



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 2742 BFA2500000002 1	Change Order No:	0	Procurement Folder:	1705552
Document Name:	BFA REGION 1, WWARF JANITORIAL			Reason for Modification:	
Document Description:	BFA REGION 1, WWARF 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 WVRJAN23 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 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FINANCIAL CLERK - 304-232-4411 HEALTH AND HUMAN RESOURCES BFA - OHIO COUNTY OFFICE 69 16TH ST WHEELING WV 26003 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:	\$615,452.10
---------------------	--------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins - 6/5/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Cathy Rose - 6-6-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

BFA REGION 1, 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	5456.00000	HOUR	\$24.4400	\$133,344.64
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, Berkeley 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: Developmental Center, Inc.

Hourly rate will be \$24.44.

Total number of hours will be provided will be 5456 and the annual fee \$133,344.64

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1240.00000	HOUR	\$24.4400	\$30,305.60
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, Grant 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: Developmental Center, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 1240 and the annual fee \$30,305.60

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1488.00000	HOUR	\$24.4400	\$36,366.72
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, Hampshire 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: Developmental Center, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 1488 and the annual fee \$36,366.72

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	744.00000	HOUR	\$24.4400	\$18,183.36
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, Morgan 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: Developmental Center, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 744 and the annual fee \$18,183.36

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1488.00000	HOUR	\$24.4400	\$36,366.72
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, Mineral 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: Developmental Center, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 1488 and the annual fee \$36,366.72

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1488.00000	HOUR	\$24.4400	\$36,366.72
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, Hardy 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: Developmental Center, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 1488 and the annual fee \$36,366.72

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1736.00000	HOUR	\$24.4400	\$42,427.84
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, Charles Town

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: Developmental, Inc

Hourly rate will be \$24.44

Total number of hours will be provided will be 1736 and the annual fee \$42,427.84

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1612.00000	HOUR	\$19.9200	\$32,111.04
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, Marshall 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: Northwood Health Systems, Inc

Hourly rate will be \$19.92

Total number of hours will be provided will be 1612 and the annual fee \$32,111.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	1612.00000	HOUR	\$19.9200	\$32,111.04
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, Wetzel 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: Northwood Health Systems, Inc

Hourly rate will be \$19.92

Total number of hours will be provided will be 1612 and the annual fee \$32,111.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	2852.00000	HOUR	\$18.8100	\$53,646.12
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, Randolph 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: Seneca Designs, Inc.

Hourly rate will be \$18.81

Total number of hours will be provided will be 2852 and the annual fee \$53,646.12

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1984.00000	HOUR	\$18.8100	\$37,319.04
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, Philippi

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: Seneca Designs, Inc.

Hourly rate will be \$18.81

Total number of hours will be provided will be 1984 and the annual fee \$37,319.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	312.00000	HOUR	\$18.8100	\$5,868.72
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, Tucker 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: Seneca Designs, Inc.

Hourly rate will be \$18.81

Total number of hours will be provided will be 312 and the annual fee \$5,868.72

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1550.00000	HOUR	\$18.8100	\$29,155.50
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, Preston 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: Seneca Designs, Inc.

Hourly rate will be \$18.81

Total number of hours will be provided will be 1550 and the annual fee \$29,155.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	496.00000	HOUR	\$19.8300	\$9,835.68
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, Pleasants 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: SW Resources, Inc. Region 2

Hourly rate will be \$19.77

Total number of hours will be provided will be 496 and the annual fee \$9,835.68

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	806.00000	HOUR	\$21.2600	\$17,135.56
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, Doddridge 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: The Op Shop, Inc.

Hourly rate will be \$21.26

Total number of hours will be provided will be 806 and the annual fee \$17,135.56

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	3596.00000	HOUR	\$18.0500	\$64,907.80
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, Wheeling

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: W.A.T.C.H., Inc.

Hourly rate will be \$18.05

Total number of hours will be provided will be 3596 and the annual fee \$64,907.80



West Virginia Association of Rehabilitation Facilities, Inc.

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

Service Agreement

03.DoHS.001.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Berkeley County
433 Mid Atlantic Parkway
Martinburg, WV 25404

Billing: DoHS BFA R1
Berkeley County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 5456.00 **Total Hours**

Non P-Card Pricing:

\$133,344.64 Total Cost

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

P-Card Pricing:

\$137,327.52 Total Cost w/Pcard

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Lesley Walizer

Customer Print Name

Customer Title

5-27-25

Date

Ok
Althas 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

03.DoHS.001.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.001.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	5456.00
TOTAL AGREEMENT COST	\$133,344.64
TOTAL AGREEMENT COST w/Pcard	\$137,327.52

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	484.00	\$11,828.96	\$12,182.28
Aug 2025	21	4	462.00	\$11,291.28	\$11,628.54
Sep 2025	21	4	462.00	\$11,291.28	\$11,628.54
Oct 2025	22	5	484.00	\$11,828.96	\$12,182.28
Nov 2025	17	4	374.00	\$9,140.56	\$9,413.58
Dec 2025	21	5	462.00	\$11,291.28	\$11,628.54
Jan 2026	20	4	440.00	\$10,753.60	\$11,074.80
Feb 2026	19	4	418.00	\$10,215.92	\$10,521.06
Mar 2026	22	4	484.00	\$11,828.96	\$12,182.28
Apr 2026	22	5	484.00	\$11,828.96	\$12,182.28
May 2026	20	4	440.00	\$10,753.60	\$11,074.80
Jun 2026	21	4	462.00	\$11,291.28	\$11,628.54
	248	52			

WORKLOADING FOR AGREEMENT: 03.DoHS.001.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	29066	Restrooms (#)	6	Elevators (#)	0	Windows (#)	67		
VCT Tile (ft ²)	7452	Fixtures (#)	36	Light Fixtures (ft ²)	0	Inside (ft ²)	11		
Ceramic (ft ²)	0	Water Fountains (#)	5	Stair Flights (#)	0	Outside (ft ²)	11		
Concrete (ft ²)	0	Trash Receptacles (#)	286	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam. (ft ²)	0	Vents (ft ²)	120	Horizontal Surf. (ft ²)	1500	Int 1 Side (ft ²)	94		
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	1500	Ext Glass Doors/Panels	2		
TOTAL (ft²)	36518	ft² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft²)	21		
Outside (ft ²)	0	TOTAL ft² WO Mat	144	Entrance (ft²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.913	248	7b	67	Baseboards	0.000	0
1b	369	Mop	2.087	248	8a	183	Clean Fountain	0.084	248
1c	385	Spray Buff	0.043	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	4.544	248	10c-d	84	Interior Glass Doors/Panels	0.448	248
2b	295	Vacuum	2.722	52	10e	563	Interior Windows	0.068	12
2c	294	Spot Clean (35%)	0.848	248	10f	563	Exterior Windows	0.068	12
2e	91	Walk Off Mats	0.072	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	4.776	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Refine Baskets	0.500	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.021	248	11d	590	Remove Trash	0.609	248
4b	69	Thorough Dust	0.126	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	12	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.048	12			Utility Time	0.190	
6a-6i	229	Restrooms	1.800	248					
7a	67	Remove Dirt	0.933	248			HOURS PER DAY	22.00	

*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
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- 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

03.DoHS.002.26

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. (WV ARF)

Work Performed By*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Grant County
15 Grant Street
Petersburg, WV 26847
Jenny Tingle

Billing: DoHS BFA R1
Grant County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1240.00 **Total Hours**

Non P-Card Pricing:

\$30,305.60

Total Cost

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

P-Card Pricing:

\$31,210.80

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 WV ARF

DocuSigned by:

