



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: 06-03-2025

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 0511 2744 BFA2500000001 1	Change Order No:	0	Procurement Folder:	1681105
Document Name:	BFA REGION 3, WVARF JANITORIAL			Reason for Modification:	
Document Description:	BFA REGION 3, WVARF JANITORIAL				
Procurement Type:	Central Delivery Order				
Buyer Name:	Mark A Atkins				
Telephone:	(304) 558-2307				
Email:	mark.a.atkins@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 WVRFJAN23 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN  CHARLESTON WV 25311 US Vendor Contact Phone: 681-661-0143 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Catherine Stephenson Requestor Phone: 304-352-3918 Requestor Email: catherine.e.stephenson@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
REGIONAL COMPTROLLER - 304-425-8738 HEALTH AND HUMAN RESOURCES  BFA - REGION IV DIRECTOR C/O MERCER COUNTY OFFICE  350 DAVIS ST  PRINCETON WV 24739  US	STATE OF WEST VIRGINIA  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

Purchasing Division's File Copy

Total Order Amount: \$347,797.68

PURCHASING DIVISION AUTHORIZATION  
DATE: *Mark A Atkins* 6/8/25  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *Cody Rae* 6-6-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

BFA REGION 3, WWARF JANITORIAL

Janitorial Services for July 1, 2025 to June 30, 2026 from WV Association of Rehabilitation Facilities

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	2232.00000	HOUR	\$20.2600	\$45,220.32
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Hamlin/Lincoln County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Area, Inc.

Hourly rate will be \$20.26

Total number of hours will be provided will be 2232 and the annual fee \$45,220.32

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1984.00000	HOUR	\$19.8800	\$39,441.92
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Boone County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1984 and the annual fee \$39,441.92

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1116.00000	HOUR	\$19.8800	\$22,186.08
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Summers County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1116 and the annual fee \$22,186.08

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1860.00000	HOUR	\$19.8800	\$36,976.80
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Wyoming County**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 1860 and the annual fee \$36,976.80

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	2604.00000	HOUR	\$19.8800	\$51,767.52
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, McDowell County

**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 2604 and the annual fee \$51,767.52

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	2480.00000	HOUR	\$19.8800	\$49,302.40
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Williamson/Mingo Co

**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources, Inc.

Hourly rate will be \$19.88

Total number of hours will be provided will be 2480 and the annual fee \$49,302.40

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	3596.00000	HOUR	\$16.7100	\$60,089.16
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Mercer County

**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Mercer County Opportunity Industries, Inc.

Hourly rate will be \$16.71

Total number of hours will be provided will be 3596 and the annual fee \$60,089.16

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	2108.00000	HOUR	\$20.3100	\$42,813.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/25-6/30/26, Wayne County

**Extended Description:**

Janitorial Services for July 1, 2025 to June 30, 2026 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Prestera Center for Mental Health Services, Inc.

Hourly rate will be \$20.31

Total number of hours will be provided will be 2108 and the annual fee \$42,813.48



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

08.DoHS.031.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

**Work Performed By\*:** Goodwill Industries of KYOWVA Area, Inc.

**Work Performed:** Janitorial

**Site:** DoHS BFA R3 Lincoln County

**Billing:** DoHS BFA R3 Lincoln County

8209 Court Avenue  
Hamlin, WV 25523  
crystal.d.adkins@wv.gov  
304-824-5811

350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 2232.00 **Total Hours**

**Non P-Card Pricing:**

**\$45,220.32 Total Cost**

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

**P-Card Pricing:**

**\$46,581.84 Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

4/15/2025

Date

Lesley Walizer

Customer Signature

BFA Director of Purchasing

Customer Title

Lesley Walizer

Customer Print Name

5-19-25

Date

Ok  
Althea Greenhowe



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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**08.DoHS.031.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Sally Nelson  
O: 304-523-7461 ext. 430  
C: 304-751-6398  
sallynelson@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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

