$ 6,359.69

**H. Annual Price to Customer** \$ 431,780.40 annual

**WVARF Fee**

(included in annual price above) \$ 17,695.20 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:** 02.HRA.002.25**CRP:** Clay County Services Unlimited**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 North & South at Servia

NO.	DESCRIPTION	USEFUL LIFE	% USED ON CONTRACT	NO OF UNITS	UNIT PRICE*	TOTAL TO BE DEPRECIATED
	<b>MAJOR</b>					
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	Comunication 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	\$ -	\$ -
					<b>Annual</b>	<b>\$ 10,207.37</b>
					<b>Monthly</b>	<b>\$ 850.61</b>

**EXPENDABLE SUPPLIES****AGREEMENT:** 02.HRA.002.25**CRP:** Clay County Services Unlimited**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 North & South at Servia

NO.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER	ANNUAL
				UNIT	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
18		ea	0	\$0.00	\$0.00
19		ea	0	\$0.00	\$0.00
20	Glass cleaner	ea	1	\$89.00	\$89.00
21			0		\$0.00
22			0		\$0.00
23	Latex gloves	box/100	40	\$12.00	\$480.00
24		ea	0	\$0.00	\$0.00
25	Lobby pan/broom combo	ea	1	\$38.00	\$38.00
26	Wet Mops	cs	4	\$16.00	\$64.00
27	Mop handle	ea	3	\$30.00	\$90.00
28	Mop Bucket w/Ringer/Casters	ea	1	\$180.00	\$180.00
29		0	0	\$0.00	\$0.00
30	Razor Blade Stick	ea	1	\$21.96	\$21.96
31	Razor Blades	pk/10	1	\$9.73	\$9.73
32	Spray bottles	ea	24	\$1.82	\$43.68
33			0	\$32.64	\$0.00
34	Spray Disinfectant	cs	2	\$60.00	\$120.00
42					\$0.00
43	<b>TOTAL EXPENDABLE SUPPLIES</b>				<b>\$5,307.14</b>

**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	Board Price Allowance (see CO#2)
<b>Commodity Line #1</b>		<b>DOH REST AREAS - Custodial/Grounds Maintenance</b>				
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-- Marlrow/Bunker Hill - NB & SB	Hour	\$ 73.87	\$ 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	Cases	Sec Type	Termination Date	Termination Reason
C   Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit			

Organization Information			
<b>Business Purpose</b>	5013 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)	<b>Capital Stock</b>	0.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

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

Officers	
Type	Name/Address
<b>Director</b>	NITA HOBBS 553 BURROUGHS STREET MORGANTOWN, WV, 26505
<b>Incorporator</b>	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26728 USA
<b>President</b>	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	6/28/1995	
WVAVRF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
<b>3/21/2014</b>	AMENDMENT FILED: SEE IMAGE
<b>6/4/2010</b>	FILED AMENDING BY-LAWS
<b>5/26/2009</b>	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
<b>11/18/1985</b>	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
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For more information, please contact the Secretary of State's Office at 304-558-6000.

Monday, July 15, 2024 — 1:08 PM

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