Nita Hobbs

WV ARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhouse



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

03.DoHS.002.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING
03.DoHS.002.26
Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1240.00
TOTAL AGREEMENT COST	\$30,305.60
TOTAL AGREEMENT COST w/Pcard	\$31,210.80

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	110.00	\$2,688.40	\$2,768.70
Aug 2025	21	4	105.00	\$2,566.20	\$2,642.85
Sep 2025	21	4	105.00	\$2,566.20	\$2,642.85
Oct 2025	22	5	110.00	\$2,688.40	\$2,768.70
Nov 2025	17	4	85.00	\$2,077.40	\$2,139.45
Dec 2025	21	5	105.00	\$2,566.20	\$2,642.85
Jan 2026	20	4	100.00	\$2,444.00	\$2,517.00
Feb 2026	19	4	95.00	\$2,321.80	\$2,391.15
Mar 2026	22	4	110.00	\$2,688.40	\$2,768.70
Apr 2026	22	5	110.00	\$2,688.40	\$2,768.70
May 2026	20	4	100.00	\$2,444.00	\$2,517.00
Jun 2026	21	4	105.00	\$2,566.20	\$2,642.85
	248	52			

WORKLOADING FOR AGREEMENT: 03.DoHS.002.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6748	Restrooms (#)	4	Elevators (#)	0	Windows (#)		27	
VCT Tile (ft ²)	1758	Fixtures (#)	13	Light Fixtures (ft ²)	0	Inside (ft ²)		14	
Ceramic (ft ²)	722	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		14	
Concrete (ft ²)	0	Trash Receptacles (#)	55	Upholstery (ft ²)	0	Int Glass Doors/Panels		1	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	52	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)		20	
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	1000	Ext Glass Doors/Panels		4	
TOTAL (ft ²)	9228	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	90	Entrance (ft ²)	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	0.637	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.146	52	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.014	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.055	248	10c-d	84	Interior Glass Doors/Panels	0.048	248
2b	295	Vacuum	0.632	52	10e	563	Interior Windows	0.035	12
2c	294	Spot Clean (35%)	0.041	52	10f	563	Exterior Windows	0.006	2
2e	91	Walk Off Mats	0.045	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.919	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.096	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.001	52	11d	590	Remove Trash	0.154	248
4b	69	Thorough Dust	0.010	12	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	12	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.021	12					
6a-Gi	229	Restrooms	0.650	248					
7a	67	Remove Dirt	0.311	248					
HOURS PER DAY								5.00	

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

JANITORIAL TASK LIST

DAILY

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

WEEKLY

- Mop
- Vacuum
- Spot Clean (35%)
- Reline Baskets
- Spot Dust (35%)

MONTHLY

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

TWICE A YEAR

- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

03.DoHS.003.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Hampshire County
24954 Northwestern Pike
Romney, WV 26757
Mary Hamblin

Billing: DoHS BFA R1
Hampshire County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1488.00 **Total Hours**

Non P-Card Pricing:

\$36,366.72 **Total Cost**

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

P-Card Pricing:

\$37,452.96 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althas 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

03.DoHS.003.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.003.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1488.00
TOTAL AGREEMENT COST	\$36,366.72
TOTAL AGREEMENT COST w/Pcard	\$37,452.96

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	132.00	\$3,226.08	\$3,322.44
Aug 2025	21	4	126.00	\$3,079.44	\$3,171.42
Sep 2025	21	4	126.00	\$3,079.44	\$3,171.42
Oct 2025	22	5	132.00	\$3,226.08	\$3,322.44
Nov 2025	17	4	102.00	\$2,492.88	\$2,567.34
Dec 2025	21	5	126.00	\$3,079.44	\$3,171.42
Jan 2026	20	4	120.00	\$2,932.80	\$3,020.40
Feb 2026	19	4	114.00	\$2,786.16	\$2,869.38
Mar 2026	22	4	132.00	\$3,226.08	\$3,322.44
Apr 2026	22	5	132.00	\$3,226.08	\$3,322.44
May 2026	20	4	120.00	\$2,932.80	\$3,020.40
Jun 2026	21	4	126.00	\$3,079.44	\$3,171.42
	248	52			

WORKLOADING FOR AGREEMENT: 03.DoHS.003.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6870	Restrooms (#)	5	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft ²)	2085	Fixtures (#)	12	Light Fixtures (ft ²)	0	Inside (ft ²)	24		
Ceramic (ft ²)	184	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	24		
Concrete (ft ²)	0	Trash Receptacles (#)	66	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	48	Horizontal Surf. (ft ²)	300	Int 1 Side (ft ²)	21		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	300	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	9139	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	45		Entrance (ft ²)	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	0.582	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.635	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	1.074	248	10c-d	84	Interior Glass Doors/Panels	0.100	248
2b	295	Vacuum	0.643	52	10e	563	Interior Windows	0.057	12
2c	294	Spot Clean (35%)	0.200	248	10f	563	Exterior Windows	0.057	12
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.102	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.115	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	248	11d	590	Remove Trash	0.152	248
4b	69	Thorough Dust	0.025	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.002	52					
5b	546	Wash Vents	0.003	2			Utility Time	0.190	
6a-6i	229	Restrooms	0.600	248					
7a	67	Remove Dirt	0.187	248			HOURS PER DAY	6.00	

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

JANITORIAL TASK LIST

DAILY

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

WEEKLY

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

MONTHLY

- o Spray Buff
- o Interior Windows
- o Exterior Windows

TWICE A YEAR

- o 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

03.DoHS.004.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Morgan County
62 Regal Court
Berkeley Springs, WV 25411

Billing: DoHS BFA R1
Morgan County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 744.00 **Total Hours**

Non P-Card Pricing:

\$18,183.36 **Total Cost**

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

P-Card Pricing:

\$18,726.48 **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

5B50B720DE66468

WVARF, Inc.

5/9/2025

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

03.DoHS.004.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.004.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	744.00
TOTAL AGREEMENT COST	\$18,183.36
TOTAL AGREEMENT COST w/Pcard	\$18,726.48

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	66.00	\$1,613.04	\$1,661.22
Aug 2025	21	4	63.00	\$1,539.72	\$1,585.71
Sep 2025	21	4	63.00	\$1,539.72	\$1,585.71
Oct 2025	22	5	66.00	\$1,613.04	\$1,661.22
Nov 2025	17	4	51.00	\$1,246.44	\$1,283.67
Dec 2025	21	5	63.00	\$1,539.72	\$1,585.71
Jan 2026	20	4	60.00	\$1,466.40	\$1,510.20
Feb 2026	19	4	57.00	\$1,393.08	\$1,434.69
Mar 2026	22	4	66.00	\$1,613.04	\$1,661.22
Apr 2026	22	5	66.00	\$1,613.04	\$1,661.22
May 2026	20	4	60.00	\$1,466.40	\$1,510.20
Jun 2026	21	4	63.00	\$1,539.72	\$1,585.71
	248	52			