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**PRICING**

08.DoHS.031.26

Fiscal Year 2026

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

**PRICING**

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>2232.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$45,220.32</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$46,581.84</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$20.26</b>	<b>\$20.87</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>198.00</b>	<b>\$4,011.48</b>	<b>\$4,132.26</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>189.00</b>	<b>\$3,829.14</b>	<b>\$3,944.43</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>189.00</b>	<b>\$3,829.14</b>	<b>\$3,944.43</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>198.00</b>	<b>\$4,011.48</b>	<b>\$4,132.26</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>153.00</b>	<b>\$3,099.78</b>	<b>\$3,193.11</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>189.00</b>	<b>\$3,829.14</b>	<b>\$3,944.43</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>180.00</b>	<b>\$3,646.80</b>	<b>\$3,756.60</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>171.00</b>	<b>\$3,464.46</b>	<b>\$3,568.77</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>198.00</b>	<b>\$4,011.48</b>	<b>\$4,132.26</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>198.00</b>	<b>\$4,011.48</b>	<b>\$4,132.26</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>180.00</b>	<b>\$3,646.80</b>	<b>\$3,756.60</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>189.00</b>	<b>\$3,829.14</b>	<b>\$3,944.43</b>
	<b>248</b>	<b>52</b>			



WORKLOADING FOR AGREEMENT: 08.DoHS.031.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6516	Restrooms (#)	6	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft <sup>2</sup> )	7136	Fixtures (#)	18	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	10		
Ceramic (ft <sup>2</sup> )	358	Water Fountains (#)	1	Stair Flights (#)	1	Outside (ft <sup>2</sup> )	10		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	52	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	42	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	30		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	14010	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45		Entrance (ft <sup>2</sup> )	0			
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.924	248	7b	67	Baseboards	0.000	0
1b	369	Mop	2.099	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.044	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	1.019	248	10c-d	84	Interior Glass Doors/Panels	0.143	248
2b	295	Vacuum	0.610	52	10e	563	Interior Windows	0.010	12
2c	294	Spot Clean (35%)	0.190	248	10f	563	Exterior Windows	0.010	12
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.868	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.091	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	248	11d	590	Remove Trash	0.234	248
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.133	248
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.017	12			Utility Time	0.210	
6a-Gi	229	Restrooms	0.900	248					
7a	67	Remove Dirt	0.311	248			HOURS PER DAY	9.00	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

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





West Virginia Association of Rehabilitation Facilities, Inc.

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## Service Agreement

11.DoHS.032.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

**Site:** DoHS BFA R3  
Boone County  
156 Resource Lane  
Foster, WV 25081  
crystal.d.adkins@wv.gov  
304-824-5811

**Billing:** DoHS BFA R3  
Boone County  
350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 1984.00 **Total Hours**

#### Non P-Card Pricing:

\$39,441.92 **Total Cost**

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

#### P-Card Pricing:

\$40,632.32 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

4/15/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok  
Althea Greenhouse



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**PO Box 6764 Charleston WV 25362**

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**11.DoHS.032.26**

**Fiscal Year 2026**

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

#### **WV ARF CONTACT:**

Misty Mayville, Contract Manager

**O: 681-661-0144**

**C: 304-539-9353**

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

#### **VENDOR CONTACT:**

Greg Mullens

**O: 304-294-5610**

**C: 304-673-8074**

[gmullens@iriwv.com](mailto:gmullens@iriwv.com)

- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at [ahigginbotham@wvarf.org](mailto:ahigginbotham@wvarf.org) to request a change.
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- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at [ahigginbotham@wvarf.org](mailto:ahigginbotham@wvarf.org) if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



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## PRICING

11.DoHS.032.26

Fiscal Year 2026

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## PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1984.00
TOTAL AGREEMENT COST	\$39,441.92
TOTAL AGREEMENT COST w/Pcard	\$40,632.32

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 2025	22	5	176.00	\$3,498.88	\$3,604.48
Aug 2025	21	4	168.00	\$3,339.84	\$3,440.64
Sep 2025	21	4	168.00	\$3,339.84	\$3,440.64
Oct 2025	22	5	176.00	\$3,498.88	\$3,604.48
Nov 2025	17	4	136.00	\$2,703.68	\$2,785.28
Dec 2025	21	5	168.00	\$3,339.84	\$3,440.64
Jan 2026	20	4	160.00	\$3,180.80	\$3,276.80
Feb 2026	19	4	152.00	\$3,021.76	\$3,112.96
Mar 2026	22	4	176.00	\$3,498.88	\$3,604.48
Apr 2026	22	5	176.00	\$3,498.88	\$3,604.48
May 2026	20	4	160.00	\$3,180.80	\$3,276.80
Jun 2026	21	4	168.00	\$3,339.84	\$3,440.64
	248	52			