WORKLOADING FOR AGREEMENT:			03.DoHS.004.26								
Agreement Type		Janitorial	Agreement Period		7/1/2025	6/30/2026	Days/Week	5	Agreement Days		248
LOCATION PROFILE											
Carpet (ft ²)		3845	Restrooms (#)		4	Elevators (#)		0	Windows (#)		20
VCT Tile (ft ²)		661	Fixtures (#)		20	Light Fixtures (ft ²)		0	Inside (ft ²)		15
Ceramic (ft ²)		194	Water Fountains (#)		0	Stair Flights (#)		0	Outside (ft ²)		15
Concrete (ft ²)		0	Trash Receptacles (#)		24	Upholstery (ft ²)		0	Int Glass Doors/Panels		2
Vinyl/Lam (ft ²)		0	Vents (ft ²)		32	Horizontal Surf. (ft ²)		30	Int 1 Side (ft ²)		52
Other (ft ²)		0	Walk Off Mats (#)		2	Vertical Surf. (ft ²)		30	Ext Glass Doors/Panels		0
TOTAL (ft ²)		4700	ft ² per WO Mat		24	Baseboard (linear ft)		0	Ext 1 Side (ft ²)		0
Outside (ft ²)		0	TOTAL ft ² WO Mat		48	Entrance (ft ²)		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	0.219	248	7b	67	Baseboards	0.000	0		
1b	369	Mop	0.239	248	8a	183	Clean Fountain	0.000	0		
1c	385	Spray Buff	0.005	12	10a-b	84	Exterior Glass Doors/Panels	0.000	248		
2a	295	Spot Vacuum (35%)	0.601	248	10c-d	84	Interior Glass Doors/Panels	0.248	248		
2b	295	Vacuum	0.360	52	10e	563	Interior Windows	0.028	12		
2c	294	Spot Clean (35%)	0.112	248	10f	563	Exterior Windows	0.028	12		
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0		
3a	177	Empty Trash/Wipe Clean	0.401	248	11b	179	Police Entrance(25%)	0.000	0		
3b	178-177	Reline Baskets	0.042	52	11c	179	Police Parking Lot	0.000	0		
4a	69	Spot Dust (35%)	0.000	248	11d	590	Remove Trash	0.078	248		
4b	69	Thorough Dust	0.003	52	12a	588	Stairs	0.000	0		
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0		
5a	69	Dust Vents	0.000	12							
5b	546	Wash Vents	0.013	12							
6a-6i	229	Restrooms	1.000	248							
7a	67	Remove Dirt	0.019	248							
HOURS PER DAY								3.00			

*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
- 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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

03.DoHS.005.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Mineral County
18 N. Tornado Way
Keyser, WV 26726

Billing: DoHS BFA R1
Mineral County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1488.00 **Total Hours**

Non P-Card Pricing:

\$36,366.72 **Total Cost**

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

P-Card Pricing:

\$37,452.96 **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

5B80B720DE88468

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Alfred 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

03.DoHS.005.26

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:

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

VENDOR CONTACT:

Tony Francis
O: 304-788-3046
C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.005.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1488.00
TOTAL AGREEMENT COST	\$36,366.72
TOTAL AGREEMENT COST w/Pcard	\$37,452.96

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	132.00	\$3,226.08	\$3,322.44
Aug 2025	21	4	126.00	\$3,079.44	\$3,171.42
Sep 2025	21	4	126.00	\$3,079.44	\$3,171.42
Oct 2025	22	5	132.00	\$3,226.08	\$3,322.44
Nov 2025	17	4	102.00	\$2,492.88	\$2,567.34
Dec 2025	21	5	126.00	\$3,079.44	\$3,171.42
Jan 2026	20	4	120.00	\$2,932.80	\$3,020.40
Feb 2026	19	4	114.00	\$2,786.16	\$2,869.38
Mar 2026	22	4	132.00	\$3,226.08	\$3,322.44
Apr 2026	22	5	132.00	\$3,226.08	\$3,322.44
May 2026	20	4	120.00	\$2,932.80	\$3,020.40
Jun 2026	21	4	126.00	\$3,079.44	\$3,171.42
	248	52			

WORKLOADING FOR AGREEMENT: 03.DoHS.005.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	7800	Restrooms (#)	3	Elevators (#)	0	Windows (#)	21		
VCT Tile (ft ²)	1800	Fixtures (#)	18	Light Fixtures (ft ²)	0	Inside (ft ²)	12		
Ceramic (ft ²)	393	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	12		
Concrete (ft ²)	0	Trash Receptacles (#)	38	Upholstery (ft ²)	0	Int Glass Doors/Panels	15		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	20	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	29		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	3		
TOTAL (ft ²)	9993	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	45	Entrance (ft ²)	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	0.563	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.614	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.150	248
2a	295	Spot Vacuum (35%)	1.219	248	10c-d	84	Interior Glass Doors/Panels	1.036	248
2b	295	Vacuum	0.730	52	10e	563	Interior Windows	0.023	12
2c	294	Spot Clean (35%)	0.228	248	10f	563	Exterior Windows	0.023	12
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.635	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.066	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	248	11d	590	Remove Trash	0.167	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	0.008	12					
6a-Gi	229	Restrooms	0.900	248					
7a	67	Remove Dirt	0.124	248	HOURS PER DAY			6.00	

*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

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- 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

03.DoHS.006.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Hardy County
RC Byrd Industrial Park
Moorefield, WV 26726
304-538-2391

Billing: DoHS BFA R1
Hardy County
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1488.00 **Total Hours**

Non P-Card Pricing:

\$36,366.72 **Total Cost**

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

P-Card Pricing:

\$37,452.96 **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

5860B720DCE8468

WVARF, Inc.

5/9/2025

Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-27-25
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

03.DoHS.006.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.006.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1488.00
TOTAL AGREEMENT COST	\$36,366.72
TOTAL AGREEMENT COST w/Pcard	\$37,452.96

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	132.00	\$3,226.08	\$3,322.44
Aug 2025	21	4	126.00	\$3,079.44	\$3,171.42
Sep 2025	21	4	126.00	\$3,079.44	\$3,171.42
Oct 2025	22	5	132.00	\$3,226.08	\$3,322.44
Nov 2025	17	4	102.00	\$2,492.88	\$2,567.34
Dec 2025	21	5	126.00	\$3,079.44	\$3,171.42
Jan 2026	20	4	120.00	\$2,932.80	\$3,020.40
Feb 2026	19	4	114.00	\$2,786.16	\$2,869.38
Mar 2026	22	4	132.00	\$3,226.08	\$3,322.44
Apr 2026	22	5	132.00	\$3,226.08	\$3,322.44
May 2026	20	4	120.00	\$2,932.80	\$3,020.40
Jun 2026	21	4	126.00	\$3,079.44	\$3,171.42
	248	52			

WORKLOADING FOR AGREEMENT: 03.D0HS.006.26

Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248
LOCATION PROFILE								
Carpet (ft ²)	7087	Restrooms (#)	4	Elevators (#)	0	Windows (#)		25
VCT Tile (ft ²)	2025	Fixtures (#)	26	Light Fixtures (ft ²)	0	Inside (ft ²)		15
Ceramic (ft ²)	888	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)		15
Concrete (ft ²)	0	Trash Receptacles (#)	36	Upholstery (ft ²)	0	Int Glass Doors/Panels		1
Vinyl/Lam (ft ²)	0	Vents (ft ²)	18	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)		180
Other (ft ²)	0	Walk Off Mats (#)	5	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels		2
TOTAL (ft ²)	10000	ft ² per W/O Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)		21
Outside (ft ²)	0	TOTAL ft ² W/O Mat	75	Entrance (ft ²)	0			
SCOPE OF WORK								
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time
1a	486	Sweep	0.748	248	7b	67	Baseboards	0.000
1b	369	Mop	0.816	248	8a	183	Clean Fountain	0.017
1c	385	Spray Buff	0.017	12	10a-b	84	Exterior Glass Doors/Panels	0.100
2a	295	Spot Vacuum (35%)	1.108	248	10c-d	84	Interior Glass Doors/Panels	0.429
2b	295	Vacuum	0.664	52	10e	563	Interior Windows	0.034
2c	294	Spot Clean (35%)	0.207	248	10f	563	Exterior Windows	0.034
2e	91	Walk Off Mats	0.038	248	11a	540	Wash Light Fixtures	0.000
3a	177	Empty Trash/Wipe Clean	0.065	27	11b	179	Police Entrance(25%)	0.000
3b	178-177	Refill Baskets	0.063	52	11c	179	Police Parking Lot	0.000
4a	69	Spot Dust (35%)	0.007	248	11d	590	Remove Trash	0.167
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.000
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000
5a	69	Dust Vents	0.000	12				
5b	546	Wash Vents	0.007	12				
6a-6i	229	Restrooms	1.300	248				
7a	67	Remove Dirt	0.311	248				
HOURS PER DAY								
								6.00

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

03.DoHS.007.26

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*: Developmental Center, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Charles Town
239 Willow Springs Drive
Charles Town, WV 25414
Kathryn Bradley

Billing: DoHS BFA R1
Charles Town
239 Willow Spring Drive
Charles Town, WV 25414
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1736.00 **Total Hours**

Non P-Card Pricing:

\$42,427.84 **Total Cost**

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

P-Card Pricing:

\$43,695.12 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

58608720DCEB8468

WVARF, Inc.

5/9/2025

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

03.DoHS.007.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Tony Francis

O: 304-788-3046

C: 304-813-7901

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

03.DoHS.007.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1736.00
TOTAL AGREEMENT COST	\$42,427.84
TOTAL AGREEMENT COST w/Pcard	\$43,695.12

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$24.44	\$25.17
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	154.00	\$3,763.76	\$3,876.18
Aug 2025	21	4	147.00	\$3,592.68	\$3,699.99
Sep 2025	21	4	147.00	\$3,592.68	\$3,699.99
Oct 2025	22	5	154.00	\$3,763.76	\$3,876.18
Nov 2025	17	4	119.00	\$2,908.36	\$2,995.23
Dec 2025	21	5	147.00	\$3,592.68	\$3,699.99
Jan 2026	20	4	140.00	\$3,421.60	\$3,523.80
Feb 2026	19	4	133.00	\$3,250.52	\$3,347.61
Mar 2026	22	4	154.00	\$3,763.76	\$3,876.18
Apr 2026	22	5	154.00	\$3,763.76	\$3,876.18
May 2026	20	4	140.00	\$3,421.60	\$3,523.80
Jun 2026	21	4	147.00	\$3,592.68	\$3,699.99
	248	52			

WORKLOADING FOR AGREEMENT: 03.DoHS.007.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	7591	Restrooms (#)	4	Elevators (#)	0	Windows (#)	1		
VCT Tile (ft ²)	1278	Fixtures (#)	16	Light Fxtures (ft ²)	30	Inside (ft ²)	1000		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	1000		
Concrete (ft ²)	0	Trash Receptacles (#)	55	Upholstery (ft ²)	0	Int Glass Doors/Panels	1		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	16	Horizontal Surf. (ft ²)	1036	Int 1 Side (ft ²)	21		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	8869	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	500	TOTAL ft ² WO Mat	60	Entrance (ft ²)	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	0.328	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.358	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.032	52	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	0.938	196	10c-d	84	Interior Glass Doors/Panels	0.050	248
2b	295	Vacuum	0.711	52	10e	563	Interior Windows	0.092	12
2c	294	Spot Clean (35%)	0.221	248	10f	563	Exterior Windows	0.092	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.0005	12
3a	177	Empty Trash/Wipe Clean	0.919	248	11b	179	Police Entrance(25%)	0.038	248
3b	178-177	Reline Baskets	0.096	52	11c	179	Police Parking Lot	0.150	248
4a	69	Spot Dust (35%)	0.002	52	11d	590	Remove Trash	0.148	248
4b	69	Thorough Dust	0.043	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	0.006	12			Utility Time	1.510	
6a-6i	229	Restrooms	0.800	248					
7a	67	Remove Dirt	0.322	248			HOURS PER DAY	7.00	

*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
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Police Entrance(25%)
- Police Parking Lot
- Remove Trash

WEEKLY

- Spray Buff
- Vacuum
- Reline Baskets
- Spot Dust (35%)
- Thorough Dust
- Dust Vents

MONTHLY

- Wash Vents
- Interior Windows
- Exterior Windows
- Wash Light Fixtures



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

18.DoHS.008.26

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*: Northwood Health Systems, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Marshall County
400 Teletech Drive, Suite 2
Moundsville, WV 26041
Mickie Hall
304-843-4120

Billing: DoHS BFA R1
Marshall County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1612.00 **Total Hours**

Non P-Card Pricing:

\$32,111.04 **Total Cost**

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

P-Card Pricing:

\$33,078.24 **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

ED60736DC88155

WVARF, Inc.

5/9/2025

Date

Lesley Walizer

Customer Signature

BFA Director of Purchasing

Customer Title

Lesley Walizer

Customer Print Name

5-27-25

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

18.DoHS.008.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Carrie Tennant

O: 304-234-3500 x5243

C: 304-312-2151

ctennant@northwoodhealth.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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

18.DoHS.008.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1612.00
TOTAL AGREEMENT COST	\$32,111.04
TOTAL AGREEMENT COST w/Pcard	\$33,078.24

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.92	\$20.52
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	143.00	\$2,848.56	\$2,934.36
Aug 2025	21	4	136.50	\$2,719.08	\$2,800.98
Sep 2025	21	4	136.50	\$2,719.08	\$2,800.98
Oct 2025	22	5	143.00	\$2,848.56	\$2,934.36
Nov 2025	17	4	110.50	\$2,201.16	\$2,267.46
Dec 2025	21	5	136.50	\$2,719.08	\$2,800.98
Jan 2026	20	4	130.00	\$2,589.60	\$2,667.60
Feb 2026	19	4	123.50	\$2,460.12	\$2,534.22
Mar 2026	22	4	143.00	\$2,848.56	\$2,934.36
Apr 2026	22	5	143.00	\$2,848.56	\$2,934.36
May 2026	20	4	130.00	\$2,589.60	\$2,667.60
Jun 2026	21	4	136.50	\$2,719.08	\$2,800.98
	248	52			

WORKLOADING FOR AGREEMENT: 18.DoHS.008.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6442	Restrooms (#)	4	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft ²)	3860	Fixtures (#)	18	Light Fixtures (ft ²)	0	Inside (ft ²)	11		
Ceramic (ft ²)	2581	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	11		
Concrete (ft ²)	0	Trash Receptacles (#)	92	Upholstery (ft ²)	0	Int Glass Doors/Panels	8		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	58	Horizontal Surf. (ft ²)	400	Int 1 Side (ft ²)	9		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	400	Ext Glass Doors/Panels	2		
TOTAL (ft ²)	12883	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	72	Entrance (ft ²)	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	1.653	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.804	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.037	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	0.796	196	10c-d	84	Interior Glass Doors/Panels	0.019	27
2b	295	Vacuum	0.603	52	10e	563	Interior Windows	0.026	12
2c	294	Spot Clean (35%)	0.188	248	10f	563	Exterior Windows	0.026	12
2e	91	Walk Off Mats	0.036	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.536	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.161	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	196	11d	590	Remove Trash	0.215	248
4b	69	Thorough Dust	0.034	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.023	12					
6a-6i	229	Restrooms	0.900	248					
7a	67	Remove Dirt	0.249	248	HOURS PER DAY			6.50	

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

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

18.DoHS.009.26

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*: Northwood Health Systems, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Wetzel County
1236 North SR 2
New Martinsville, WV 26155
Mickie Hall
304-455-0920

Billing: DoHS BFA R1
Wetzel County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1612.00 Total Hours

Non P-Card Pricing:

\$32,111.04 Total Cost

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

P-Card Pricing:

\$33,078.24 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

59608720DF58408

WVARF, Inc.