WORKLOADING FOR AGREEMENT: 11.DoHS.032.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	11170	Restrooms (#)	4	Elevators (#)	0	Windows (#)	33		
VCT Tile (ft <sup>2</sup> )	1726	Fixtures (#)	36	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	9		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	9		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	84	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	20		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	3	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	12896	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	45	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.443	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.483	248	8a	183	Clean Fountain	0.050	248
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	1.746	248	10c-d	84	Interior Glass Doors/Panels	0.010	52
2b	295	Vacuum	1.046	52	10e	563	Interior Windows	0.027	12
2c	294	Spot Clean (35%)	0.326	248	10f	563	Exterior Windows	0.027	12
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.403	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.147	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	248	11d	590	Remove Trash	0.215	248
4b	69	Thorough Dust	0.004	12	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.002	2			Utility Time	0.010	
6a-Gi	229	Restrooms	1.800	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	8.00	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Interior Glass Doors/Panels

### **MONTHLY**

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

### **TWICE A YEAR**

- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DoHS.033.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

Work Performed By\*: Integrated Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R3  
Summers County  
320 Summers Street, Suite A  
Hinton, WV 25951  
melissa.r.blake@wv.gov  
304-465-9613

Billing: DoHS BFA R3  
Summers County  
350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

Period of Agreement: 7/1/2025 to 6/30/2026

Total Agreement Pricing: 1116.00 Total Hours

#### Non P-Card Pricing:

\$22,186.08 Total Cost

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

#### P-Card Pricing:

\$22,855.68 Total Cost w/Pcard

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

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

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

DocuSigned by:

Nita Hobbs

5B60B720DE88468...

WVARF, Inc.

4/15/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok  
Althea Greenhowe





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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**11.DoHS.033.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Greg Mullens  
O: 304-294-5610  
C: 304-673-8074  
gmullens@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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

11.DoHS.033.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1116.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$22,186.08</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$22,855.68</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>99.00</b>	<b>\$1,968.12</b>	<b>\$2,027.52</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>94.50</b>	<b>\$1,878.66</b>	<b>\$1,935.36</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>94.50</b>	<b>\$1,878.66</b>	<b>\$1,935.36</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>99.00</b>	<b>\$1,968.12</b>	<b>\$2,027.52</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>76.50</b>	<b>\$1,520.82</b>	<b>\$1,566.72</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>94.50</b>	<b>\$1,878.66</b>	<b>\$1,935.36</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>90.00</b>	<b>\$1,789.20</b>	<b>\$1,843.20</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>85.50</b>	<b>\$1,699.74</b>	<b>\$1,751.04</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>99.00</b>	<b>\$1,968.12</b>	<b>\$2,027.52</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>99.00</b>	<b>\$1,968.12</b>	<b>\$2,027.52</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>90.00</b>	<b>\$1,789.20</b>	<b>\$1,843.20</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>94.50</b>	<b>\$1,878.66</b>	<b>\$1,935.36</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DoHS.033.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6804	Restrooms (#)	4	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft <sup>2</sup> )	1046	Fixtures (#)	20	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	32		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	32		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	36	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	3		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	14		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	7850	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.268	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.293	248	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.026	52	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	0.841	196	10c-d	84	Interior Glass Doors/Panels	0.100	248
2b	295	Vacuum	0.637	52	10e	563	Interior Windows	0.024	12
2c	294	Spot Clean (35%)	0.198	248	10f	563	Exterior Windows	0.024	12
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.601	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.063	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.131	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.030	
6a-6i	229	Restrooms	1.000	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	4.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Spray Buff
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DoHS.034.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

**Site:** DoHS BFA R3  
Wyoming County  
1767 Bearhole Road  
Pineville, WV 24874  
304-732-6900  
#REF!

**Billing:** DoHS BFA R3  
Wyoming County  
350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 1860.00 **Total Hours**

#### Non P-Card Pricing:

\$36,976.80 **Total Cost**

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

#### P-Card Pricing:

\$38,092.80 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5B60B720C568468

WVARF, Inc.

4/15/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok  
Althea Greenhowe



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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**11.DoHS.034.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Greg Mullens  
O: 304-294-5610  
C: 304-673-8074  
gmullens@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](http://www.wvarf.org).