5/9/2025

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

18.DoHS.009.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Carrie Tennant

O: 304-234-3500 x5243

C: 304-312-2151

ctennant@northwoodhealth.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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

18.DoHS.009.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1612.00
TOTAL AGREEMENT COST	\$32,111.04
TOTAL AGREEMENT COST w/Pcard	\$33,078.24

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.92	\$20.52
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	143.00	\$2,848.56	\$2,934.36
Aug 2025	21	4	136.50	\$2,719.08	\$2,800.98
Sep 2025	21	4	136.50	\$2,719.08	\$2,800.98
Oct 2025	22	5	143.00	\$2,848.56	\$2,934.36
Nov 2025	17	4	110.50	\$2,201.16	\$2,267.46
Dec 2025	21	5	136.50	\$2,719.08	\$2,800.98
Jan 2026	20	4	130.00	\$2,589.60	\$2,667.60
Feb 2026	19	4	123.50	\$2,460.12	\$2,534.22
Mar 2026	22	4	143.00	\$2,848.56	\$2,934.36
Apr 2026	22	5	143.00	\$2,848.56	\$2,934.36
May 2026	20	4	130.00	\$2,589.60	\$2,667.60
Jun 2026	21	4	136.50	\$2,719.08	\$2,800.98
	248	52			

WORKLOADING FOR AGREEMENT:		18.DoHS.009.26							
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	11775	Restrooms (#)	6	Elevators (#)	0	Windows (#)		28	
VCT Tile (ft ²)	2943	Fixtures (#)	30	Light Fixtures (ft ²)	0	Inside (ft ³)		18	
Ceramic (ft ²)	0	Water Fountains (#)	4	Stair Flights (#)	0	Outside (ft ³)		18	
Concrete (ft ²)	0	Trash Receptacles (#)	94	Upholstery (ft ²)	0	Int Glass Doors/Panels		0	
Vinyl/Lam (ft ²)	0	Vents (ft ²)	62	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ³)		0	
Other (ft ²)	0	Walk Off Mats (#)	6	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels		6	
TOTAL (ft ²)	14718	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ³)		21	
Outside (ft ²)	0	TOTAL ft ² WO Mat	144	Entrance (ft ²)	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	0.755	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.824	248	8a	183	Clean Fountain	0.067	248
1c	385	Spray Buff	0.017	12	10a-b	84	Exterior Glass Doors/Panels	0.300	248
2a	295	Spot Vacuum (35%)	1.455	196	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	1.103	52	10e	563	Interior Windows	0.031	8
2c	294	Spot Clean (35%)	0.343	248	10f	563	Exterior Windows	0.031	8
2e	91	Walk Off Mats	0.072	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.570	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.164	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.245	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	0.001	12					
5b	546	Wash Vents	0.025	12					
6a-6i	229	Restrooms	1.500	248					
7a	67	Remove Dirt	0.124	248					
HOURS PER DAY								6.50	

*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
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Dust Vents
- Wash Vents
- 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

23.DoHS.010.26

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*: Seneca Designs, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Randolph County
1027 N Randolph Avenue
Elkins, WV 26241
Michael Phillips
304-637-5560

Billing: DoHS BFA R1
Randolph County
15 Grant Street
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 2852.00 **Total Hours**

Non P-Card Pricing:

\$53,646.12

Total Cost

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

P-Card Pricing:

\$55,243.24

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.

5/9/2025

Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-27-25
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

23.DoHS.010.26

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:

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

VENDOR CONTACT:

Maria Smith
O: 304-636-1638
C:
maria@senecadesigns.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

23.DoHS.010.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	2852.00
TOTAL AGREEMENT COST	\$53,646.12
TOTAL AGREEMENT COST w/Pcard	\$55,243.24

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$18.81	\$19.37
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	253.00	\$4,758.93	\$4,900.61
Aug 2025	21	4	241.50	\$4,542.62	\$4,677.86
Sep 2025	21	4	241.50	\$4,542.62	\$4,677.86
Oct 2025	22	5	253.00	\$4,758.93	\$4,900.61
Nov 2025	17	4	195.50	\$3,677.36	\$3,786.84
Dec 2025	21	5	241.50	\$4,542.62	\$4,677.86
Jan 2026	20	4	230.00	\$4,326.30	\$4,455.10
Feb 2026	19	4	218.50	\$4,109.99	\$4,232.35
Mar 2026	22	4	253.00	\$4,758.93	\$4,900.61
Apr 2026	22	5	253.00	\$4,758.93	\$4,900.61
May 2026	20	4	230.00	\$4,326.30	\$4,455.10
Jun 2026	21	4	241.50	\$4,542.62	\$4,677.86
	248	52			

WORKLOADING FOR AGREEMENT: 23.DoHS.010.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	12840	Restrooms (#)	5	Elevators (#)	0	Windows (#)	44		
VCT Tile (ft ²)	3681	Fixtures (#)	40	Light Fixtures (ft ²)	0	Inside (ft ²)	15		
Ceramic (ft ²)	637	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft ²)	15		
Concrete (ft ²)	0	Trash Receptacles (#)	86	Upholstery (ft ²)	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	44	Horizontal Surf. (ft ²)	500	Int 1 Side (ft ²)	144		
Other (ft ²)	0	Walk Off Mats (#)	4	Vertical Surf. (ft ²)	500	Ext Glass Doors/Panels	4		
TOTAL (ft ²)	17158	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	60		Entrance (ft ²)	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	1.108	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.209	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.025	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	2.007	248	10c-d	84	Interior Glass Doors/Panels	1.371	248
2b	295	Vacuum	1.202	52	10e	563	Interior Windows	0.061	12
2c	294	Spot Clean (35%)	0.375	248	10f	563	Exterior Windows	0.061	12
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.436	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.150	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.007	236	11d	590	Remove Trash	0.286	248
4b	69	Thorough Dust	0.010	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	0.018	12					
6a-6i	229	Restrooms	2.000	248					
7a	67	Remove Dirt	0.311	248			HOURS PER DAY	11.50	

*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
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Remove Trash

WEEKLY

- Vacuum
- Reline Baskets

MONTHLY

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

THREE TIMES A WEEK

- Spot Dust (35%)



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

23.DoHS.011.26

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*: Seneca Designs, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Philippi
271 Mattaliano Drive
Philippi, WV 26446
Penny Reel
304-457-9030

Billing: DoHS BFA R1
53 Kiess Drive
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
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:

\$37,319.04 **Total Cost**

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

P-Card Pricing:

\$38,430.08 **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

5860B7300E8845E

WVARF, Inc.

5/9/2025

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

23.DoHS.011.26

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:

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

VENDOR CONTACT:

Maria Smith
O: 304-636-1638
C:
maria@senecadesigns.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

23.DoHS.011.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1984.00
TOTAL AGREEMENT COST	\$37,319.04
TOTAL AGREEMENT COST w/Pcard	\$38,430.08

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$18.81	\$19.37
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	176.00	\$3,310.56	\$3,409.12
Aug 2025	21	4	168.00	\$3,160.08	\$3,254.16
Sep 2025	21	4	168.00	\$3,160.08	\$3,254.16
Oct 2025	22	5	176.00	\$3,310.56	\$3,409.12
Nov 2025	17	4	136.00	\$2,558.16	\$2,634.32
Dec 2025	21	5	168.00	\$3,160.08	\$3,254.16
Jan 2026	20	4	160.00	\$3,009.60	\$3,099.20
Feb 2026	19	4	152.00	\$2,859.12	\$2,944.24
Mar 2026	22	4	176.00	\$3,310.56	\$3,409.12
Apr 2026	22	5	176.00	\$3,310.56	\$3,409.12
May 2026	20	4	160.00	\$3,009.60	\$3,099.20
Jun 2026	21	4	168.00	\$3,160.08	\$3,254.16
	248	52			

WORKLOADING FOR AGREEMENT: 23.DoHS.011.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	6950	Restrooms (#)	4	Elevators (#)	0	Windows (#)	26		
VCT Tile (ft ²)	2064	Fixtures (#)	22	Light Fixtures (ft ²)	0	Inside (ft ²)	5		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	5		
Concrete (ft ²)	0	Trash Receptacles (#)	48	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	10	Horizontal Surf. (ft ²)	30	Int 1 Side (ft ²)	120		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	30	Ext Glass Doors/Panels	6		
TOTAL (ft ²)	9014	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	400	TOTAL ft ² WO Mat	45	Entrance (ft ²)	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	0.530	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.578	248	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.002	2	10a-b	84	Exterior Glass Doors/Panels	0.300	248
2a	295	Spot Vacuum (35%)	0.859	196	10c-d	84	Interior Glass Doors/Panels	0.120	52
2b	295	Vacuum	0.651	52	10e	563	Interior Windows	0.012	12
2c	294	Spot Clean (35%)	0.203	248	10f	563	Exterior Windows	0.012	12
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.802	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.084	52	11c	179	Police Parking Lot	0.120	248
4a	69	Spot Dust (35%)	0.000	196	11d	590	Remove Trash	0.150	248
4b	69	Thorough Dust	0.003	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	12					
5b	546	Wash Vents	0.004	12			Utility Time	2.410	
6a-6i	229	Restrooms	1.100	248					
7a	67	Remove Dirt	0.019	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%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Police Parking Lot
- Remove Trash

WEEKLY

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

MONTHLY

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

TWICE A YEAR

- Spray Buff



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

23.DoHS.012.26

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*: Seneca Designs, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Tucker County
Parsons, WV
304-637-5560
Michael Phillips

Billing: DoHS BFA R1
Tucker County
15 Grant Street
Petersburg, WV 26847
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 312.00 **Total Hours**

Non P-Card Pricing:

\$5,868.72 **Total Cost**

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

P-Card Pricing:

\$6,043.44 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Lesley Walizer
Customer Signature

BFA Director of Purchasing
Customer Title

Lesley Walizer
Customer Print Name

5-27-25
Date

Ok
Althea Greenhouse



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

23.DoHS.012.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Maria Smith

O: 304-636-1638

C:

maria@senecadesigns.com

- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

23.DoHS.012.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	312.00
TOTAL AGREEMENT COST	\$5,868.72
TOTAL AGREEMENT COST w/Pcard	\$6,043.44

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$18.81	\$19.37
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	9	5	27.00	\$507.87	\$522.99
Aug 2025	8	4	24.00	\$451.44	\$464.88
Sep 2025	9	4	27.00	\$507.87	\$522.99
Oct 2025	9	5	27.00	\$507.87	\$522.99
Nov 2025	8	4	24.00	\$451.44	\$464.88
Dec 2025	9	5	27.00	\$507.87	\$522.99
Jan 2026	9	4	27.00	\$507.87	\$522.99
Feb 2026	8	4	24.00	\$451.44	\$464.88
Mar 2026	9	4	27.00	\$507.87	\$522.99
Apr 2026	9	5	27.00	\$507.87	\$522.99
May 2026	8	4	24.00	\$451.44	\$464.88
Jun 2026	9	4	27.00	\$507.87	\$522.99
	104	52			

WORKLOADING FOR AGREEMENT: 23.DoHS.012.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	2	Agreement Days	104	
LOCATION PROFILE									
Carpet (ft ²)	2852	Restrooms (#)	3	Elevators (#)	0	Windows (#)	14		
VCT Tile (ft ²)	1059	Fixtures (#)	9	Light Fixtures (ft ²)	0	Inside (ft ²)	5		
Ceramic (ft ²)	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	5		
Concrete (ft ²)	0	Trash Receptacles (#)	24	Upholstery (ft ²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	10	Horizontal Surf. (ft ²)	30	Int 1 Side (ft ²)	120		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	30	Ext Glass Doors/Panels	6		
TOTAL (ft ²)	3911	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	0	TOTAL ft ² WO Mat	45		Entrance (ft ²)	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	0.272	104	7b	67	Baseboards	0.000	0
1b	369	Mop	0.297	104	8a	183	Clean Fountain	0.008	52
1c	385	Spray Buff	0.015	12	10a-b	84	Exterior Glass Doors/Panels	0.150	52
2a	295	Spot Vacuum (35%)	0.223	52	10c-d	84	Interior Glass Doors/Panels	0.286	52
2b	295	Vacuum	0.637	52	10e	563	Interior Windows	0.015	12
2c	294	Spot Clean (35%)	0.083	104	10f	563	Exterior Windows	0.015	12
2e	91	Walk Off Mats	0.023	104	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.401	104	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.100	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	52	11d	590	Remove Trash	0.065	104
4b	69	Thorough Dust	0.006	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	0.160	
6a-6i	229	Restrooms	0.225	52					
7a	67	Remove Dirt	0.009	52			HOURS PER DAY	3.00	

*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

EVERY DAY WORKED

- Sweep
- Mop
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Remove Trash

WEEKLY

- Spot Vacuum (35%)
- Vacuum
- Reline Baskets
- Spot Dust (35%)
- Thorough Dust
- Restrooms
- Remove Dirt
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels

MONTHLY

- Spray Buff
- Interior Windows
- Exterior Windows
- 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

23.DoHS.013.26

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*: Seneca Designs, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Preston County
18351 Veterans Memorial Highway
Kingwood, WV 26537
Garnet Brammer

Billing: DoHS BFA R1
Preston County
18351 Veterans Memorial Highway
Kingwood, WV 26537
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 1550.00 **Total Hours**

Non P-Card Pricing:

\$29,155.50 **Total Cost**

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

P-Card Pricing:

\$30,023.50 **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

5B60B730DE8E468

WVARF, Inc.

5/9/2025

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

23.DoHS.013.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Maria Smith

O: 304-636-1638

C:

maria@senecadesigns.com

- If an issue arises with the quality of services being provided, the customer agrees to contact 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

23.DoHS.013.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	1550.00
TOTAL AGREEMENT COST	\$29,155.50
TOTAL AGREEMENT COST w/Pcard	\$30,023.50

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$18.81	\$19.37
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	137.50	\$2,586.38	\$2,663.38
Aug 2025	21	4	131.25	\$2,468.81	\$2,542.31
Sep 2025	21	4	131.25	\$2,468.81	\$2,542.31
Oct 2025	22	5	137.50	\$2,586.38	\$2,663.38
Nov 2025	17	4	106.25	\$1,998.56	\$2,058.06
Dec 2025	21	5	131.25	\$2,468.81	\$2,542.31
Jan 2026	20	4	125.00	\$2,351.25	\$2,421.25
Feb 2026	19	4	118.75	\$2,233.69	\$2,300.19
Mar 2026	22	4	137.50	\$2,586.38	\$2,663.38
Apr 2026	22	5	137.50	\$2,586.38	\$2,663.38
May 2026	20	4	125.00	\$2,351.25	\$2,421.25
Jun 2026	21	4	131.25	\$2,468.81	\$2,542.31
	248	52			