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## PRICING

11.DoHS.034.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1860.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$36,976.80</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$38,092.80</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>165.00</b>	<b>\$3,280.20</b>	<b>\$3,379.20</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>157.50</b>	<b>\$3,131.10</b>	<b>\$3,225.60</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>157.50</b>	<b>\$3,131.10</b>	<b>\$3,225.60</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>165.00</b>	<b>\$3,280.20</b>	<b>\$3,379.20</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>127.50</b>	<b>\$2,534.70</b>	<b>\$2,611.20</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>157.50</b>	<b>\$3,131.10</b>	<b>\$3,225.60</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>150.00</b>	<b>\$2,982.00</b>	<b>\$3,072.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>142.50</b>	<b>\$2,832.90</b>	<b>\$2,918.40</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>165.00</b>	<b>\$3,280.20</b>	<b>\$3,379.20</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>165.00</b>	<b>\$3,280.20</b>	<b>\$3,379.20</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>150.00</b>	<b>\$2,982.00</b>	<b>\$3,072.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>157.50</b>	<b>\$3,131.10</b>	<b>\$3,225.60</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DoHS.034.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	10221	Restrooms (#)	3	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft <sup>2</sup> )	1656	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	0		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	3	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	0		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	87	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	33		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	11877	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	96	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.425	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.464	248	8a	183	Clean Fountain	0.050	248
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.263	196	10c-d	84	Interior Glass Doors/Panels	0.314	248
2b	295	Vacuum	0.957	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.298	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.453	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.152	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.198	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.010	12			Utility Time	0.320	
6a-6i	229	Restrooms	1.200	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	7.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Spray Buff
- Dust Vents
- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DoHS.035.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

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

**Billing:** DoHS BFA R3  
McDowell County  
350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 2604.00 **Total Hours**

#### Non P-Card Pricing:

\$51,767.52 **Total Cost**

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

#### P-Card Pricing:

\$53,329.92 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

58200720DC88468

WVARF, Inc.

4/15/2025

Date

Lesley Walizer

Customer Signature

Lesley Walizer

Customer Print Name

BFA Director of Purchasing

Customer Title

5-19-25

Date

Ok  
Althea Greenhowe



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

**PO Box 6764 Charleston WV 25362**

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

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

## ***Terms of Agreement***

**11.DoHS.035.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

**WV ARF CONTACT:**

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

**VENDOR CONTACT:**

Greg Mullens  
O: 304-294-5610  
C: 304-673-8074  
gmullens@iriwv.com

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

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## PRICING

11.DoHS.035.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>2604.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$51,767.52</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$53,329.92</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
Jul 2025	22	5	231.00	\$4,592.28	\$4,730.88
Aug 2025	21	4	220.50	\$4,383.54	\$4,515.84
Sep 2025	21	4	220.50	\$4,383.54	\$4,515.84
Oct 2025	22	5	231.00	\$4,592.28	\$4,730.88
Nov 2025	17	4	178.50	\$3,548.58	\$3,655.68
Dec 2025	21	5	220.50	\$4,383.54	\$4,515.84
Jan 2026	20	4	210.00	\$4,174.80	\$4,300.80
Feb 2026	19	4	199.50	\$3,966.06	\$4,085.76
Mar 2026	22	4	231.00	\$4,592.28	\$4,730.88
Apr 2026	22	5	231.00	\$4,592.28	\$4,730.88
May 2026	20	4	210.00	\$4,174.80	\$4,300.80
Jun 2026	21	4	220.50	\$4,383.54	\$4,515.84
	<b>248</b>	<b>52</b>			



WORKLOADING FOR AGREEMENT: 11.DoHS.035.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	9718	Restrooms (#)	5	Elevators (#)	0	Windows (#)	40		
VCT Tile (ft <sup>2</sup> )	4123	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	546	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	80	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	3377	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	17764	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	2.065	248	7b	67	Baseboards	0.000	0
1b	369	Mop	2.253	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.047	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.201	196	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.910	52	10e	563	Interior Windows	0.044	12
2c	294	Spot Clean (35%)	0.283	248	10f	563	Exterior Windows	0.044	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.336	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.140	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.296	248
4b	69	Thorough Dust	0.017	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	0					
5b	546	Wash Vents	0.000	0			Utility Time	0.290	
6a-6i	229	Restrooms	1.200	248					
7a	67	Remove Dirt	0.124	248			HOURS PER DAY	10.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Spray Buff
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DoHS.036.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

**Site:** DoHS BFA R3 Mingo County

**Billing:** DoHS BFA R3 Mingo County

203 East Third Aveune

Williamson, WV 25661

heather.d.mccoy@wv.gov

304-235-4680

350 Davis Street

Princeton, WV 24739

tammy.d.garten@wv.gov

304-425-8738

lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 2480.00 **Total Hours**

#### Non P-Card Pricing:

\$49,302.40

**Total Cost**

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

#### P-Card Pricing:

\$50,790.40

**Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5860B720DF88468

WVARF, Inc.