WORKLOADING FOR AGREEMENT: 23.DoHS.013.26											
Agreement Type		Janitorial	Agreement Period		7/1/2025	6/30/2026		Days/Week	5	Agreement Days	248
LOCATION PROFILE											
Carpet (ft²)		5965	Restrooms (#)		4	Elevators (#)		0	Windows (#)		25
VCT Tile (ft²)		2093	Fixtures (#)		24	Light Fixtures (ft²)		0	Inside (ft²)		14
Ceramic (ft²)		264	Water Fountains (#)		1	Stair Flights (#)		0	Outside (ft²)		14
Concrete (ft²)		0	Trash Receptacles (#)		70	Upholstery (ft²)		0	Int Glass Doors/Panels		1
Vinyl/Lam (ft²)		0	Vents (ft²)		30	Horizontal Surf. (ft²)		500	Int 1 Side (ft²)		286
Other (ft²)		0	Walk Off Mats (#)		4	Vertical Surf. (ft²)		500	Ext Glass Doors/Panels		4
TOTAL (ft²)		8322	ft² per WO Mat		15	Baseboard (linear ft)		0	Ext 1 Side (ft²)		21
Outside (ft²)		0	TOTAL ft² WO Mat		60	Entrance (ft²)		0			
SCOPE OF WORK											
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement		
1a	486	Sweep	0.605	248	7b	67	Baseboards	0.000	0		
1b	369	Mop	0.660	248	8a	183	Clean Fountain	0.017	248		
1c	385	Spray Buff	0.014	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248		
2a	295	Spot Vacuum (35%)	0.887	236	10c-d	84	Interior Glass Doors/Panels	0.681	248		
2b	295	Vacuum	0.129	12	10e	563	Interior Windows	0.005	2		
2c	294	Spot Clean (35%)	0.174	248	10f	563	Exterior Windows	0.005	2		
2e	91	Walk Off Mats	0.006	52	11a	540	Wash Light Fixtures	0.000	0		
3a	177	Empty Trash/Wipe Clean	1.169	248	11b	179	Police Entrance(25%)	0.000	248		
3b	178-177	Reline Baskets	0.122	52	11c	179	Police Parking Lot	0.000	0		
4a	69	Spot Dust (35%)	0.001	52	11d	590	Remove Trash	0.139	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	0.001	52							
5b	546	Wash Vents	0.002	2			Utility Time	0.120			
6a-6i	229	Restrooms	1.200	248							
7a	67	Remove Dirt	0.065	52			HOURS PER DAY	6.25			

*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%)
- Empty Trash/Wipe Clean
- Restrooms
- Clean Fountain
- Exterior Glass Doors/Panels
- Interior Glass Doors/Panels
- Police Entrance(25%)
- Remove Trash

WEEKLY

- Walk Off Mats
- Reline Baskets
- Spot Dust (35%)
- Thorough Dust
- Dust Vents
- Remove Dirt

MONTHLY

- Spray Buff
- Vacuum

TWICE A YEAR

- Wash Vents
- 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

31.DoHS.014.26

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*: SW Resources, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Pleasants County
201 2nd Street
St Marys, WV 26170

Billing: DoHS BFA R1
Pleasants County
110 N 6th Street
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 496.00 **Total Hours**

Non P-Card Pricing:

\$9,835.68 Total Cost

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

P-Card Pricing:

\$10,128.32 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

5B60B7200F58468

WVARF, Inc.

5/9/2025

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

31.DoHS.014.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

dmitchell@goodwillsummit.com

304-346-0811

klilly@goodwillsummit.com

740-816-5548

- 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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

31.DoHS.014.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	496.00
TOTAL AGREEMENT COST	\$9,835.68
TOTAL AGREEMENT COST w/Pcard	\$10,128.32

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.83	\$20.42
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	44.00	\$872.52	\$898.48
Aug 2025	21	4	42.00	\$832.86	\$857.64
Sep 2025	21	4	42.00	\$832.86	\$857.64
Oct 2025	22	5	44.00	\$872.52	\$898.48
Nov 2025	17	4	34.00	\$674.22	\$694.28
Dec 2025	21	5	42.00	\$832.86	\$857.64
Jan 2026	20	4	40.00	\$793.20	\$816.80
Feb 2026	19	4	38.00	\$753.54	\$775.96
Mar 2026	22	4	44.00	\$872.52	\$898.48
Apr 2026	22	5	44.00	\$872.52	\$898.48
May 2026	20	4	40.00	\$793.20	\$816.80
Jun 2026	21	4	42.00	\$832.86	\$857.64
	248	52			

WORKLOADING FOR AGREEMENT: 31.DoHS.014.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft ²)	1612	Restrooms (#)	2	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft ²)	1259	Fixtures (#)	5	Light Fixtures (ft ²)	0	Inside (ft ²)	15		
Ceramic (ft ²)	250	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft ²)	15		
Concrete (ft ²)	0	Trash Receptacles (#)	17	Upholstery (ft ²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft ²)	0	Vents (ft ²)	12	Horizontal Surf. (ft ²)	0	Int 1 Side (ft ²)	0		
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	0	Ext Glass Doors/Panels	5		
TOTAL (ft ²)	3121	ft ² per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	18		
Outside (ft ²)	0	TOTAL ft ² WO Mat	72		Entrance (ft ²)	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	0.387	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.089	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.009	12	10a-b	84	Exterior Glass Doors/Panels	0.214	248
2a	295	Spot Vacuum (35%)	0.199	196	10c-d	84	Interior Glass Doors/Panels	0.000	248
2b	295	Vacuum	0.151	52	10e	563	Interior Windows	0.015	12
2c	294	Spot Clean (35%)	0.047	248	10f	563	Exterior Windows	0.003	2
2e	91	Walk Off Mats	0.036	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.284	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.030	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	196	11d	590	Remove Trash	0.052	248
4b	69	Thorough Dust	0.000	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	0.230	
6a-6i	229	Restrooms	0.250	248					
7a	67	Remove Dirt	0.000	0	HOURS PER DAY			2.00	

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

WEEKLY

- Mop
- Vacuum
- Reline Baskets
- Thorough Dust

MONTHLY

- Spray Buff
- Interior Windows

TWICE A YEAR

- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Service Agreement

25.DoHS.015.26

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*: The Op Shop, Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Doddridge County
22 Herbert Avenue
Smithburg, WV 26436
Cree LeMasters

Billing: DoHS BFA R1
Doddridge County
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
lesley.e.walizer@wv.gov

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

Total Agreement Pricing: 806.00 Total Hours

Non P-Card Pricing:

\$17,135.56

Total Cost

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

P-Card Pricing:

\$17,651.40

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

5860B730DE88468

WVARF, Inc.

5/9/2025

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

25.DoHS.015.26

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:

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

VENDOR CONTACT:

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

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

25.DoHS.015.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	806.00
TOTAL AGREEMENT COST	\$17,135.56
TOTAL AGREEMENT COST w/Pcard	\$17,651.40

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$21.26	\$21.90
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	71.50	\$1,520.09	\$1,565.85
Aug 2025	21	4	68.25	\$1,451.00	\$1,494.68
Sep 2025	21	4	68.25	\$1,451.00	\$1,494.68
Oct 2025	22	5	71.50	\$1,520.09	\$1,565.85
Nov 2025	17	4	55.25	\$1,174.62	\$1,209.98
Dec 2025	21	5	68.25	\$1,451.00	\$1,494.68
Jan 2026	20	4	65.00	\$1,381.90	\$1,423.50
Feb 2026	19	4	61.75	\$1,312.81	\$1,352.33
Mar 2026	22	4	71.50	\$1,520.09	\$1,565.85
Apr 2026	22	5	71.50	\$1,520.09	\$1,565.85
May 2026	20	4	65.00	\$1,381.90	\$1,423.50
Jun 2026	21	4	68.25	\$1,451.00	\$1,494.68
	248	52			

WORKLOADING FOR AGREEMENT: 25.DoHS.015.26										
Agreement Type		Janitorial	Agreement Period		7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248
LOCATION PROFILE										
Carpet (ft ²)	2329	Restrooms (#)	3	Elevators (#)	0	Windows (#)	16			
VCT Tile (ft ²)	1080	Fixtures (#)	5	Light Fixtures (ft ²)	0	Inside (ft ²)	16			
Ceramic (ft ²)	578	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft ²)	16			
Concrete (ft ²)	0	Trash Receptacles (#)	24	Upholstery (ft ²)	0	Int Glass Doors/Panels	84			
Vinyl/Lam (ft ²)	0	Vents (ft ²)	30	Horizontal Surf. (ft ²)	200	Int 1 Side (ft ²)	3			
Other (ft ²)	0	Walk Off Mats (#)	3	Vertical Surf. (ft ²)	200	Ext Glass Doors/Panels	3			
TOTAL (ft ²)		3987	ft ² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft ²)	21		
Outside (ft ²)	400	TOTAL ft ² WO Mat		45	Entrance (ft ²)	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	0.426	248	7b	67	Baseboards	0.000	0	
1b	369	Mop	0.464	248	8a	183	Clean Fountain	0.017	248	
1c	385	Spray Buff	0.010	12	10a-b	84	Exterior Glass Doors/Panels	0.150	248	
2a	295	Spot Vacuum (35%)	0.288	196	10c-d	84	Interior Glass Doors/Panels	0.126	52	
2b	295	Vacuum	0.218	52	10e	563	Interior Windows	0.102	52	
2c	294	Spot Clean (35%)	0.068	248	10f	563	Exterior Windows	0.024	12	
2e	91	Walk Off Mats	0.023	248	11a	540	Wash Light Fixtures	0.000	0	
3a	177	Empty Trash/Wipe Clean	0.401	248	11b	179	Police Entrance(25%)	0.000	0	
3b	178-177	Reline Baskets	0.042	52	11c	179	Police Parking Lot	0.000	0	
4a	69	Spot Dust (35%)	0.000	12	11d	590	Remove Trash	0.066	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	0.012	12			Utility Time	0.550		
6a-6i	229	Restrooms	0.250	248						
7a	67	Remove Dirt	0.006	12	HOURS PER DAY			3.25		

*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
- Remove Trash

WEEKLY

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

MONTHLY

- Spray Buff
- Spot Dust (35%)
- Thorough Dust
- Dust Vents
- Wash Vents
- Remove Dirt
- 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

26.DoHS.016.26

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*: W.A.T.C.H., Inc.

Work Performed: Janitorial

Site: DoHS BFA R1
Wheeling
69 16th Street
Wheeling, WV 26003
304-232-4411

Billing: DoHS BFA R1
Wheeling
110 N 6th Street, Suite 3
Clarksburg, WV 26301
david.k.stickel@wv.gov
304-627-2118
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:

\$64,907.80 **Total Cost**

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

P-Card Pricing:

\$66,849.64 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5B00B720DE88463...

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Print Name

Customer Title

Date

Ok
Althea Greenhouse



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

Terms of Agreement

26.DoHS.016.26

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:

Gary Wolfe, Contract Manager

O: 681-661-0141

C: 304-444-2401

gwolfe@wvarf.org

VENDOR CONTACT:

Heather Caldwell 740-827-2026

O: 304-232-1750

C: hcaldwell@rns-watch.org

ddodge@rns-watch.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.



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

PRICING

26.DoHS.016.26

Fiscal Year 2026

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

PRICING

Total Agreement Amount:

TOTAL AGREEMENT HOURS	3596.00
TOTAL AGREEMENT COST	\$64,907.80
TOTAL AGREEMENT COST w/Pcard	\$66,849.64

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$18.05	\$18.59
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	319.00	\$5,757.95	\$5,930.21
Aug 2025	21	4	304.50	\$5,496.23	\$5,660.66
Sep 2025	21	4	304.50	\$5,496.23	\$5,660.66
Oct 2025	22	5	319.00	\$5,757.95	\$5,930.21
Nov 2025	17	4	246.50	\$4,449.33	\$4,582.44
Dec 2025	21	5	304.50	\$5,496.23	\$5,660.66
Jan 2026	20	4	290.00	\$5,234.50	\$5,391.10
Feb 2026	19	4	275.50	\$4,972.78	\$5,121.55
Mar 2026	22	4	319.00	\$5,757.95	\$5,930.21
Apr 2026	22	5	319.00	\$5,757.95	\$5,930.21
May 2026	20	4	290.00	\$5,234.50	\$5,391.10
Jun 2026	21	4	304.50	\$5,496.23	\$5,660.66
	248	52			

WORKLOADING FOR AGREEMENT: 26.DoHS.016.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft²)	17501	Restrooms (#)	7	Elevators (#)	0	Windows (#)	24		
VCT Tile (ft²)	4697	Fixtures (#)	38	Light Fixtures (ft³)	0	Inside (ft³)	18		
Ceramic (ft²)	1316	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft³)	18		
Concrete (ft²)	0	Trash Receptacles (#)	112	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	0	Vents (ft²)	52	Horizontal Surf. (ft²)	1500	Int 1 Side (ft³)	36		
Other (ft²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft²)	1500	Ext Glass Doors/Panels	4		
TOTAL (ft²)	23514	ft² per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft³)	21		
Outside (ft²)	0	TOTAL ft² WO Mat	30	Entrance (ft²)	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.543	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.684	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.035	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	2.736	248	10c-d	84	Interior Glass Doors/Panels	0.171	248
2b	295	Vacuum	1.639	52	10e	563	Interior Windows	0.040	12
2c	294	Spot Clean (35%)	0.510	248	10f	563	Exterior Windows	0.040	12
2e	91	Walk Off Mats	0.015	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	1.870	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.196	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.021	248	11d	590	Remove Trash	0.392	248
4b	69	Thorough Dust	0.126	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	12	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	12					
5b	546	Wash Vents	0.021	12			Utility Time	0.390	
6a-6i	229	Restrooms	1.900	248					
7a	67	Remove Dirt	0.933	248	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
- 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



----- 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

You are viewing this page over a secure connection. Click here for more information.

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	Charter	Class	Bec Type	Termination Date	Termination Reason	
C Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit				

Organization Information				
Business Purpose	5613 - 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				Per 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, 25302 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 503 BURNHOLDS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, 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	8/29/1995	
WVAFI	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED; SEE IMAGE
5/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501CS LANGUAGE AND AMENDING BYLAWS
11/19/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
2002	
2001	
2000	
1999	
1998	
Date Filed	

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

Thursday, June 5, 2025 — 1:33 PM

© 2025 State of West Virginia



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 325XAC27002



Make sure the email address you use to log in is associated with a valid SAM.gov account. If not, click the link below to create a new account.

Sign In

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide.

- ☐ Any Words
- ☐ All Words
- ☐ Exact Phrase

e.g. 22345C FPM, 310101C Corp

"the west virginia association of rehabilitation facilities"

x

Entity



Location



Entity Status



- ☒ Active
- ☐ Inactive
- ☐ ID Assigned

Reset



No matches found

We couldn't find a match for your search criteria.
Please try another search or go back to previous results.

Go Back



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Privacy Policy](#)

[Disclaimers](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Registration](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.