4/15/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok  
Althea Greenhowe



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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**11.DoHS.036.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

**WVARF CONTACT:**

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

**VENDOR CONTACT:**

Greg Mullens  
O: 304-294-5610  
C: 304-673-8074  
gmullens@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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

11.DoHS.036.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>2480.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$49,302.40</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$50,790.40</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>220.00</b>	<b>\$4,373.60</b>	<b>\$4,505.60</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>210.00</b>	<b>\$4,174.80</b>	<b>\$4,300.80</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>210.00</b>	<b>\$4,174.80</b>	<b>\$4,300.80</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>220.00</b>	<b>\$4,373.60</b>	<b>\$4,505.60</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>170.00</b>	<b>\$3,379.60</b>	<b>\$3,481.60</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>210.00</b>	<b>\$4,174.80</b>	<b>\$4,300.80</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>200.00</b>	<b>\$3,976.00</b>	<b>\$4,096.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>190.00</b>	<b>\$3,777.20</b>	<b>\$3,891.20</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>220.00</b>	<b>\$4,373.60</b>	<b>\$4,505.60</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>220.00</b>	<b>\$4,373.60</b>	<b>\$4,505.60</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>200.00</b>	<b>\$3,976.00</b>	<b>\$4,096.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>210.00</b>	<b>\$4,174.80</b>	<b>\$4,300.80</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DoHS.036.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	11846	Restrooms (#)	5	Elevators (#)	0	Windows (#)		32	
VCT Tile (ft <sup>2</sup> )	2432	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		12	
Ceramic (ft <sup>2</sup> )	559	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		12	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	117	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		40	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	20	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )		12	
Other (ft <sup>2</sup> )	119	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels		4	
TOTAL (ft <sup>2</sup> )	14956	ft <sup>2</sup> per WO Mat	30	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.798	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.871	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.018	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.463	196	10c-d	84	Interior Glass Doors/Panels	1.143	248
2b	295	Vacuum	1.109	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.346	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.954	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.204	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	196	11d	590	Remove Trash	0.000	0
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	52					
5b	546	Wash Vents	0.003	4			Utility Time	0.280	
6a-6i	229	Restrooms	1.200	248					
7a	67	Remove Dirt	0.311	248			HOURS PER DAY	10.00	

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



## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust
- Dust Vents

### **MONTHLY**

- Spray Buff

### **FOUR TIMES A YEAR**

- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

15.DoHS.037.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

**Work Performed By\*:** Mercer County Opportunity Industries, Inc.

**Work Performed:** Janitorial

**Site:** DoHS BFA R3  
Mercer County  
350 Davis Street  
Princeton, WV 24739  
terry.d.deel@wv.gov  
304-425-8738

**Billing:** DoHS BFA R3  
350 Davis Street  
Princeton, WV 24740  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 3596.00 **Total Hours**

#### Non P-Card Pricing:

\$60,089.16 **Total Cost**

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

#### P-Card Pricing:

\$61,887.16 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

4/15/2025

Date

*Lesley Walizer*  
Customer Signature

*BFA Director of Purchasing*  
Customer Title

*Lesley Walizer*  
Customer Print Name

*5-19-25*  
Date

Ok  
*Althea Greenhowe*



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

**PO Box 6764 Charleston WV 25362**

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

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## ***Terms of Agreement***

**15.DoHS.037.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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

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

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

#### **WV ARF CONTACT:**

Misty Mayville, Contract Manager

O: 681-661-0144

C: 304-539-9353

mmayville@wvarf.org

#### **VENDOR CONTACT:**

Jamie Hall

O: 304-425-3810

C: 304-922-8402

j.hall@mcoicrp.org

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

**PRICING**

15.DoHS.037.26

Fiscal Year 2026

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

**PRICING**

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>3596.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$60,089.16</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$61,887.16</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$16.71</b>	<b>\$17.21</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	22	5	319.00	\$5,330.49	\$5,489.99
<b>Aug 2025</b>	21	4	304.50	\$5,088.20	\$5,240.45
<b>Sep 2025</b>	21	4	304.50	\$5,088.20	\$5,240.45
<b>Oct 2025</b>	22	5	319.00	\$5,330.49	\$5,489.99
<b>Nov 2025</b>	17	4	246.50	\$4,119.02	\$4,242.27
<b>Dec 2025</b>	21	5	304.50	\$5,088.20	\$5,240.45
<b>Jan 2026</b>	20	4	290.00	\$4,845.90	\$4,990.90
<b>Feb 2026</b>	19	4	275.50	\$4,603.61	\$4,741.36
<b>Mar 2026</b>	22	4	319.00	\$5,330.49	\$5,489.99
<b>Apr 2026</b>	22	5	319.00	\$5,330.49	\$5,489.99
<b>May 2026</b>	20	4	290.00	\$4,845.90	\$4,990.90
<b>Jun 2026</b>	21	4	304.50	\$5,088.20	\$5,240.45
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 15.DoHS.037.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	26959	Restrooms (#)	4	Elevators (#)	0	Windows (#)	44		
VCT Tile (ft <sup>2</sup> )	3868	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	804	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	179	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	146	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	35		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	7	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	1		
TOTAL (ft <sup>2</sup> )	31631	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	105		Entrance (ft <sup>2</sup> )	500			
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.199	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.308	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.118	52	10a-b	84	Exterior Glass Doors/Panels	0.050	248
2a	295	Spot Vacuum (35%)	3.331	196	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	2.525	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.786	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.053	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.989	248	11b	179	Police Entrance(25%)	0.038	248
3b	178-177	Reline Baskets	0.313	52	11c	179	Police Parking Lot	0.150	248
4a	69	Spot Dust (35%)	0.002	156	11d	590	Remove Trash	0.527	248
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	2					
5b	546	Wash Vents	0.010	2					
6a-6i	229	Restrooms	1.200	248					
7a	67	Remove Dirt	0.000	0	HOURS PER DAY			14.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Spray Buff
- Vacuum
- Reline Baskets

### **THREE TIMES A WEEK**

- Spot Dust (35%)

### **TWICE A YEAR**

- Dust Vents
- Wash Vents





West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

21.DoHS.038.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

**Work Performed By\*:** Prestera Health Services, Inc.

**Work Performed:** Janitorial

**Site:** DoHS BFA R3  
Wayne County  
26452 East Lynn Road  
Wayne, WV 25570  
brian.d.hankins@wv.gov  
304-272-6311

**Billing:** DoHS BFA R3  
Wayne County  
350 Davis Street  
Princeton, WV 24739  
tammy.d.garten@wv.gov  
304-425-8738  
lesley.e.walizer@wv.gov

**Period of Agreement:** 7/1/2025 to 6/30/2026

**Total Agreement Pricing:** 2108.00 **Total Hours**

**Non P-Card Pricing:**

\$42,813.48 **Total Cost**

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

**P-Card Pricing:**

\$44,099.36 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

4/15/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok of  
Althea Greenhowe

BFA Director of Purchasing

5-19-25



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Terms of Agreement

21.DoHS.038.26

Fiscal Year 2026

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

### TERMS OF AGREEMENT

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

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

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

#### WV ARF CONTACT:

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

#### VENDOR CONTACT:

Anquinette Hammons  
O: 304-525-7851 x 2210  
C: 304-563-7481  
anquinette.hammons@prestera.org

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



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**PRICING**

21.DoHS.038.26

Fiscal Year 2026

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

**PRICING**

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>2108.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$42,813.48</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$44,099.36</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$20.31</b>	<b>\$20.92</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	22	5	187.00	\$3,797.97	\$3,912.04
<b>Aug 2025</b>	21	4	178.50	\$3,625.34	\$3,734.22
<b>Sep 2025</b>	21	4	178.50	\$3,625.34	\$3,734.22
<b>Oct 2025</b>	22	5	187.00	\$3,797.97	\$3,912.04
<b>Nov 2025</b>	17	4	144.50	\$2,934.80	\$3,022.94
<b>Dec 2025</b>	21	5	178.50	\$3,625.34	\$3,734.22
<b>Jan 2026</b>	20	4	170.00	\$3,452.70	\$3,556.40
<b>Feb 2026</b>	19	4	161.50	\$3,280.07	\$3,378.58
<b>Mar 2026</b>	22	4	187.00	\$3,797.97	\$3,912.04
<b>Apr 2026</b>	22	5	187.00	\$3,797.97	\$3,912.04
<b>May 2026</b>	20	4	170.00	\$3,452.70	\$3,556.40
<b>Jun 2026</b>	21	4	178.50	\$3,625.34	\$3,734.22
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 21.DoHS.038.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	10853	Restrooms (#)	4	Elevators (#)	0	Windows (#)	29		
VCT Tile (ft <sup>2</sup> )	3452	Fixtures (#)	21	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	96	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	33		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	42	Horizontal Surf. (ft <sup>2</sup> )	500	Int 1 Side (ft <sup>2</sup> )	2		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	500	Ext Glass Doors/Panels	4		
TOTAL (ft <sup>2</sup> )	14305	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	60		Entrance (ft <sup>2</sup> )	0			
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.886	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.967	248	8a	183	Clean Fountain	0.067	248
1c	385	Spray Buff	0.020	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.341	196	10c-d	84	Interior Glass Doors/Panels	0.157	248
2b	295	Vacuum	1.016	52	10e	563	Interior Windows	0.032	12
2c	294	Spot Clean (35%)	0.317	248	10f	563	Exterior Windows	0.032	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.603	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.168	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	196	11d	590	Remove Trash	0.238	248
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.017	12			Utility Time	0.000	
6a-6i	229	Restrooms	1.050	248					
7a	67	Remove Dirt	0.311	248			HOURS PER DAY	8.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Vacuum
- Reline Baskets
- Thorough Dust

### **MONTHLY**

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




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

Alex J. Mayer  
Cabinet Secretary

Janie Cole  
Commissioner

**MEMORANDUM**

**TO:** To Whom It May Concern  
OSA Purchasing

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

**DATE:** May 19, 2025

**RE:** Justification for Janitorial Services

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





----- Forwarded message -----

From: **Hustead, Crystal G** <crystal.g.hustead@wv.gov>

Date: Thu, Jan 23, 2025 at 9:49 AM

Subject: Fwd: 100k spend approval form

To: Heather M White <Heather.M.White@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

Please see the attached form regarding purchases expected to exceed \$100,000

----- Forwarded message -----

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>

Date: Thu, Jan 23, 2025 at 9:47 AM

Subject: 100k spend approval form

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, Crystal G Hustead <crystal.g.hustead@wv.gov>, Joseph E Hager III <joseph.e.hageriii@wv.gov>, Mark A Atkins <Mark.A.Atkins@wv.gov>, Brandon L Barr <brandon.l.barr@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, John W Estep <john.w.estep@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>

Please share this with your agency contacts - this form should be signed by all parties and attached to any new requisitions over 100k.

Thanks!

Sam

--

**Samantha Willis**

*Director & General Counsel*

*Purchasing Division*

304-558-0492 • [Samantha.L.Willis@wv.gov](mailto:Samantha.L.Willis@wv.gov)



----- Forwarded message -----

From: "Rosen, Bryan D" <bryan.d.rosen@wv.gov>

To: "Wagner, Roberta A" <roberta.a.wagner@wv.gov>, "Price, Robert L" <robert.l.price@wv.gov>

Cc:

Bcc:

Date: Thu, 23 Jan 2025 13:46:20 -0500

Subject: Governor's Office Approval of contracts over \$100,000

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description and populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

5/20/25, 11:43 AM

State of West Virginia Mail - Re: 100k spend approval form

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan

---

 **Governor's Office Approval of contracts over \$100,000.eml**  
8K

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## West Virginia Secretary of State — Online Data Services

Business and Licensing  
Online Data Services Help

### Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

#### THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Character	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
Charter County	Kanawha		Control Number
Charter State	WV		Excess Acres
At Will Term			Member Managed
At Will Term Years			Par Value
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 WILKE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 1801A, ET KEYSBL, 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	
WVAFR	TRADENAME	9/5/2004	
DBA Name	Description	Effective Date	Termination Date

Amendment	
Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY LAWS
6/28/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1998	AMEND: BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
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Date Filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 5, 2025 -- 1:33 PM

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All Words

e.g. 10/24/2019-000



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Sign In

Select Domain  
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

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☐ Any Words ⓘ

☐ All Words ⓘ

☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"the west virginia association of rehabilitation facilities"



Entity



Location



Entity Status



☒ Active

☐ Inactive

☐ ID Assigned

Reset



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